

TOWN OF BROOKHAVEN  
LOCAL DEVELOPMENT CORPORATION

MEETING MINUTES

JANUARY 8, 2020

MEMBERS PRESENT: Frederick C. Braun, III  
Martin Callahan  
Scott Middleton  
Gary Pollakusky  
Ann-Marie Scheidt  
Frank C. Trotta (via phone)

EXCUSED MEMBER: Felix J. Grucci, Jr.

ALSO PRESENT: Lisa M. G. Mulligan, Chief Executive Officer  
Lori LaPonte, Chief Financial Officer  
James M. Tullo, Deputy Director  
Annette Eaderesto, Counsel  
Howard Gross, Weinberg, Gross & Pergament  
William F. Weir, Nixon Peabody, LLP  
Jocelyn Linse, Executive Assistant  
Terri Alkon, Administrative Assistant  
Carole Trottere, Todd Shapiro Associates  
Brian Finnegan, Todd Shapiro Associates  
John Anzalone, Harris Beach

Chairman Braun opened the LDC meeting at 12:11 P.M. on Wednesday, January 8, 2020 in the Media Room on the Second Floor of Brookhaven Town Hall, One Independence Hill, Farmingville, New York. A quorum was present.

**MEETING MINUTES OF NOVEMBER 20, 2019**

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

**MEETING MINUTES OF DECEMBER 2, 2019**

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

**CFO'S REPORT**

Ms. LaPonte presented the Operating Statement for the period ending December 31, 2019. The motion to accept the Operating Statement for December was made by Mr. Pollakusky and seconded by Ms. Scheidt. All voted in favor.

**ORGANIZATIONAL RESOLUTIONS**

Resolution #1 – Appointment of Officers

The motion to approve this resolution was made by Mr. Middleton and seconded by Ms. Scheidt. All voted in favor.

Resolution #2 – Appointment of Counsel

The motion to approve the resolution was made by Mr. Braun, seconded by Mr. Middleton and unanimously approved.

Resolution # 3 – Appointment of Bank & Brokerage Accounts

Resolution #4 – Adopting a Prevailing Wage Policy

Resolution #5 – Adopting the Town of Brookhaven Property, Disposition, Investment, Whistleblower, Procurement & Ethics Policies

The motion to approve resolutions #3 through #5 was made by Mr. Pollakusky and seconded by Ms. Scheidt. All voted in favor.

Resolution #6 – Appointment of Audit Committee

Resolution #7 – Appointment of Finance Committee

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Resolution #8 – Appointment of Governance Committee

Resolution #9 – Adopting the Finance, Governance and Audit Committee Charters

The motion to approve resolutions #6 through #9 was made by Mr. Pollakusky and seconded by Mr. Callahan. All voted in favor.

Mr. Finnegan joined the meeting at 12:16 P.M.

Resolution #10 – Adopting a Mission Statement and Measurement Report

Ms. Mulligan read the Mission Statement aloud; the Members determined there would be no change. Ms. Mulligan read the Measurement Report aloud; all Members responded in the affirmative. The motion to approve resolution #10 was made by Ms. Scheidt and seconded by Mr. Pollakusky. All voted in favor.

Resolution #11 – Adoption of Policy Concerning Director Loans

Resolution #12 – Adoption of Compensation Policy

Resolution #13 – Adopting an Incentive and Conditional Compensation Policy

Resolution #14 – Appointment of Website Design & Maintenance

Resolution #15 – Check Signing Authorization

Mr. Pollakusky made a motion to approve resolutions #11 through #15. The motion was seconded by Mr. Callahan and unanimously approved.

Resolution #16 – Appointment of Auditors

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Resolution #17 – Adopting a Travel & Discretionary Policy

Resolution #18 – Appointment of Insurance Broker

Resolution #19 – 2020 Meeting Schedule

Resolution #20 – Adopting a Conflict of Interest Policy

The motion to approve resolutions #16 through #20 was made by Mr. Pollakusky and seconded by Mr. Middleton. All voted in favor.

Resolution #21 – Appointment of Insurance Risk Manager

This resolution has been updated to name JB Risk Services.

Resolution #22 – Adopting a Prohibition Against Unlawful Harassment and Unlawful Sexual Harassment Policy

The motion to approve resolutions #21 and #22 was made by Mr. Pollakusky, seconded by Ms. Scheidt and unanimously approved.

Harassment training will need to be completed by all Members. A completion certificate will be accepted if the training has been done elsewhere.

## **CEO'S REPORT**

### Legislative Update

An e-mail was received from the New York State Economic Development Council outlining changes resulting from recently passed legislation that grants the Office of the State Comptroller the authority to audit LDCs.

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The motion to close the LDC meeting at 12:24 P.M. was made by Mr. Pollakusky and seconded by Ms. Scheidt. All voted in favor.

*The next LDC meeting is scheduled for Wednesday, February 26, 2020.*