

TOWN OF BROOKHAVEN
LOCAL DEVELOPMENT CORPORATION

JANUARY 9, 2019

MEETING MINUTES

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

EXCUSED MEMBERS: Felix G. Grucci, Jr.
Scott Middleton

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 (via conference call)
Jocelyn Linse, Executive Assistant
Terri Alkon, Administrative Assistant
Amy Illardo
Alan Wax, Wax Words, Inc.
Eric Russo, VanBrunt, Juzwiak & Russo, P.C.

Chairman Braun opened the meeting at 12:13 P.M. on Wednesday, January 9, 2019 in the Work Session Room on the Third Floor of Brookhaven Town Hall, One Independence Hill, Farmingville, New York. A quorum was present.

MINUTES OF NOVEMBER 14, 2018

The Minutes of November 14, 2018 were previously sent to the Members for review. The motion to approve these Minutes as presented was made by Ms. Scheidt and seconded by Mr. Callahan. All were in favor.

MINUTES OF DECEMBER 4, 2018

LDC Meeting
January 9, 2019

The Minutes of December 4, 2018 were also previously sent to the Members for review. The motion to approve these Minutes as presented was made by Ms. Scheidt, seconded by Mr. Callahan and unanimously approved.

CFO'S REPORT

Ms. LaPonte presented the Operating Statements for November 30, 2018 and December 31, 2018. The normal recurring payments for website maintenance and the insurance risk manager were noted, along with monthly interest received.

Ms. LaPonte noted that the auditors were in the office in December and had no comments or findings. Related party questionnaires were sent to the Members to be returned to the auditors. There was no new project activity in the LDC for 2018.

The motion to accept the Operating Statements for November and December of 2018 was made by Mr. Pollakusky and seconded by Ms. Scheidt. All were in favor.

ORGANIZATIONAL RESOLUTIONS

Resolution #1 – Appointment of Officers

Resolution #2 – Appointment of Counsel

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

Mr. Callahan made a motion to approve resolutions #1 through #5. The motion was seconded by Mr. Pollakusky and unanimously approved.

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Resolution #6 – Appointment of Audit Committee

Resolution #7 – Appointment of Finance Committee

Resolution #8 – Appointment of Governance Committee

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

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 resolutions #6 through #10 was made by Mr. Pollakusky and seconded by Ms. Scheidt. All were 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 and Maintenance

Resolution #15 – Check Signing Authorization

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

Resolution #16 – Appointment of Albrecht, Viggiano & Zureck for auditing and financial reporting services in an amount not to exceed \$3,300.

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Resolution #17 – Adopting a Travel & Discretionary Funds Policy

Resolution #18 – Appointment of Insurance Broker

Resolution #19 – 2019 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. Callahan. All were in favor.

Resolution #21 – Appointment of Insurance Risk Manager

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

Mr. Pollakusky made a motion to approve resolutions #21 and #22. The motion was seconded by Mr. Callahan and unanimously approved.

Mr. Pollakusky made a motion to close the LDC meeting at 12:19 P.M. The motion was seconded by Mr. Callahan and all voted in favor.

The next LDC meeting is scheduled for February 20, 2019.