

**MINUTES OF MEETING
RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY**

June 4, 2018

Meeting was called to order at 5:004PM by Chairman Thomas Cruso.

Present: Thomas Cruso, Chairman
Lori Ann Pipczynski, Vice Chairwoman
Robert (Bob) Kern, Treasurer
Lawrence (Larry) Simms

Absent: Anthony (Tony) Barresi, Secretary

Signifying a quorum.

Others in Attendance: Tracy Stark-James, Executive Director
Richard Ehlers, IDA Counsel

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

GOVERNANCE COMMITTEE

Chairwoman Lori Ann Pipczynski reported that the Governance Committee met and a full report would be provided during the regular order of the meeting. However, because the Agency was beginning a new initiative toward transparency it was appropriate to ask the board to consider a resolution introduced out of committee during the beginning of the meeting. She informed the board that the Agency will begin live streaming the meetings this evening and needed to formally establish the policy and procedure for recording and broadcasting.

#31-18 ESTABLISHES POLICY AND PROCEDURE FOR RECORDING AND BROADCASTING OF AGENCY MEETINGS

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

WHEREAS, a core mission and purpose of the Agency is to provide for the orderly dissemination of economic development information for the benefit of the town of Riverhead, and

WHEREAS, the Town Hall board room has been recently equipped with state of the art recording and broadcasting equipment which will be available by the Town to the Agency for use during public Agency meetings, and

WHEREAS, the Board of the Agency desires to provide an orderly procedure for the recording and broadcasting of Agency public meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Agency hereby adopts the following resolution, effective immediately, to establish policy and procedure for the recording and broadcast of Agency meeting on the public access channel as provided by the Town of Riverhead as follows:

Recording shall commence at the call to order of each public meeting, or portion thereof, and continue to adjournment. Broadcast of recorded meetings may be simultaneous or delayed as determined by the designated Town employee operating the equipment.

The Chairman of the Agency, upon calling a meeting of the Agency to order, shall inform those present at the meeting that it is the policy of the Agency to record the meeting and that such meeting is being recorded.

Recording and broadcasting shall be provided by the Town employee designated by the Town to operate the equipment. Agency personnel shall not operate the equipment. An electronic copy of each recording shall be created by the designated Town employee and provided to the Town Clerk for storage and retrieval with a copy thereof to the Agency Executive Director.

The official record of Agency proceedings and business shall be the duly adopted minutes as certified by the Secretary of the Agency. Electronic copies of a recorded meeting of the Agency shall not constitute an official record of such meeting.

In the event of a failure of the recording and broadcasting equipment to function, or attendance by the Town employee designated to operate such equipment, Agency business shall continue uninterrupted. Recording and broadcasting of duly called Agency meetings shall not be a requirement for the holding of a valid Agency meeting, but such recording and broadcasting of such meetings shall be the standard practice of the Agency as practical in the circumstances.

This Policy and Procedure may be amended by further resolution of the Agency.

The Chairman may order the suspension of recording for good cause as required by profanity or commentary or gestures that do not constitute the ordinary business of the Agency, and

BE IT FURTHER RESOLVED, a copy of this resolution shall be forwarded to the Town Supervisor, members of the Town Council, Town Clerk and Town Attorney.

VOTE: 5 Yes

MINUTES

The Board moved to dispense with the reading of and voted on the May 7, 2018 meeting minutes.

#29-18 RESOLUTION APPROVES MINUTES OF REGULAR MEETING OF April 2, 2018

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

RESOLVED, the minutes of the meeting of May 7, 2018 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: 5 Yes

CORRESPONDENCE: None

TREASURER'S REPORT:

Cash Balance in as of May 31	\$254,442.17
Revenue for May	\$6,132.15
Profit and Loss	\$-15,368.49
Accounts Receivable	\$209,270.99
Total Expenses Paid	\$23,775.70

#30-18 RESOLUTION ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS AS OF May 30, 2018

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 May 1 to May 30, 2018 **as attached**,

NOW, THEREFORE, BE IT RESOLVED, said monthly financial report dated May 30, 2018 covering the month of May, be and are hereby accepted and expenses as listed are authorized for payment.

