

## **MINUTES OF MEETING OF MONDAY, AUGUST 6, 2007**

Present: Hank Boerner  
Angela Devito  
Jack Orben  
Kathleen Wojciechowski  
Lori Taggert  
William Belmonte, Executive Director  
Richard Ehlers, Esq., Local Counsel

Absent: Sean McCabe  
Jim Csorny

At 5:10pm, Richard Ehlers contacted Sean McCabe who informed the Board that he would not be able to attend the meeting. In the absence of Jim Csorny, Assistant Chair, Kathleen Wojciechowski offered the following resolution which was seconded by Angela Devito:

### **#40-07 – Appoints Jack Orben as Acting Assistant Chairman for the Board Meeting of August 9, 2007**

WHEREAS, Sean McCabe and Jim Csorny are absent from the August 6, 2007 meeting; and

WHEREAS, a quorum is present;

RESOLVED, that Jack Orben is designated as Acting Assistant Chairman for the Board Meeting of August 6, 2007.

**Vote: 5 yes  
2 absent**

Meeting was called to order by Jack Orben, Acting Assistant Chairman, at 5:15 p.m.

### **#41-07 - APPROVES MINUTES OF MEETING OF 7/2/07**

Lori Taggert offered the following resolution, which was seconded by Kathleen Wojciechowski.

RESOLVED, the minutes of the meeting of July 2, 2007 as prepared and submitted be and are hereby approved; and

BE IT FURTHER RESOLVED, that a copy of said minutes be maintained in the files of the Agency and become a part of the record of the Agency.

**Vote: 5 yes  
2 absent**

**#42-07 - ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS**

Angela DeVito offered the following resolution, which was seconded by Kathleen Wojciechowski.

WHEREAS, Monique Gablenz, consultant to the RIDA, prepared a report of expenses of the RIDA for the period 7/1/07 to 7/31/07 as attached.

NOW, THEREFORE, BE IT RESOLVED, that said report of expenses dated 8/1/2007 be and is hereby accepted and expenses as listed are authorized for payment.

**Vote: 5 yes**  
**2 absent**

**#43-07 - RATIFIES PUBLICATION OF HELP WANTED AD FOR CHIEF FISCAL OFFICER**

Jack Orben offered the following resolution, which was seconded by Lori Taggert.

**WHEREAS**, a vacancy currently exists in the position of Chief Fiscal Officer for the Riverhead Industrial Development Agency.

**WHEREAS**, the Board Members agreed via e-mail correspondence on July 7<sup>th</sup> that time is of the essence with respect to filling the vacancy.

WHEREAS, a Help Wanted Ad for the position of Chief Fiscal Officer was placed in the News Review commencing with the July 12<sup>th</sup> publication and recurring in the July 19<sup>th</sup> publication.

**NOW, THEREFORE, BE IT RESOLVED**, that the publication of a Help Wanted Ad for said position be and is hereby ratified.

**Vote: 5 yes**  
**2 absent**

At this point in the Meeting, William Belmonte informed the Board that there were vacancies on the Governance Committee due to the prior resignation of Robert J. Gaffney on March 29, 2007 and due to William Belmonte's resignation from the Board on June 29, 2007. Mr. Belmonte also informed the Board that the position of Assistant Secretary was also vacant due to Mr. Gaffney's resignation.

Hank Boerner and Lori Taggert expressed their desire to be members of the Governance Committee and Angela Devito expressed her desire to assume the position of Assistant Secretary.

**#44-07 - APPOINTS LORI TAGGERT AND HANK BOERNER AS MEMBERS OF THE GOVERNANCE COMMITTEE AND APPOINTS ANGELA DeVITO TO THE OFFICE OF ASSISTANT SECRETARY**

Kathleen Wojciechowski offered the following resolution, which was seconded by Jack Orben

WHEREAS, due to the resignations of Robert J. Gaffney and William Belmonte, two vacancies exist on the Governance Committee; and

WHEREAS, due to the resignation of Robert J. Gaffney, a vacancy exists in the position of Assistant Secretary;

NOW THEREFORE, BE IT RESOLVED, that Hank Boerner and Lori Taggert be and hereby are appointed to the Governance Committee of the Riverhead Industrial Development Agency.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that Angela DeVito be and is hereby appointed to the position of Assistant Secretary.

