

**SUBJECT TO BOARD APPROVAL**

TOWN OF BROOKHAVEN  
**LOCAL DEVELOPMENT CORPORATION**

JANUARY 11, 2023

**MEETING MINUTES**

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

EXCUSED MEMBER: Felix J. Gucci, Jr.

ALSO PRESENT: Lisa M. G. Mulligan, Chief Executive Officer  
Lori LaPonte, Chief Financial Officer  
John LaMura, Deputy Director  
Amy Illardo, Director of Marketing  
Jocelyn Linse, Executive Assistant  
Terri Alkon, Administrative Assistant (via Zoom)  
Annette Eaderesto, IDA Counsel  
William F. Weir, Nixon Peabody, LLP  
Howard Gross, Weinberg, Gross & Pergament (via Zoom)  
Peter Curry, Farrell Fritz, P.C.  
Steven Krieger, Engel Burman

Chairman Braun opened the Local Development Corporation meeting at 12:10 P.M. on Wednesday, January 11, 2023, in the Agency's Office on the Second Floor of Brookhaven Town Hall, One Independence Hill, Farmingville, New York. A quorum was present.

**MEEETING MINUTES OF OCTOBER 26, 2022**

The motion to approve these Minutes as presented was made by Mr. Pollakusky and seconded by Mr. Trotta. All voted in favor.

**MEETING MINUTES OF NOVEMBER 16, 2022**

The motion to approve these Minutes as presented was made by Mr. Pollakusky, seconded by Mr. Trotta, and unanimously approved.

**CFO'S REPORT**

Ms. LaPonte presented the Budget vs. Actual Reports for the periods ending October 31, 2022 and November 30, 2022. Deposits and expenses were noted, all expenses were in line with the budget. All payroll taxes and related withholdings have been paid timely in accordance with Federal and State guidelines. All regulatory reports have been filed in a timely fashion. The external audit is starting on January 23<sup>rd</sup>, the Members were asked to return the questionnaires back to the accountants as soon as possible.

The motion to accept the report was made by Mr. Callahan and seconded by Mr. Pally. All voted in favor.

**ORGANIZATIONAL RESOLUTIONS**

Resolution #1 – Appointment of Officers

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

Resolution #2 – Appointment of Counsel

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Annette Eaderesto

William F. Weir

Howard Gross

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 Mr. Pollakusky and seconded by Mr. Trotta. 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

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Resolution #13 – Audit and Accounting Services – PKF O’Connor Davies in an amount not to exceed \$3,500 and Jones Little & Co., CPA’s, LLP in an amount not to exceed \$1,300.

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. Pollakusky and seconded by Mr. Pally. All voted in favor.

Resolution #16 – Meeting Schedule

Resolution #17 – Adopting Conflict of Interest Policy

Resolution #18 – Appointment of Insurance Risk Manager

Resolution #19 – Harassment Policy

Resolution #20 – Fee Schedule Adoption

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

Resolution #21 – Public Relations Firm

Resolution #22 – Shared Services Agreement

Resolution #23 – Newspaper of Record

Resolution #24 – Acquisition of Real Property

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

### **AMERICAN ORGANIC ENERGY – RESOLUTION**

A letter was submitted requesting an intent to reimburse resolution be considered. They are planning on applying for approximately \$125 million in either taxable or tax-exempt bond financing through the LDC.

The motion to approve this resolution was made by Mr. Pally, seconded by Mr. Pollakusky, and unanimously approved.

### **CEO'S REPORT**

#### Board Assessments

The board assessments were included in the meeting packets for the Members to complete and return.

#### Acknowledgement of Fiduciary Duties

The Members were asked to sign the Acknowledgement of Fiduciary Duties form and return it to the office.

#### Financial Disclosure Form

The financial disclosure form is forthcoming, it will be completed online this year.

#### February Meeting

The February meeting has been moved to February 8<sup>th</sup> at noon.

Mr. Callahan made a motion to close the LDC meeting at 12:28 P.M. The motion was seconded by Ms. Scheidt and all voted in favor.

*The next LDC meeting is scheduled for Wednesday, February 8, 2023.*