



MEETING OF THE TOWN OF ISLIP
INDUSTRIAL DEVELOPMENT AGENCY

February 9, 2021

Agenda

1. Call the meeting of the Town of Islip Industrial Development Agency to order.
2. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to approve the **Minutes** from the meeting on **January 12, 2021**.
3. To consider the adoption of an Inducement Resolution between the Town of Islip Industrial Development Agency and **Supplement Manufacturing Partner, Inc.** Located at One Rodeo Drive, Edgewood, NY. (0500-00156-0100-001013).
4. To consider the adoption of a Resolution authorizing a one year agreement between the Town of Islip Industrial Development Agency and **SMM Advertising**. Located at 811 W. Jericho Turnpike #109E, Smithtown.
5. To consider the adoption of a Resolution authorizing a one year extension between the Town of Islip Industrial Development Agency and **AVC (Albrecht, Viggiano, Zureck & Co., P.C.)**. Located at 25 Suffolk Court, Hauppauge.
6. To consider the adoption of a Resolution to authorize awarding of grant funds to various businesses under the **Covid-19 Grant & Loan Program**.
7. To consider **any other business** to come before the Agency.



MEETING OF THE TOWN OF ISLIP

INDUSTRIAL DEVELOPMENT AGENCY

January 12, 2021

Meeting Minutes

1. Call the meeting of the Town of Islip Industrial Development Agency to order on a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman James P. O'Connor said motion approved 5-0.

Members Angie M. Carpenter, Councilman John C. Cochrane Jr., Councilwoman Mary Kate Mullen and Councilman James P. O'Connor were present and the Chairwoman acknowledge a quorum. Councilwoman Trish Bergin Weichbrodt was absent.

2. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to approve the **Minutes** from the meeting on **December 15, 2020**. On a motion by Councilman John C. Cochrane Jr., and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
3. To consider the adoption of a Resolution approving the **2020 IDA Meeting Schedule** of the Town of Islip Industrial Development Agency. On a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman John C. Cochrane Jr., said motion was approved 5-0.
4. To consider the adoption of a Resolution **Appointing Officers** to the Town of Islip Industrial Development Agency. On a motion by Councilwoman Mary Kate Mullen and seconded by Councilman James P. O'Connor, said motion was approved 5-0.
5. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt an **Audit Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint *John Cochrane, Mary Kate Mullen* and *Anne Danziger* to that committee. On a motion by Councilman James P. O'Connor and seconded by Councilwoman Trish Bergin Weichbrodt, said motion was approved 5-0.
6. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt a **Finance Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint *Trish Bergin Weichbrodt, James O'Connor* and *Ron Meyer* to that committee. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
7. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt a **Governance Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint *John Cochrane, Mary Kate Mullen*

and *Brad Hemingway* to that committee. On a motion by Councilman James P. O'Connor and seconded by Councilwoman Trish Bergin Weichbrodt, said motion was approved 5-0.

8. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development agency to adopt a **Code of Ethics Policy** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint the Board of Ethics of the Town of Islip as its Ethics Officer. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Trish Bergin Weichbrodt, said motion was approved 5-0.
9. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt an **Investment Policy** in compliance with the Public Authority Accountability Act ("PAAA"). Which shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Agency. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilman James P. O'Connor, said motion was approved 5-0.
10. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt a **Procurement Policy** in compliance with the Public Authority Accountability Act ("PAAA"). Which will apply to the procurement for goods and services not subject to the competitive bidding requirements set forth in General Municipal Law Section 103 and which goods and services are paid for and used by the Agency. On a motion by Councilman John C. Cochrane Jr., and seconded by Councilwoman Trish Bergin Weichbrodt, said motion was approved 5-0.
11. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency adopting a **Conflict of Interest Policy** in compliance with the Public Authority Accountability Act ("PAAA") and amending the by-laws of the Agency. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
12. To consider a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt the **Travel Authorization and Mileage Reimbursement** guidelines as stated in the Town of Islip Administrative Procedures Manual, Section 303, as recommended by the New York State Authorities Budget Office. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
13. To consider a Resolution on behalf of the Town of Islip Industrial Development Agency to adopt a **Property Disposition Policy**. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilman John C. Cochrane Jr., said motion was approved 5-0.
14. To consider the adoption of a Resolution to Authorize an annual Agreement between the Town of Islip Industrial Development Agency and **(CGR) Center for Governmental Research, Inc.** of One South Washington Street, Suite 400, Rochester, New York. On a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.

15. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to enter into a contract with **William G. Mannix**. To provide consulting services not to exceed \$10,000. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
16. To consider the adoption of a Resolution on behalf of the Town of Islip Industrial Development Agency to enter into a contract with **Mike Siniski**. To provide computer programming services for the maintenance of an updated and improved IDA Assessment Roll and PILOT billing system including training Town of Islip staff at a rate of \$65.00 per hour, not to exceed \$5,000. On a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman John C. Cochrane Jr., said motion was approved 5-0.
17. To consider the adoption of an Authorizing Resolution between the Town of Islip Industrial Development Agency and **100 Windsor Properties/AVCO Industries**. Located at 100 Windsor Place, Central Islip. (0500-0100-0200-081003). On a motion by Councilman James P. O'Connor and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
18. To consider the adoption of a Resolution for a tenant consent to the subleasing between the Town of Islip Industrial Development Agency and **Paradise Lane Realty, LLC/Rubies Costume Company 2012**. Located at 158 Paradise Road, Bay Shore. On a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman John C. Cochrane Jr., said motion was approved 5-0.
19. To consider the adoption of a Resolution to authorize awarding of grant funds to various businesses under the **Covid-19 Grant and Loan Program**. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilman James P. O'Connor, said motion was approved 5-0.
20. To consider the adoption of a Resolution to enter into a contract with **JVC Broadcasting LI News Radio**. Located at 3075 Veterans Memorial Highway, #201, Ronkonkoma. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilwoman Mary Kate Mullen, said motion was approved 5-0.
21. To consider **any other business** to come before the Agency there being none the meeting adjourned by a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman John C. Cochrane Jr.

INVESTMENT: \$255,000.00

RESOLUTION OF THE TOWN OF ISLIP INDUSTRIAL
DEVELOPMENT AGENCY TAKING OFFICIAL ACTION
TOWARD APPOINTING SUPPLEMENT
MANUFACTURING PARTNER INC., A NEW YORK
BUSINESS CORPORATION ON BEHALF OF ITSELF
AND/OR THE PRINCIPALS OF SUPPLEMENT
MANUFACTURING PARTNER INC. AND/OR AN ENTITY
FORMED OR TO BE FORMED ON BEHALF OF ANY OF
THE FOREGOING, AS AGENT(S) OF THE AGENCY FOR
THE PURPOSE OF ACQUIRING, RENOVATING AND
EQUIPPING THE FACILITY AND MAKING CERTAIN
FINDINGS AND DETERMINATIONS WITH RESPECT TO
THE FACILITY

WHEREAS, Supplement Manufacturing Partner Inc., a business corporation organized and existing under the laws of the State of New York, on behalf of itself and/or the principals of Supplement Manufacturing Partner Inc. and/or an entity formed or to be formed on behalf of any of the foregoing (collectively, the **"Company"**), has applied to the Town of Islip Industrial Development Agency (the **"Agency"**), to enter into a transaction in which the Agency will assist in the acquisition of a leasehold interest in an approximately 4 acre parcel of land located at 1 Rodeo Drive, Edgewood, New York 11717 (the **"Land"**), and the renovation of the existing approximately 24,000 square foot building located thereon (the **"Improvements"**), and the acquisition and installation therein of certain equipment and personal property (the **"Equipment"**; and together with the Land and the Improvements, the **"Facility"**), which Facility is to be sub-subleased and leased by the Agency to the Company and is to be used by the Company as warehouse and distribution space in its business as a distributor of vitamins and related products (the **"Project"**); and

WHEREAS, the Agency will acquire a subleasehold interest in the Land and the Improvements and title to the Equipment, and will sub-sublease and lease the Facility to the Company all pursuant to Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 47 of the Laws of 1974 of the State of New York, as the same may be amended from time to time (collectively, the **"Act"**); and

