

**MINUTES OF REGULAR MEETING
RIVERHEAD IDA ECONOMIC JOB DEVELOPMENT CORPORATION
Annual Meeting
June 1, 2020**

The meeting was called to order by Chairman Thomas Cruso at 5:37 p.m.

Present: Thomas Cruso
Lori Ann Pipczynski
Bob Kern
Anthony Barresi
James Farley

Absent:

Signifying a quorum.

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

By motion of Tony Barresi and second by Bob Kern the proposed agenda was adopted.

MINUTES

Adoption of **RESOLUTION #07-20 APPROVES MINUTES OF THE MEETING**
January 6, 2020.

The members moved to dispense with the reading of and voted on the meeting minutes.

Lori Ann Pipczynski offered the following resolution, which was seconded by Tony Barresi.

RESOLVED, the minutes of the meeting of January 6, 2020 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 Riverhead IDA Economic Job Development Corporation and become a part of the record of the Corporation.

Vote: 5 Yes

CORRESPONDENCE: Correspondence was received from the Department of Treasury informing the corporation that they completed their examination of the Riverhead Charter School Qualified School Construction Bonds with no change. The status of the qualified tax credit bonds will remain. Counsel noted that it is a positive reflection that the Corporation processed the bonds accurately and have been used appropriately.

TREASURER'S REPORT:

#08-20 RESOLUTION ACCEPTS TREASURER'S REPORT AS OF May 31, 2020

WHEREAS, Denise Cooper, CPA, submitted monthly financial report to the Riverhead Industrial Development Agency Economic Job Development Corporation for the period of May 1 to May 31, 2020,

NOW, THEREFORE, BE IT RESOLVED, said monthly financial report dated May 29, 2020 covering the month of May, be and are hereby accepted and any expenses as listed are authorized for payment.

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

Vote: 5 Yes

COMMITTEE REPORTS

Audit Committee – The Chairman reported the following:

Unfortunately due to the COVID-19 Pandemic, the Agency was prevented from meeting in person and was therefore required to circulate necessary material to the members of the board for review and consideration in an effort to meet timely submission deadlines. The material for the Audit Committee review included the 2019 Audit and associated reports such as the Investment Guidelines Policy and Report, The Assessment of Internal Controls Report and the Salary and Compensation Policy. All members received copies of the material and indicated that they were in agreement to make recommendation to the entire board for the ratification and adoption of the audit and associated reports and policies during the next available meeting – which is today.

Governance Committee – The committee reviewed the Paris, annual reports and other policies. The committee moved to recommend the approval of the Paris report, Disposition of Real Property Policy and annual report, the Mission Statement and Measurement Report, Report on Operations, Local Labor Policy, Sexual Harassment Policy, Procurement report within the Paris and the amendments to the Schedule of Fees, Fee Waiving Policy, Procurement Policy and Statement of Board Duties to the board for approval by affirmative response by the board via email so the executive director may file a timely report with a formal resolution to be ratified during the next board meeting. The committee also reviewed the annual board evaluation.

Finance Committee- No Report

OLD BUSINESS- None

NEW BUSINESS -

#09-20 A RESOLUTION ADOPTING, RATIFYING AND CONFIRMING BOARD POLICIES AND ANNUAL REPORTS

The following resolution was offered by Lori Ann Pipczynski

And seconded by Tony Barresi.

WHEREAS, in accordance with the Public Authorities Law, it is a recommendation of the Audit Committee of the Riverhead IDA Economic Job Development Corporation that the following policies be reviewed, adopted, ratified and confirmed, and

WHEREAS, the following policies and reports recommended by the Audit committee to the Board of Directors include the 2019 Audit and Financials, Assessment of Internal Controls, Investment Guidelines and Report, and

WHEREAS, in accordance with the Public Authorities Law, it is a recommendation of the Governance Committee of the Riverhead IDA Economic Job Development Corporation that the following reports be reviewed, adopted, ratified and confirmed, and

WHEREAS, the following policy and reports have been reviewed and recommended by the Governance Committee including the Mission Statement and Measurement Report, Report on Operations, Disposition of Real Property Report, Local Labor Policy, Sexual Harassment Policy, Procurement Policy and Report, Schedule of Fees, Fee Waiving and Statement of Board Duties, and

WHEREAS, after discussion, the Board of Directors of the Riverhead IDA Economic Job Development Corporation wishes to adopt the above mentioned and attached policies and reports.

NOW, THEREFORE, BE IT RESOLVED, that the attached policies and reports be and hereby are adopted, ratified and confirmed.

(see attached policies)

Vote: 5 Yes

#10-20 A RESOLUTION RATIFYING, AFFIRMING AND AUTHORIZING SUBMISSION OF THE 2019 PARIS REPORT FOR THE RIVERHEAD IDA ECONOMIC JOB DEVELOPMENT CORPORATION

The following resolution was offered by Bob Kern

And seconded by Tony Barresi.

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 form to the board for review and authorization for final submission and certification, and

NOW, THEREFORE, BE IT RESOLVE, the Board of Directors of the Riverhead IDA Economic Job Development Corporation ratifies, affirms and authorizes the final submission of the PARIS report for 2019.

(see attached report)

Vote: 5 Yes

#11-20 RESOLUTION DESIGNATES THE NEWS REVIEW AS OFFICIAL NEWSPAPER

Lori Ann Pipczynski offered the following resolution, which was seconded by Tony Barresi.

RESOLVED, that The News Review be and is hereby designated as the official newspaper of the Riverhead IDA Economic Job Development Corporation for the calendar year 2020, and be it further

RESOLVED, that a certified copy of this resolution shall be forwarded to The News Review.

Vote: 5 Yes

#12-20 RESOLUTION APPOINTING COUNSEL TO THE CORPORATION, BOND COUNSEL AND THE CHIEF FINANCIAL OFFICER

Lori Ann Pipczynski offered the following resolution, which was seconded by Tony Barresi.

WHEREAS, the members of the corporation have received and reviewed letters of engagement for legal counsel, bond counsel and certified financial officer.

RESOLVED, that Richard A. Ehlers, be and is hereby appointed as general legal counsel to the RIDA Economic Job Development Corporation for 2020 to be paid upon presentation of an itemized statement.


RESOLVED, that Denise M. Cooper, be and is hereby appointed as Chief Financial Officer and Contracting Officer to the Riverhead IDA Economic Job Development Corporation to be paid upon presentation of an itemized statement.

RESOLVED, that Norton Rose Fulbright LLP be and is hereby appointed Bond Counsel to the Corporation for 2020 to be paid upon the presentation of an itemized statement.

Vote: 5 Yes

Seeing no further business, Lori Ann Pipczynski motioned to adjourn the meeting. Bob Kern seconded. The meeting adjourned at 5:46pm

11/02/2020
Date


Secretary/Asst.