

**RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY  
ECONOMIC JOB DEVELOPMENT CORPORATION**

Governance Committee Meeting Minutes

3-24-25

PRESENT FROM COMMITTEE: Lee Mendelson – Chairman  
Lori Ann Pipczynski  
James Farley

OTHERS IN ATTENDANCE: Eric Brenner, Corp. Counsel (Virtual)  
Douglas Williams  
Barbara Rizzi  
Tracy James, RIDA ED

Lori Ann Pipczynski motioned to open the meeting. James Farley seconded. The Chairman Mendelson opened the meeting at 5:43pm.

Chairman Mendelson noted there were three annual reports for consideration on the agenda. Disposition of Real Property, Procurement Report and the Annual Report on Operations. Seeing no questions, Lori Ann Pipczynski motioned to recommend approval of all three reports to the full board. James Farley seconded. Motion carried unanimously.

Next the Chairman considered the PARIS Report. Lori Ann Pipczynski motioned to recommend the PARIS report to the full board with the one minor amendment to Doug Williams profile – noting he completed training. James Farley seconded. Motion carried unanimously.

Lastly, the Chairman addressed the Annual Confidential Board Evaluation, noting similar results to the IDA. James Farley made note that the LDC has no employees. There were no other comments regarding the evaluation.

Lori Ann Pipczynski motioned to accept the evaluation. James Farley seconded. Motion carried unanimously.

Lori Ann Pipczynski motioned to adjourn the meeting. James Farley seconded. The meeting adjourned at 5:45pm

**RIVERHEAD IDA ECONOMIC JOB DEVELOPMENT CORPORATION**

Report on Operations

December 31, 2024

(Unaudited)

**GENERAL OVERVIEW OF THE CORPORATION FUNCTION**

The Riverhead IDA Economic Job Development Corporation (the corporation) was created in January 24<sup>th</sup> 2011 for the charitable and public purpose of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing and training individuals to improve and develop their capabilities for such jobs, and carrying on scientific research for the purpose of aiding the Town of Riverhead by attracting new industry to the Town and by encouraging the development of, or retention of, industries in the Town, thereby increasing economic activity in the Town, lessening the burdens of government, and acting in the public interest.

The lawful public or quasi public objectives which each business purpose will achieve are the following: training the community residents in the development of their business skills; the reduction of unemployment; the promotion of maximum employment by bettering and maintaining job opportunities; the stimulation of the economic growth of the Town; lessening the burdens of government; and acting in the public interest.

The mission is to sustain and promote industry and commerce in the Town of Riverhead, improve economic opportunities for businesses and residents, create jobs, improve the quality of life, and promote a healthier community.

The Corporation works to insure long-term viability in Riverhead by creating opportunities for economic and community development. The Corporation is intended to be a vehicle to initiate, research, develop, incubate, fund, manage and stimulate projects, programs and business thereby empowering the community with independence and control over its own destiny/future.

Through a holistic approach, the Corporation seeks to integrate and balance the needs of the natural, cultural, business and social environments that constitute the Town of Riverhead through initiatives that include, but are not limited to: community development, economic development, education, preservation and resource conservation, and new technology development and implementation.

**PROJECTS**

**Riverhead Charter School**

In April 2012, the Corporation received an application for financial assistance from the Riverhead Charter School, a New York State Not For Profit Organization, with respect to the construction and equipping of a new building and related site improvements at 3685 Middle Country Road, Calverton, NY.

The Corporation issued special revenue bonds in an aggregate amount not to exceed \$21,553,000.

The School received an allocation of authority to issue “qualified school construction bonds” from the State in the amount of \$5,000,000 pursuant to the provisions of the American Recovery and Reinvestment Tax Act of 2009 and the Hiring Incentives to Restore Employment Act of 2010. The School requested the Corporation to use the Allocation to issue a series of taxable qualified school construction bonds on behalf of the School as part of the issuance of the Bonds.

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(Unaudited)

The Corporation entered into a collection agreement in August 2014 with the Charter School (the collection agreement). Under IRS regulations, the Education Facility may not be a direct payee of the Federal Subsidy. This Subsidy must be paid to an agent for the payment to the Education Facility. The Education Facility elected to transfer to the LDC, the allocation of the semi-annual Federal Subsidy received in connection with the project's facility revenue bonds. The LDC in accordance with the terms of the collection agent agreement receives the Federal Subsidy and disburses the collection amount to the Education Facility. The collection agent agreement provides for a processing fee payment to be deducted from the Federal Subsidy of \$250 for payments disbursed as well as any additional expenses. Construction of the facility was completed in 2015. The Corporation monitors the project's compliance with agreements and continues to receive the Federal Subsidy and disburse the collection amount to the Education Facility.