WHEREAS, the Agency contemplates that it will provide financial assistance to the Company in connection with the Facility, consistent with the policies of the Agency, in the form of exemptions from sales and use taxes and abatement of real property taxes, all to be more particularly described in a Final Authorizing Resolution to be adopted by the Agency prior to the closing of the transactions described herein; and

WHEREAS, as of the date of this resolution, no determination for financial assistance has been made; and

WHEREAS, the Act authorizes and empowers the Agency to promote, develop, encourage and assist projects such as the Facility and to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York; and

WHEREAS, prior to the date of the Hearing (defined below), the Agency will have prepared a cost/benefit analysis with respect to the proposed financial assistance; and

WHEREAS, prior to the closing of the transaction described herein, a public hearing (the “**Hearing**”) will be held so that all persons with views in favor of or opposed to either the financial assistance contemplated by the Agency or the location or nature of the Facility can be heard; and

WHEREAS, notice of the Hearing will be given prior to the closing of the transaction described herein, and such notice (together with proof of publication) will be substantially in the form annexed hereto as Exhibit A; and

WHEREAS, the minutes of the Hearing are or will be substantially in the form annexed hereto as Exhibit B; and

WHEREAS, the Agency has given due consideration to the application of the Company and to representations by the Company that the proposed financial assistance is either an inducement to the Company to maintain the Facility in the Town of Islip or is necessary to maintain the competitive position of the Company in its industry; and

WHEREAS, the Company will agree to indemnify the Agency against certain losses, claims, expenses, damages and liabilities that may arise in connection with the transaction contemplated by the leasing of the Facility by the Agency to the Company.

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively, the “**SEQR Act**” or “**SEQR**”), the Agency constitutes a “State Agency”; and

WHEREAS, to aid the Agency in determining whether the Facility may have a significant effect upon the environment, the Company has prepared and submitted to the Agency an Environmental Assessment Form and related documents (the “**Questionnaire**”) with respect to the Facility, a copy of which is on file at the office of the Agency; and

WHEREAS, the Questionnaire has been reviewed by the Agency.

NOW, THEREFORE, BE IT RESOLVED by the Town of Islip Industrial Development Agency (a majority of the members thereof affirmatively concurring) that:

Section 1. Based upon the Environmental Assessment Form completed by the Company and reviewed by the Agency and other representations and information furnished by the Company regarding the Facility, the Agency determines that the action relating to the acquisition, equipping, and operation of the Facility is a Type II action under SEQR and therefore, does not require further environmental review.

Section 2. The acquisition and equipping of the Facility by the Agency, the sub-leasing and leasing of the Facility to the Company and the provision of financial assistance pursuant to the Act will promote job opportunities, health, general prosperity and the

economic welfare of the inhabitants of the Town of Islip and the people of the State of New York and improve their standard of living, and thereby serve the public purposes of the Act, and the same is, therefore, approved.

Section 3. Subject to the provisions of this resolution, the Agency shall (i) acquire and equip the Facility; and (ii) lease and sub-sublease the Facility to the Company.

Section 4. The Company is hereby notified that it will be required to comply with Section 875 of the Act. The Company shall be required to agree to the terms of Section 875 pursuant to the Lease and Project Agreement, dated a date to be determined (the “**Lease Agreement**”), by and between the Company and the Agency. The Company is further notified that the tax exemptions and abatements provided pursuant to the Act and the appointment of the Company as agent of the Agency pursuant to this resolution are subject to termination and recapture of benefits pursuant to Sections 859-a and 875 of the Act and the recapture provisions of the Lease Agreement.

Section 5. Counsel to the Agency is authorized and directed to work with Transaction Counsel (Nixon Peabody LLP) to prepare, for submission to the Agency, all documents necessary to affect the transfer of the real estate described in the foregoing resolution.

Section 6. The Chairman, the Executive Director, the Deputy Executive Director and all members of the Agency are hereby authorized and directed (i) to distribute copies of this resolution to the Company, and (ii) to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this resolution.

Section 7. Any expenses incurred by the Agency with respect to the Facility, including the expenses of Transaction Counsel, shall be paid by the Company. The Company agrees to pay such expenses and further agrees to indemnify the Agency, its members, directors, employees and agents and hold the Agency and such persons harmless against claims for losses, damage or injury or any expenses or damages incurred as a result of action taken by or on behalf of the Agency in good faith with respect to the Facility.