**Vote: 5 yes  
2 absent**

At this point in the meeting, William Belmonte brought to the Board's attention that the Riverhead Industrial Development Agency has been asked to vacate the current rental space at the Calverton Incubator Facility at 4603 Middle Country Road. Mr. Belmonte also brought to the Board's attention that there would most likely be increased costs for monthly rental as well as costs for furnishing the new rental space with office furniture and equipment as the Riverhead Industrial Development Agency currently does not own or lease a copy machine and does not own any office furniture other than filing cabinets. Mr. Belmonte gave a brief report on his efforts to locate new office space, prices for such space and his efforts to locate any space that might be available from the Town. The Board requested that Mr. Belmonte continue his research and present a rental location to the Board at the next meeting.

Richard Ehlers then brought to the Board's attention a request received from Patricia Blake, Esq. counsel for North Fork Bank, for a mortgage modification and extension agreement in accordance with a commitment letter previously filed with the Riverhead Industrial Development Agency related to the HDI Enterprises, LLC project.

**#45-07 – AUTHORIZES CHAIR OR VICE-CHAIR TO EXECUTE A MORTGAGE MODIFICATION AND EXTENSION AGREEMENT WITH RESPECT TO HDI ENTERPRISES, LLC**

Kathleen Wojciechowski offered the following resolution which was seconded by Lori Taggert;

**MINUTES OF MEETING OF MONDAY, AUGUST 6, 2007**

**Page 4 of 5**

WHEREAS, Patricia Blake, Esq., counsel for the North Fork Bank, has requested that the mortgage executed by the Agency be modified and extended in accordance with a commitment letter issued by North Fork Bank dated June 18, 2007, which is on file with the Agency,

NOW, THEREFORE, BE IT RESOLVED, that the Chair or Vice-Chair be and is hereby authorized to execute a mortgage modification and extension agreement on terms substantially similar to those set forth in the June 18, 2007, commitment letter by and between North Fork Bank and HDI Enterprises, LLC, and be it further

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Patricia Blake, Esq., and Sol Israel, Esq., counsel to HDI.

**Vote: 5 yes**  
**2 absent**

The Board then began a discussion with respect to candidates for the position of Chief Fiscal Officer. Mr. Belmonte asked Mr. Ehlers to brief the Board with respect to his findings if there would be any conflict of interest if applicant Laverne Tennenberg, who also serves as the Town's Assessor, was hired as CFO. Mr. Ehlers stated that he could find no conflict of interest with respect to the candidate.

At 6:05 PM, Mr. Ehlers left the meeting and the Board interviewed two candidates for the position of part-time Chief Fiscal Officer for the Riverhead Industrial Development Agency. Candidate Lucille Sullivan was interviewed at 6:05 PM and candidate Steven Brautigam was interviewed at 6:25PM.

**#46-07 – AUTHORIZES CHAIR OR VICE-CHAIR TO NEGOTIATE A  
EMPLOYMENT AGREEMENT WITH LUCILLE SULLIVAN TO ASSUME THE  
POSITION OF PART-TIME CHIEF FISCAL OFFICER**

Angela Devito offered the following resolution which was seconded by Hank Boerner.

**WHEREAS**, the PAAA act of 2005 recommends that the financial management of the Riverhead Industrial Development Agency be undertaken by a Chief Fiscal Officer;

WHEREAS, a vacancy now exists in the position of Chief Fiscal Officer;

NOW, THEREFORE, BE IT RESOLVED, that the Chair or Vice-Chair is authorized to negotiate an employment agreement with Lucille Sullivan to assume the position of part-time Chief Fiscal Officer.

**Vote: 5 yes**  
**2 absent**

**MINUTES OF MEETING OF MONDAY, AUGUST 6, 2007**

**Page 5 of 5**

**#47-07 – AUTHORIZES EXECUTIVE DIRECTOR TO ATTEND NYSEDC BOARD MEETING**

Hank Boerner offered the following resolution which was seconded by Lori Taggart.

WHEREAS, The New York State Economic Development Council is holding an economic development seminar and its annual Board Meeting on August 14<sup>th</sup> and August 15<sup>th</sup>, 2007;

WHEREAS, it is the desire of the Executive Director to attend said meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors authorizes the Executive Director to attend the New York State Economic Development Council's Seminar and Board of Directors Meeting at the Saratoga Hotel on August 14-15, 2007

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all necessary expenses for attendance at said Seminar and Board of Director's Meeting shall be paid by the Agency or reimbursed by the Agency upon the production of an expense report at a cost not to exceed \$1500.

**Vote: 5 yes**  
**2 absent**

There being no further business the meeting was adjourned at approximately 6:55 p.m.