During the year ended December 31, 2024, the Corporation received one payment totaling \$79,045 related to this agreement and disbursed \$78,5795 to the Education Facility and authorized a distribution in furtherance of its mission pursuant to NYS Not for Profit Corporation Law Section 201(14) of \$-250 to the Riverhead Industrial Development Agency.

In November of 2023 the Riverhead Charter School applied to the Corporation to issue one or more series of tax-exempt and/or taxable bonds as part of a plan of finance. A public hearing was held in December of 2023. During the tax due diligence period with respect to the bonds the school has currently outstanding that are being paid off with the refinance, they had encountered an issue that required some remediation by filing with the IRS. This required a 90 day waiting period before they could move forward with this bond finance. They filed in December of 2024. A subsequent hearing was held in January 2025.

The proceeds of the Bonds will be used by the Institution to finance and refinance the costs of the Project which will consist of financing or refinancing approximately \$15,255,000 of outstanding Riverhead IDA Economic Job Development Corporation Educational Revenue Bonds (Riverhead Charter School Project), Series 2013A (Tax-Exempt Bonds) that were issued in the original aggregate principal amount of \$16,105,000 (the "**Series 2013A Bonds**"), and approximately \$3,090,000 of outstanding Riverhead IDA Economic Job Development Corporation Educational Revenue Bonds (Riverhead Charter School Project), Series 2013B (Federally Taxable Qualified School Construction Bonds) that were issued in the original aggregate principal amount of \$5,000,000 (the "**Series 2013B Bonds**" and collectively with the Series 2013A Bonds, the "**Prior Bonds**"), the proceeds of which Prior Bonds financed the acquisition and construction by the Institution of an approximately 50,000 square foot, two-story building and related infrastructure improvements. A closing is anticipated toward the end of March 2025.

Jobs reported 2024 - 123

**Riverhead Housing, LP**

In accordance with the provisions of Section 1411 of the New York Not-for-Profit Corporation Law, the Riverhead IDA Economic Job Development Corporation (the "Issuer") was created with the authority and power to issue its revenue bonds for the purpose of, among other things, financing and/or refinancing the acquisition, construction, renovation and equipping of certain facilities as authorized by the Act; and Riverhead Housing, L.P., a duly organized and validly existing New York limited partnership applied to the Issuer to issue its Revenue Bonds, Series 2023 as tax exempt bonds under Section 142(d) of the Code, in an aggregate principal amount presently estimated to be \$31,800,000 but not to exceed \$37,000,000, to finance a certain project consisting of the acquisition of an approximately 6.8 acre parcel of land together with an affordable housing

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Report on Operations

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(Unaudited)

complex located thereon consisting of nine (9) two-story buildings totaling approximately 137,606 square feet, comprised of thirty-three (33) one-bedroom units, ninety-two (92) tow-bedroom units, and ten (10) three-bedroom units; the rehabilitation, renovation, refurbishment and upgrading of the Existing Improvements. The proceeds of the Series 2023 Bonds will be loaned by the Issuer to the Company for the financing of the Project. A public hearing was held in November. The project was authorized and closed in December of 2023.

The renovations commenced and continued through 2024.

Jobs reported 2024 - 5

**PENDING APPLICATIONS**

The continuation of the Riverhead Charter School bond refinance.

This report is designed to provide a general overview of the RIDA Economic Job Development Corporation's operations. If you have any questions about this report or need additional information, contact the following:


RIDA Economic Job Development Corporation  
4 West Second Street  
Riverhead, NY 11901

**RIVERHEAD IDA ECONOMIC JOB DEVELOPMENT CORPORATION:  
ANNUAL REAL PROPERTY REPORT  
(YEAR ENDING DECEMBER 31, 2024)**

As of December 31, 2024, the Riverhead IDA Economic Job Development Corporation (the “**Corp**”) neither holds real property nor has disposed of either real or personal property (as those terms are used in the Disposition of Property Policy).

In accordance with the Corp’s Disposition of Property Policy, a copy of this report shall be delivered to the Comptroller, the Director of the Budget, and the Commissioner of General Services of the municipality in which the Corp is located.

Date: 3/24/25

By:   
Name: JAMES B. FARLEY  
Title: Chair

Procurement Report for Riverhead IDA Economic Job Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 04/04/2025

Status: CERTIFIED

Certified Date : 04/03/2025

**Procurement Information:**

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	<a href="http://www.riverheadida.org">www.riverheadida.org</a>
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

Procurement Report for Riverhead IDA Economic Job Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 04/04/2025

Status: CERTIFIED

Certified Date : 04/03/2025

**Procurement Transactions Listing:**

The Authority has indicated that it had no procurement transactions during the reporting period.

**Additional Comments**

**SUMMARY RIDA EJDC Confidential Evaluation of Board Performance 2024**

<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
Board members have a shared understanding of the mission and purpose of the Authority.				
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Date Completed: 2/21/25