Section 8. This resolution shall take effect immediately.

ADOPTED: February 9, 2021

I FURTHER CERTIFY, because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020, as amended to date, suspending the Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, the Agency's Board Meeting on February 9, 2021 (the "**Board Meeting**"), was held electronically via Live-Stream instead of a public meeting open for the public to attend in person. Members of the public were advised, via the Agency's website, to listen to the Board Meeting by going to <http://islipida.com/business-assistance/ida/ida-documents-2/96-ida-videos/ida-board-meetings/335-ida-board-meeting-2-9-2021.html>, and were further advised that the Minutes of the Board Meeting would be transcribed and posted on the Agency's website, and that all members of said Agency had due notice of said meeting and that the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand as of February 9, 2021.

Assistant Secretary

EXHIBIT A

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that due to the Novel Coronavirus (COVID-19) Emergency State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020, as amended to date, permitting local governments to hold public hearings by telephone and video conference and/or similar device, the Public Hearing scheduled for February __, 2021, at __:__ a.m., local time will be held by the Town of Islip Industrial Development Agency electronically via conference call in connection with the following matters:

Supplement Manufacturing Partner Inc., a business corporation organized and existing under the laws of the State of New York, on behalf of itself and/or the principals of Supplement Manufacturing Partner Inc. and/or an entity formed or to be formed on behalf of any of the foregoing (collectively, the "**Company**"), has applied to the Town of Islip Industrial Development Agency (the "**Agency**"), to enter into a transaction in which the Agency will assist in the acquisition of a leasehold interest in an approximately 4 acre parcel of land located at 1 Rodeo Drive, Edgewood, New York 11717 (the "**Land**"), and the renovation of the existing approximately 24,000 square foot building located thereon (the "**Improvements**"), and the acquisition and installation therein of certain equipment and personal property (the "**Equipment**"); and together with the Land and the Improvements, the "**Facility**"), which Facility is to be sub-subleased and leased by the Agency to the Company and is to be used by the Company as warehouse and distribution space in its business as a distributor of vitamins and related products (the "**Project**"). The Facility will be initially owned, operated and/or managed by the Company.

The Agency contemplates that it will provide financial assistance to the Company in the form of exemptions from sales and use taxes in connection with the equipping of the Facility and exemption of real property taxes consistent with the policies of the Agency.

A representative of the Agency will, at the above-stated time and place, hear and accept written comments from all persons with views in favor of or opposed to either the proposed financial assistance to the Company or the location or nature of the Facility. Members of the public may listen to the Public Hearing and comment on the Project and the benefits to be granted to the Company and the Sublessee by the Agency during the Public Hearing by calling (631) 490-9050, conference number 1040, and entering password 24816. Comments may also be submitted to the Agency in writing or electronically. Minutes of the Public Hearing will be transcribed and posted on the Agency's website. Prior to the hearing, all persons will have the opportunity to review on the Agency's website (<https://islipida.com/>) the application for financial assistance filed by the Company with the Agency and an analysis of the costs and benefits of the proposed Facility.

Dated: February __, 2021

TOWN OF ISLIP INDUSTRIAL
DEVELOPMENT AGENCY

By: John G. Walser

Title: Executive Director

EXHIBIT B

MINUTES OF PUBLIC HEARING HELD ON February __, 2021

TOWN OF ISLIP INDUSTRIAL DEVELOPMENT AGENCY (SUPPLEMENT MANUFACTURING PARTNER INC. 2020 FACILITY)

Section 1. _____ of the Town of Islip Industrial Development Agency (the “**Agency**”) called the hearing to order.

Section 2. The _____ then appointed _____, the _____ of the Agency, the hearing officer of the Agency, to record the minutes of the hearing.

