

**MINUTES OF REGULAR MEETING
RIVERHEAD IDA ECONOMIC JOB DEVELOPMENT CORPORATION
April 2, 2012**

The meeting was called to order by Chairman Tom Cruso at 6:08 p.m.

Present: Thomas Cruso
Lou Kalogeras
Paul Thompson
Dawn Thomas

Absent: Carl Gabrielsen

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

By motion of Paul Thompson and second by Dawn Thomas the proposed agenda was adopted.

MINTUES

RESOLUTION #15-12 - APPROVES MINUTES OF A REGULAR MEETING OF MARCH 5, 2012

Paul Thompson offered the following resolution, which was seconded by Dawn Thomas.

RESOLVED, the minutes of the annual meeting of March 5, 2012 as prepared and e-mailed 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: 4 yes

OLD BUSINESS:

Riverhead Charter School - No update on the Riverhead Charter School.

Defense and Indemnification – Counsel met with the TOR Counsel to discuss the changes necessary in the town code to include the LDC. Recent Code Revision Committee meeting was posted, but anticipated for next week. No problems anticipated. The TOR has still not provided a copy of the insurance policy which covers the IDA or LDC because they are waiting on receiving a copy from the Insurance Co.

NEW BUSINESS:

PARIS – The reports were distributed to the board and submitted to ABO by the deadline.

RESOLUTION #16-12 APPROVES 2011 PARIS REPORT

Tom Cruso made a motion to approve the report submitted by the Agency to the Authority Budget Office which was seconded by Lou Kalogeras.

RESOLVED, by the Members of the Town of Riverhead IDA Economic Job Development Corporation the approval of submission of the Paris Report to the Authority Budget Office as prepared and submitted.

Vote: 4 Yes

Adoption of Policies – In preparing the LDC for activity, there are a number of policies that need to be put in place for best practices. The IDA Director suggested to remain consistent with the IDA and volunteered to review with Counsel its policies, amend them to be applicable to the LDC and ready for review by the respective committees of the LDC. In the meantime, a working draft mission statement and performance measures were suggested and a statement of board duties and an organizational chart was prepared and reviewed by the board.

#17-12 RESOLUTION ADOPTING A STATEMENT OF BOARD DUTIES AND AN ORGANIZATIONAL CHART

Dawn Thomas motioned to approve the following resolution which was seconded by Paul Thompson.

WHEREAS, in accordance with the Public Authorities Law and best practices of the Authority Budget Office of the State of New York, a Statement of Board Duties and Responsibilities and an Organizational Chart should be set forth and adopted by the Corporation, and

WHEREAS, after discussion, the Board of Directors of the Riverhead Industrial Development Agency Economic Job Development Corporation wished to adopt the attached policy and chart.

NOW, THEREFORE, BE IT RESOLVED, that the attached Statement of Board Duties and Responsibilities and Organizational Chart be and hereby are adopted and confirmed.

Vote: 4 Yes

There being no further business Paul Thompson motioned to adjourn the meeting and Lou Kalogeras seconded. The meeting was adjourned at 6:18 p.m.

8/7/12
Date


Secretary