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

Vote: 5 yes

COMMITTEE REPORTS:

Audit: No report.

Governance Committee –Lori Ann Pipczynski, Committee Chairwoman, reported that beyond addressing the broadcast and recording resolution to improve transparency, the committee also discussed reaching out to the newly elected school board members to see if they too would like to meet with the Agency as we did last year. The committee is also considering the potential of a board retreat in the fall. They reviewed the Uniform Tax

Exempt Policy as requested during the last board meeting and found no recommendations for changes. The committee performed a final review of the Statement of Board Duties and Responsibilities and made clarifications on contact information as requested by Member Simms. Lori Ann Pipczynski motioned to consider a resolution amending the Statement of Board Duties and Responsibilities. Bob Kern seconded. No discussion.

#32-18 A RESOLUTION AMENDING, ADOPTING, AND CONFIRMING THE STATEMENT OF BOARD DUTIES AND RESPONSIBILITIES

The following resolution was offered by Lori Ann Pipczynski
And seconded by Bob Kern

WHEREAS, in accordance with the Public Authorities Law, it is a recommendation of the Governance Committee of the Riverhead Industrial Development Agency that the following policy be reviewed, adopted, ratified and confirmed, and

WHEREAS, the Statement of Board Duties and Responsibilities Policy has been reviewed and recommended for amendment by the Governance Committee, and

WHEREAS, after discussion, the Board of Directors of the Riverhead Industrial Development Agency the Board wishes to approve the above mentioned policy as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Statement of Board Duties and Responsibilities is hereby amended, adopted, ratified and confirmed.
(see attached policy)

Chairwoman Pipczynski continued that the Agency will be coordinating the 6 month follow up with the Town Board. June 28th does not accommodate everyone. ED to contact town to coordinate a mutually agreeable date.

Finance Committee: No report

OLD BUSINESS: None.

NEW BUSINESS:

Member Simms remarked that the Uniform Tax Exempt Policy provides for more aggressive incentive when considering a vacant/existing/blighted buildings. Given the vacant big box stores on Route 58 and elsewhere in town, he suggested creating an ad hoc committee to target vacant properties, notify owners of the benefits that are available and to address adaptive reuse. Chairman Cruso agreed but noted that there was a committee recently formed for downtown revitalization. The Agency does not have representation on that committee which may be addressing that issue for the downtown area. He noted that there should be agency involvement along with the Town and the other applicable departments, however we need to establish which departments are doing what. Member Kern also agreed, but noted we should avoid duplicative efforts. The ED reminded the board that the Agency already works toward that effort along with the Community Development Agency. The Agency will explore the idea. Chairman Cruso also stated that

the Governance Committee will be meeting to discuss personnel issues. He will coordinate that meeting.

Member Kern noted the recent article reporting the number of applicants for the Peconic Crossing project. Over 900 applicants for the 45 unit project. Preference will be given to artists and Super Storm displacements. As reported by the local news, there were five applicants displaced by a "covered storm" and they will be at the top of the list. There were 99 artist applicants. Followed by applicants displaced by a covered storm who are not artists (11 applicants). Then the 786 remaining applications.

EXECUTIVE DIRECTORS REPORT

The ED distributed a copy of the Riverhead Central School District Newsletter and noted the itemized revenue the school receives from PILOT payments. This revenue for the school is not included in the real property tax levy, therefore it reduces the citizens taxes by the amount reflected. Last year PILOTs payments amounted to \$939,732 and next year they anticipate a 26% increase to \$1,189,255.


Also distributed was the ABO report and relative news articles giving kudos to the downstate area for job creation. She reported on the NYSEDC conference and noted that the Agency is going to start processing the Island application for retention. She is waiting on 48 Kroemer application.

The next board meeting is currently schedule for July 9, 2018

Member Lori Ann Pipczynski motioned to adjourn the meeting. Member Bob Kern seconded.

There being no further business, the meeting was adjourned at 5:33pm

Dated: 8/6/18


Secretary/Asst. 