Section 3. The hearing officer then described the proposed transfer of the real estate, the other financial assistance proposed by the Agency and the location and nature of the Facility as follows:

Supplement Manufacturing Partner Inc., a business corporation organized and existing under the laws of the State of New York, on behalf of itself and/or the principals of Supplement Manufacturing Partner Inc. and/or an entity formed or to be formed on behalf of any of the foregoing (collectively, the “**Company**”), has applied to the Town of Islip Industrial Development Agency (the “**Agency**”), to enter into a transaction in which the Agency will assist in the acquisition of a leasehold interest in an approximately 4 acre parcel of land located at 1 Rodeo Drive, Edgewood, New York 11717 (the “**Land**”), and the renovation of the existing approximately 24,000 square foot building located thereon (the “**Improvements**”), and the acquisition and installation therein of certain equipment and personal property (the “**Equipment**”; and together with the Land and the Improvements, the “**Facility**”), which Facility is to be sub-subleased and leased by the Agency to the Company and is to be used by the Company as warehouse and distribution space in its business as a distributor of vitamins and related products (the “**Project**”). The Facility will be initially owned, operated and/or managed by the Company.

The Agency contemplates that it will provide financial assistance to the Company in the form of exemptions from sales and use taxes in connection with the equipping of the Facility and exemption of real property taxes consistent with the policies of the Agency.

Section 4. The hearing officer then opened the hearing for comments from the floor for or against the proposed transfer of real estate, the other financial assistance proposed

by the Agency and the location and nature of the Facility. The following is a listing of the persons heard and a summary of their views:

Section 5. The hearing officer then asked if there were any further comments, and, there being none, the hearing was closed at _____.

STATE OF NEW YORK)
 : SS.:
COUNTY OF SUFFOLK)

I, the undersigned Assistant Secretary of the Town of Islip Industrial Development Agency, DO HEREBY CERTIFY:

That I have compared the foregoing copy of the minutes of a public hearing held by the Town of Islip Industrial Development Agency (the "**Agency**") on the ____ day of February, 2021, at _____ .m., local time, electronically via conference call, by calling (631) 490-9050, conference number 1040, and entering password 24816, with the original thereof on file in the office of the Agency, and that the same is a true and correct copy of the minutes in connection with such matter.

IN WITNESS WHEREOF, I have hereunto set my hand as of February ___, 2021.

Assistant Secretary

TOWN OF ISLIP
INDUSTRIAL DEVELOPMENT AGENCY
AGENDA ITEMS FOR FEBRUARY 9, 2021

AGENDA ITEM #4

TYPE OF RESOLUTION: RESOLUTION AUTHORIZING A ONE
YEAR EXTENSION

COMPANY: SMM ADVERTISING

PROJECT LOCATION: N/A

JOBS (RETAINED/CREATED): RETAINED - 00 -
CREATE - 00 -

INVESTMENT: \$N/A

**TOWN OF ISLIP
SPONSOR'S MEMORANDUM
FOR TOWN BOARD RESOLUTIONS**

INSTRUCTIONS: All submissions for placement on the Town Board Meeting agenda must be accompanied by a sponsor's memorandum, which shall be the covering document. All agenda submissions shall be reported to the Town Attorney no later than 14 days prior to the scheduled Town Board meeting.

PURPOSE: Describe the essence of the attached resolution and give a brief background. Explain any policy implications, whether this item has previously been before the Board, and if any similar resolutions have previously been passed or denied by the Board.

On January 14, 2020 the Town of Islip IDA Board authorized the Chairwoman to enter into a professional service agreement with SMM Advertising to provide marketing, advertising and website design services. This Sponsor's Memorandum proceeds a one year extension resolution for the Chairwoman to extend the agreement until December 21, 2021

SPECIFY WHERE APPLICABLE:

1. Entity or individual benefitted by resolution: Town of Islip Industrial Development Agency
 2. Site or location effected by resolution: 40 Nassau Ave, Suite 7, Islip, NY 11751
 3. Cost: \$115.00/hour
 4. Budget Line: YD6410.4-5000
 5. Amount and source of outside funding: _____
-

ENVIRONMENTAL IMPACT: What type of action is being authorized by this resolution?

