

**MINUTES OF A REGULAR MEETING
RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY
February 6, 2017**

Meeting was called to order at 5:00pm by Chairman Thomas Cruso.

Present: Thomas Cruso, Chairman
Lori Ann Pipczynski
Robert Kern, Treasurer

Absent: Elias (Lou) Kalogeras, Vice Chairman

Signifying a quorum.

Others in Attendance: Tracy Stark-James, Executive Director
Richard Ehlers, IDA Counsel
John Dunleavy, TOR Board Liaison

By motion of Bob Kern and second by Lori Ann Pipczynski the agenda was adopted.

PRESENTATIONS: None

CORRESPONDENCE: None

MINUTES

The Board moved to dispense with the reading of and voted on the January 9, 2017 meeting minutes.

#06-17 RESOLUTION APPROVES MINUTES OF REGULAR MEETING OF January 9, 2017

Bob Kern offered the following resolution, which was seconded by Lori Ann Pipczynski.

RESOLVED, the minutes of the meetings of January 9, 2017 as prepared and e-mailed be and are hereby approved, and

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

Vote: 3 Yes
1 Absent

TREASURER'S REPORT:

Cash Balance in SCNB as of January	\$277,077.92
Revenue for January	\$8,157.61
Profit and Loss	\$-9,215.57
Accounts Receivable	\$18,170.90
Total Bills Paid	\$13,969.02

#07-17 RESOLUTION ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS AS OF January 31, 2017

WHEREAS, Denise Cooper, CPA and Tracy Stark-James, Executive Director, submitted a monthly financial report, including a report of expenses, to the Riverhead Industrial Development Agency for the period of January 1 to January 31, 2017 **as attached**,

NOW, THEREFORE, BE IT RESOLVED, said monthly financial report dated January 3, 2017 covering the month of January, be and are hereby accepted and expenses as listed are authorized for payment.

Bob Kern made a motion to accept Treasurer's Report, which was seconded by Lori Ann Pipczynski. **Motion approved.**

Vote: 3 Yes
1 Absent

The ED reviewed an outstanding receivable that the Agency has been carrying and the board decided to rescind the fee.

RESOLUTION #08-17 RESCINDS FEE FOR PROJECT PREVIOUSLY BILLED BY THE AGENCY

Bob Kern offered the following resolution, which was seconded by Lori Ann Pipczynski.

WHEREAS, the benefit period for JeJope, LLC has ended, and

WHEREAS, there is an outstanding receivable in the amount of \$250, and

RESOLVED, that the Compliance Report Fee charged to Jejope, LLC is rescinded as not collectible.

Vote: 3 Yes
1 Absent

COMMITTEE REPORTS:

Audit – The committee met and reviewed policies. They are not recommending any changes at this time to policies that are in place. The next meeting date with the auditors is tentatively scheduled for February 27th.

Governance – The Governance Committee met and wanted the board to discuss lowering the amount level required for purchase orders that could be authorized by the CFO from a maximum of \$3000 to \$1000. In addition the committee picked up on an inconsistency between the Statement of Board duties and the Procurement Policy. The committee recommended a clarifying the Statement of Board duties and the Procurement Policy with regard to signors. The ED will make the changes to the policies for adoption during the annual meeting.

Lori Ann Pipczynski motioned to amend the portion of the Procurement Policy, “B” of the bidding section, by lowering the amount that the CFO can authorize from a maximum of \$3000 down to \$1000. Anything above \$1000 requires approval by the Treasurer and the CFO. Bob Kern seconded. Motion carried.

Vote: 3 Yes

1 Absent

Lori Ann Pipczynski motioned to amend the Statement of Board duties, Section V. Officer Duties, F. Treasurer - to amend specifying the required countersignature from the “Chairman” to an “authorized signor.” Bob Kern seconded. Motion carried.

Vote: 3 Yes

1 Absent

Finance – ED to coordinate a Finance Committee meeting for February.

OLD BUSINESS: None

NEW BUSINESS:

Counsel explained that John Wesley III has completed its period of real property tax abatement and is now fully on the tax rolls. The owner has decided to refinance the project and pay off the tax exempt financing provided by the Agency. This is permitted under the terms of the Sale Agreement between the Agency and the Owner. Because this was a tax credit project, the Tax Regulatory Agreement will stay in effect under its terms until 2018. No Board action is necessary at this time to permit the transfer of the property back to the Owner as it is set forth in the terms of the Sale Agreement.

The Chairman addressed the board and the difficulty in coordinating committee meetings. He stressed increased cooperation in schedule flexibility. The ED suggested pre-set committee meeting dates throughout the year, although there will have to be at least one meeting for each committee during this time of year due to the annual meeting and annual audit. The ED suggested filling vacancies on the committees.

It was decided that Bob Kern would be on the Audit Committee, Tom Cruso would Chair the Governance Committee and also sit on the Finance Committee.

RESOLUTION #09-17 RE-ESTABLISHES MEMBERSHIP OF COMMITTEES FOR THE RIVERHEAD IDA

Lori Ann Pipczynski offered the following resolution, which was seconded by Bob Kern

RESOLVED, that the following is the membership of the Board committees:

Audit Committee – Chair Thomas Cruso, Bob Kern, Lou Kalogeras
Governance Committee – Chair Tom Cruso, Lori Ann Pipczynski, Bob Kern
Finance Committee – Chair Bob Kern, Lou Kalogeras, Tom Cruso

Vote: 3 Yes
1 Absent

Executive Director's Report

ED updated the board on the computer situation, spreadsheet on projects. Empire Zone Bar reviews are completed. Compliance reports went out to companies and are due by Feb 17th. ST-340 reminders went out. They are due Feb 28th. The ED informed the board about several office options that she looked at. Board agreed that staying in the downtown area would be preferable.

The ED informed the board that Richie Schaffer had called a meeting of the Suffolk County Supervisors to discuss requiring IDA's to enforce the use of prevailing wages. It was explained that it would be unfair and put IDA's at a competitive disadvantage if they had to require prevailing wages and DASNY did not. The Supervisor will advise the ED if another meeting is coordinated.

The ED informed the board that the Governor reset the expiration date on the portion of the IDA mortgage recording tax exemption to June 30, 2017. The ED anticipates a memo from the Department of Taxation and Finance in regard to applying for a refund for those projects which closed and were not permitted the full exemption. This only applied to Peconic Crossing.

The next board meeting is the annual meeting scheduled for March 6th.
Bob Kern motioned to adjourn the meeting. Lori Ann Pipczynski seconded.
There being no further business, the meeting was adjourned at 6:09pm

Dated: 3/6/17


Secretary/Asst.