

Town of Brookhaven  
Local Development Corporation

January 8, 2025

Meeting Minutes

Members Present: Frederick C. Braun, III  
Martin Callahan  
Mitchell H. Pally  
Ann-Marie Scheidt  
John Rose  
Felix J. Grucci, Jr. (via Zoom)

Excused Member: Frank C. Trotta

Also Present: Lisa M. G. Mulligan, Chief Executive Officer  
Lori LaPonte, Chief Financial Officer  
Amy Illardo, Director of Marketing  
Jocelyn Linse, Executive Assistant  
Howard Gross, Weinberg, Gross & Pergament, LLP (via Zoom)  
Terance Walsh, Nixon Peabody, LLP (via Zoom)  
Andrew Komaromi, Harris Beach Murtha, PLLC  
Phil Denava, Key Capture Energy  
John Anzalone, Harris Beach Murtha, PLLC  
Tim Shea, Certilman Balin, LLP  
Daniel Baker, Greenberg Traurig, LLP  
Alec Ornstein, Ornstein Leyton Company  
Joseph Rossi, Nord Development Group  
Eric J. Russo, Vanbrunt, Juzwiak & Russo, PC  
Brian Egan, Village of Patchogue

Chairman Braun opened the LDC meeting at 12:03 P.M. on Wednesday, January 8, 2025, 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 December 4, 2024**

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

**CFO's Report**

Ms. LaPonte presented the Budget vs. Actual Report for the period ending November 30, 2024. The bank has decreased interest rates; work on the annual audit will begin next week.

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 Mr. Pally, seconded by Mr. Rose and unanimously approved.

**Organizational Resolutions**

Resolution #1 – Appointment of Officers & Staff

Resolution #2 – Appointment of Counsel

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. Callahan 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 Ms. Scheidt, seconded by Mr. Grucci, and unanimously approved.

Resolution #11 – Appointment of Website Design and Maintenance Consultant

Resolution #12 – Check Signing Authorization

Resolution #13 – Audit and Accounting Services – PKF O’Connor Davies in an amount not to exceed \$5,600 and Jones Little & Co., CPA’s, LLP in an amount not to exceed \$1,700.

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. Pally and seconded by Ms. Scheidt. 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 LDC Fee Schedule will be updated to more closely align with the IDA Fee Schedule.)

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

Resolution #21 – Public Relations Firm

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Resolution #22 – Shared Services Agreement

Resolution #23 – Newspaper of Record

Resolution #24 – Acquisition of Real Property

The motion to approve resolutions #21 through #24 was made by Mr. Callahan and seconded by Mr. Rose. 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 LDC meeting at 12:12 P.M. was made by Mr. Grucci, seconded by Ms. Scheidt and unanimously approved.

*The next LDC meeting is scheduled for Wednesday, March 26, 2025.*