

**MINUTES OF A REGULAR MEETING  
RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY**

April 4, 2016

Meeting was called to order at 5:07pm by Chairman Thomas Cruso.

Present: Thomas Cruso, Chairman  
Elias (Lou) Kalogeras, Vice Chairman  
Lori Ann Pipczynski, Asst. Treasurer  
Dawn Thomas, Secretary

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

Absent: Bob Kern, Treasurer/Asst Sect.

By motion of Lou Kalogeras and second by Dawn Thomas a revised agenda was adopted. Changes to the agenda included the postponement of a presentation by Peconic Crossing and the consideration of financial assistance for City Cider.

**MINUTES**

The Board moved to dispense with the reading of and voted on the March 7, 2016 meeting minutes.

**#19-16 RESOLUTION APPROVES MINUTES OF REGULAR MEETING OF March 7, 2016**

Lori Ann Pipczynski offered the following resolution, which was seconded by Lou Kalogeras.

**RESOLVED**, the minutes of the meetings of March 7, 2016 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 Abstention DT  
1 Absent

**CORRESPONDENCE:** None

**TREASURER'S REPORT:**

Cash Balance in SCNB as of March	\$222,408
Revenue for March	\$3,414.32
Profit and Loss (March)	\$-14,701.30
Accounts Receivable	\$7,180.29
Total Bills Paid for March	\$26,669.17

The Chairman discussed researching some interest bearing accounts. ED informed the board that she had already inquired and received one quote for a money market account at SCNB. ED to call a Finance Committee Meeting.

**#20 -16 RESOLUTION ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS AS OF March 31, 2016**

**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 March 1 to March 31, 2016 **as attached**,

**NOW, THEREFORE, BE IT RESOLVED**, that said monthly financial report dated March 31, 2016 covering the month of March, be and are hereby accepted and expenses as listed are authorized for payment.

Lou Kalogeras made a motion to accept Treasurer's Report, which was seconded by Dawn Thomas **Motion approved**.

Vote: 4 Yes  
1 Absent

**COMMITTEE REPORTS:**

There were no committee reports. ED to call Governance and Finance Committee meetings.

**OLD BUSINESS:** None

**NEW BUSINESS:**

A. Consideration of the PARIS Report – ED notified board of amendments since the draft was forwarded to them.

**#22-16 A RESOLUTION RATIFYING, APPROVING AND AUTHORIZING SUBMISSION OF THE 2014 PARIS REPORT**

The following resolution was offered by Lou Kalogeras  
And seconded by Dawn Thomas.

**WHEREAS**, Public Authorities Law, as amended in 2005 by the Public Authorities Accountability Act, requires state and local authorities to file specific financial and budgetary information with the ABO and Public authorities have been submitting these reports through the Public Authorities Reporting Information System (PARIS), and

**WHEREAS**, in accordance with the Public Authorities Law, the information must be submitted to the State 90 days after the fiscal year end date which is March 31st, and

**WHEREAS**, the PARIS report has been presented in substantial draft form to the board for review and authorization for submission and certification by the CFO and CEO, and

**NOW, THEREFORE, BE IT RESOLVE**, after discussion, the Board of Directors of the Riverhead Industrial Development Agency approves and authorizes the submission of the PARIS report for 2015.

**(see attached report)**

**Vote:** 4 Yes  
1 Absent

**B. Consideration of Late Pilot Waiver – 1998 Peconic**

ED provided correspondence from 1998 Peconic requesting leniency from the late fees charged as a result of submitting a late PILOT payment.

**RESOLUTION #24-16 RESOLUTION CONSIDERING REQUEST FOR LATE PILOT PAYMENT WAIVER 1998 Peconic, LLC**

Lou Kalogeras offered the following resolution which was seconded by Dawn Thomas.

**Whereas**, the Agency has in place a Fee Waiving Policy, and

**Whereas**, 1998 Peconic, LLC has submitted a request to waive the late pilot payment penalty fees implemented in accordance with NY GML Title 1 874(5) and the Riverhead Industrial Development Agency Late Pilot Payment Policy, and

**Whereas**, the board determined that the request to waive the late pilot penalty fees is not consistent with the board policy.

**Now, Therefore, Be it Resolved**, that 1998 Peconic, LLC be notified that the request to waive the late Pilot Penalty Fee is denied and to promptly remit the payment due.

**Vote:** 4 Yes  
1 Absent

c. Consideration of procedural amendment for 20 West Main, LLC

**#23-16 AUTHORIZES AMENDMENT TO LEASE APPROVAL PROCEDURE RE: 20 WEST MAIN LLC**

Lou Kalogeras offered the following resolution, which was seconded by Dawn Thomas.

**WHEREAS**, by Agency resolution adopted June 1, 2015, 20 West Main LLC was approved for financial assistance, and

**WHEREAS**, such resolution required at Section 2 thereof that All tenants shall be subject to Agency approval as fully set forth therein, and

**WHEREAS**, by correspondence dated March 31, 2016 the Applicant has advised the Agency that instead of single office and residential space above the first floor, the building is demised into 12 small, ready-to-use offices which makes individual lease approval impractical and cumbersome requiring a modification of the Agency lease approval procedure, and

**WHEREAS**, the Agency has duly considered the request to modify the Agency lease requirement.

**NOW, THEREFORE, BE IT RESOLVED** that Section 2 of Agency Resolution number 37-15 adopted June 1, 2015 be and hereby is modified to delete the sentence "All tenants shall be subject to Agency approval upon 60 days written notice by Applicant to the Agency." and insert in its place and stead, "The Applicant shall provide written notification of the name, general nature of the business and number of employees of each tenant to the Agency within 30 days of such tenant occupancy and shall likewise provide such information in the Applicant's Annual Report to the Agency stating such information as of the date of the Annual Report.", and

**BE IT FURTHER RESOLVED**, that Agreements between the Agency and 20 West Main, LLC be amended to reflect this change and that the Chairman or Vice-Chairman be hereby authorized to execute such amendment.

Vote: 4 Yes  
1 Absent

**EXECUTIVE DIRECTOR'S REPORT:**

The ED updated the board on the status of applications and new project initiatives. The ED collected additional Disclosure forms.

The ED updated the board on meetings she has been attending with regard to the recent legislative requirements and streamlining the application and policies. Counsel spoke about creating "one project agreement" that would tie into to the authorizing resolution as well as all the other agreements.

ED informed the board of the upcoming NYSEDC Annual Meeting. Paris was submitted and copies distributed to the Town Board, Clerk and Comptroller. Late compliance invoices and letters went to PBMC, Wolf Property, Pike Realty, Hampton Jitney, Woolworth, and Mirah Max.

The Chairman discussed having a special work session on strategic planning and how the IDA can be more proactive in its economic development role.

The next board meeting will be scheduled for May 2, 2016  
Lou Kalogeras motioned to adjourn the meeting. Dawn Thomas seconded.  
There being no further business, the meeting was adjourned at 6:04pm

Dated: 5/2/14

  
\_\_\_\_\_  
Secretary/Asst.