

MINUTES OF MEETING OF MONDAY, MARCH 3, 2008

Present: Sean McCabe
Hank Boerner
Jim Csorny
Jack Orben
Lori Taggert
Kathleen Wojciechowski
William Belmonte, Executive Director
Lucille Sullivan, CFO
Dick Ehlers, Counsel to the IDA

Absent: Angela DeVito

Sean McCabe, Chairman of the Board of Directors, called the meeting to order at 5:05PM.

The Chairman then invited Jeanne Fontana and Tina Obremski to present Greenstone/Fontana's particulars to the Board members with respect to creating a marketing plan. Ms. Fontana and Ms. Obremski spoke to the board until 5:35 PM at which time the Board began a Q&A session with Ms. Fontana and Ms. Obremski. Following the presentation, the Board had a general discussion with respect to contracting for marketing services. No decision was made with respect to engaging Greenstone/Fontana or any other marketing firm. Mr. Belmonte informed the Board that one firm had declined to present to the Board due to the limited budget amount that was presented to them. Mr. Belmonte also informed the Board that there was one other marketing firm that he had yet to contact with respect to presenting their expertise to the Board.

#15-08 APPROVES MINUTES OF MEETING OF 2/4/08

Kathleen Wojciechowski offered the following resolution, which was seconded by Jim Csorny:

RESOLVED, the minutes of the meeting of February 4, 2008 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: 6 yes

#16-08 ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS

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Jack Orben offered the following resolution, which was seconded by Jim Csorny:

WHEREAS, the CFO has prepared and submitted a report of expenses of the RIDA for the period 2/1/08 to 2/29/08 as attached;

NOW, THEREFORE, BE IT RESOLVED, that said report of expenses dated 1/31/08 be and is hereby accepted, and expenses as listed are authorized for payment.

Vote: 6 yes

#17-08 APPROVES BUDGET FOR FISCAL YEAR 1/1/08-12/31/08

Jack Orben offered the following resolution, which was seconded by Hank Boerner:

WHEREAS, it is recommended accounting practice that an operating budget be established for the Riverhead Industrial Development Agency; and

WHEREAS, the Executive Director and Chief Fiscal Officer have prepared and submitted a proposed budget for the consideration of the Board of Directors.

WHEREAS, pursuant to Section 861 of General Municipal Law, a copy of the proposed budget was filed on November 1, 2007 with the Office of the Town Supervisor and the Office of the Town Clerk for review and comment; and

WHEREAS, the Town Supervisor had a meeting on January 18, 2008 with the Executive Director to clarify budget items;

WHEREAS, the Town Supervisor has made no further comment to date.

NOW, THEREFORE, BE IT RESOLVED, that the proposed budget is hereby approved and adopted as the Operating Budget of the Riverhead Industrial Development Agency for fiscal year 1/1/08 through 12/31/08; and

BE IT FURTHER RESOLVED, the Acting Executive Director be and is hereby authorized to forward copies of this resolution to all necessary parties as prescribed by law.

At this point in the meeting Mr. Ehlers spoke to the Board with respect to adopting a defense and indemnification policy as required by the PAAA Act of 2005. Mr. Ehlers informed the Board that Mr. Belmonte had obtained a copy of the Town of Riverhead Resolution # 627 which amended chapter 10 of the Riverhead Town Code entitled "Civil Claims". In that chapter, the Riverhead Industrial Development Agency is named as an indemnified party. Mr. Ehlers stated that since we are covered by the Town's local law,

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there was no need to adopt a defense and indemnification policy. Mr. Ehlers also informed the Board that he would pursue evidence of indemnification insurance with the Town's financial administration. The former administrator had previously provided the Board with a letter declaring the Riverhead Industrial Development Agency as covered under the town policy.

Mr. Ehlers then gave the Board an update on the dispute with respect to PILOT payments of Riverhead Industrial Properties. Mr. Ehlers assured the Board that the Executive Director was proceeding with due diligence to resolve the dispute and that Mr. Ehlers believed the corrected PILOT calculation to be accurate and had so informed the attorney for Riverhead Industrial properties.

Mr. Ehlers then presented the Board with Audit Committee resolution #01-08 (**complete text follows**).

Mr. Belmonte then gave the Board an update on contacts with potential projects.

At 6:20pm, Mr. Ehlers, Mr. Belmonte, and Ms. Sullivan left the room and Board members went into Executive Session at the request of board member Jack Orben to discuss personnel issues.

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Audit Committee Policy 01-08

It is the policy of the Audit Committee that the Chief Financial Officer will be paid pursuant to her contract by check signed by the Treasurer. The Chief Executive Officer shall confirm the hours submitted to the Treasurer by endorsing the time sheet prior to payment.