

Town of Brookhaven

**Local Development Corporation**

MEETING AGENDA

**Tuesday, February 27, 2024 at 12:05 PM**

1. ROLL CALL

2. MINUTES

January 23, 2024

3. CFO'S REPORT

Actual vs. Budget Report – December 31, 2023  
Timely Payments

4. RESOLUTION

Organizational Resolution #1

5. CEO'S REPORT

Records Retention

6. EXECUTIVE SESSION

*The next LDC meeting is scheduled for Wednesday, March 27, 2024.*

TOWN OF BROOKHAVEN  
LOCAL DEVELOPMENT CORPORATION

MEETING MINUTES

JANUARY 23, 2024

MEMBERS PRESENT: Frederick C. Braun, III  
Martin Callahan  
Mitchell H. Pally  
Ann-Marie Scheidt  
Gary Pollakusky  
Frank C. Trotta (via Zoom)

EXCUSED MEMBER: Felix J. Grucci, Jr.

ALSO PRESENT: Lisa M. G. Mulligan, Chief Executive Officer  
Lori LaPonte, Chief Financial Officer  
Amy Illardo, Director of Marketing  
Jocelyn Linse, Executive Assistant  
Terri Alkon, Administrative Assistant  
Annette Eaderesto, LDC Counsel  
Barry Carrigan, Nixon Peabody, LLP  
James Coughlan, Tritec  
Kelley Heck, Tritec  
Greg Law, Tritec  
Meaghan Treat, Tritec  
Peter Curry, Farrell Fritz, PC

Chairman Braun opened the Local Development Corporation meeting at 12:39 P.M. on Tuesday, January 23, 2024, in the Corporation's Office on the Second Floor of Brookhaven Town Hall, One Independence Hill, Farmingville, New York. A quorum was present.

**MEETING MINUTES OF SEPTEMBER 20, 2023**

The motion to approve these Minutes as presented was made by Mr. Callahan and seconded by Ms. Scheidt. All voted in favor.

**CFO'S REPORT**

Ms. LaPonte presented the budget vs. actual report for the period ending November 30, 2023. Interest income has increased ahead of what was budgeted and expenses are down from last year.

Mr. Pollakusky joined the meeting at 12:40 P.M.

The audit is in progress and financial reports may be available for the February meeting. All payroll taxes and related withholdings have been paid timely in accordance with Federal and State guidelines. All regulatory reports have been made in a timely fashion.

The motion to accept the CFO's Report was made by Ms. Scheidt, seconded by Mr. Pally and unanimously approved.

### **ORGANIZATIONAL RESOLUTIONS**

#### Resolution #1 – Appointment of Officers & Staff

Frederick C. Braun, III, Chairman

Felix J. Grucci, Jr., Vice-Chair

Martin Callahan, Treasurer

Ann-Marie Scheidt, Secretary

Frank C. Trotta, Assistant Treasurer

Gary Pollakusky, Assistant Secretary

Mitchell H. Pally, Member

Lisa M. G. Mulligan, Chief Executive Officer

Lori LaPonte, Chief Financial Officer

Jocelyn Linse, Executive Assistant

Terri Alkon, Administrative Assistant

Amy Illardo, Director of Marketing

#### Resolution #2 – Appointment of Counsel

Annette Eaderesto

Nixon Peabody, LLP

Weinberg, Gross & Pergament

Resolution #3 – Appointment of Bank

Resolution #4 – Adopting a Prevailing Wage Policy

Resolution # 5 – Adopting a Property Disposition Policy, Investment Policy, Whistleblower Policy, Procurement Policy & Ethics Policy

The motion to approve resolutions #1 through #5 was made by Ms. Scheidt and seconded by Mr. Pally. All voted in favor.

Resolution #6 - Adoption of Governance, Finance and Audit Committee Charters and Establishment and Appointing of Committees

Resolution #7 – Adopting a Mission Statement and Measurement Report

Resolution #8 – Adopting a Policy Concerning Board Member Loans

Resolution #9 – Adopting a Compensation Policy

Resolution #10 – Adopting an Incentive and Conditional Compensation Policy

The motion to approve resolutions #6 through #10 was made by Mr. Pally, seconded by Ms. Scheidt, and unanimously approved.

Resolution #11 – Appointment of Website Design and Maintenance Consultant

Resolution #12 – Check Signing Authorization (Amy Illardo will be added as a signatory on the bank accounts.)

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Resolution #13 – Audit and Accounting Services – PKF O’Connor Davies in an amount not to exceed \$5,100 and Jones Little & Co., CPA’s, LLP in an amount not to exceed \$1,500.

Resolution #14 – Adopting a Travel & Discretionary Funds Policy

Resolution #15 – Appointment of Insurance Broker

The motion to approve resolutions #11 through #15 was made by Mr. Callahan and seconded by Ms. Scheidt. All voted in favor.

Resolution #16 – Meeting Schedule (The February meeting will be moved to February 27, 2024.)

Resolution #17 – Adopting Conflict of Interest Policy

Resolution #18 – Appointment of Insurance Risk Manager

Resolution #19 – Harassment Policy

Resolution #20 – Fee Schedule Adoption (New projects will be charged a \$2,500 administrative fee.)

The motion to approve resolutions #16 through #20 was made by Mr. Pollakusky, seconded by Ms. Scheidt, and unanimously approved.

Resolution #21 – Public Relations Firm

Resolution #22 – Shared Services Agreement (This will be changed so the LDC pays a flat 10% and does not include IT services, phones or the copier.)

Resolution #23 – Newspaper of Record (Long Island Business News will be added)

Resolution #24 – Acquisition of Real Property

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The motion to approve resolutions #21 through #24 was made by Ms. Scheidt and seconded by Mr. Callahan. All voted in favor.

### **CEO'S REPORT**

The Members were asked to complete their board assessments, fiduciary responsibility forms and harassment training.

The motion to close the meeting at 1:07 P.M. was made by Mr. Pollakusky, seconded by Mr. Callahan, and unanimously approved.

*The next LDC meeting is scheduled for Tuesday, February 27, 2024.*

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