- ☐ Type 1 action under 6 NYCRR, Section 617.4(b), number _____. Full EAF required.
- ☐ Type 2 action under 6 NYCRR, Section 617.5(c), number _____. SEQR review complete.
- ☐ Action not listed as Type I or Type II under Part 617 of the NYCRR. Short EAF required.
-

Signature of Commissioner/Department Head Sponsor

1/26/2021

Date

**PROFESSIONAL SERVICES AGREEMENT EXTENSION
BETWEEN THE TOWN OF ISLIP INDUSTRIAL DEVELOPMENT AGENCY
AND SMM ADVERTISING**

THIS AGREEMENT EXTENSION, entered into on the ____ day of _____, 2021, is between the Town of Islip Industrial Development Agency ("**TOIDA**"), an industrial development agency duly established under Title 1 of Article 18-A of the General Municipal Law of the State of New York with its principal place of business located at 40 Nassau Avenue, Islip, New York 11751 and SMM Advertising ("**SMM**"), 811 West Jericho Turnpike #109E, Smithtown, New York 11787.

WHEREAS, by a Resolution duly adopted on January 14, 2020, the Chairwoman entered into an Agreement with **SMM** to provide certain professional services to the **TOIDA**;

WHEREAS, by a Resolution duly adopted on February 9, 2021 (attached hereto), the Chairwoman is authorized to enter into this Agreement Extension with **SMM**;

WHEREAS, the **TOIDA** hereby exercises the first one (1) year option to renew the January 14, 2020 Professional Services Agreement in its entirety commencing on the date inscribed above and terminating on December 31, 2021;

NOW, THEREFORE, in consideration of the mutual covenants and consideration set forth above, the parties agree as set forth.

IN WITNESS WHEREOF, the **TOIDA** and **SMM** have executed this Agreement as of the date first written above.

**TOWN OF ISLIP INDUSTRIAL
DEVELOPMENT AGENCY**

SMM ADVERTISING

Angie M. Carpenter, Chairwoman

Print Name:

February 9, 2021
Resolution No.

WHEREAS, on January 14, 2020 the Town of Islip Industrial Agency Board authorized the Chairwoman to enter into a Professional Services Agreement with SMM Advertising for the following, to wit: to provide Marketing, Advertising and Website Design services for the Agency; and

WHEREAS, the original term of the Professional Services Agreement was for a term of one (1) year with the Town's option to renew for two (2) additional one (1) year options; and

WHEREAS, John G. Walser, Executive Director of the Town of Islip Industrial Development Agency, hereby recommends that the Town of Islip Industrial Development Agency Board exercise its option to renew its Professional Services Agreement with SMM for the first one (1) year extension period; and

NOW, THEREFORE, on a motion of Council _____, seconded by Council _____, be it

RESOLVED, that the Town of Islip Industrial Development Agency Board hereby authorizes the Chairwoman to execute documentation exercising the Town of Islip Industrial Development Agency's option to renew its Professional Services Agreement with SMM for the first one (1) year extension; and be it further

RESOLVED, that the Comptroller is here by authorized to make any and all budget adjustments necessary in accordance with the terms of the Professional Services Agreement.

Upon vote being taken, the result was:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/7/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Strategies Company 420 Lexington Avenue Suite 2700 New York, NY 10170	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED Sanna Mattson & Macleod, Inc. 811 West Jericho Turnpike Smithtown NY 11787	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Citizens Insurance Company of America	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 31534		

COVERAGES

CERTIFICATE NUMBER: 58038922

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> Property Damage GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>	OBYA901847	4/18/2020	4/18/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$excluded GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	OBYA901847 OBYA901847	4/18/2020 4/18/2020	4/18/2021 4/18/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	OBYA901847	4/18/2020	4/18/2021	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property		OBYA901847	4/18/2020	4/18/2021	Property: \$120,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: Town of Islip, its officers, employees, servants and agents.

CERTIFICATE HOLDER**CANCELLATION**Town of Islip
655 Main Street
Islip NY 11751

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Christian

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

TOWN OF ISLIP
INDUSTRIAL DEVELOPMENT AGENCY
AGENDA ITEMS FOR FEBRUARY 9, 2021

AGENDA ITEM #5

TYPE OF RESOLUTION: TO CONSIDER TO APPROVE A ONE YEAR EXTENSION WITH **AVZ (ALBRECHT, VIGGIANO, ZURECK & Co., P.C.**

COMPANY: N/A

PROJECT LOCATION: N/A

JOBS (RETAINED/CREATED): RETAINED - 00 -
CREATE - 00 -

INVESTMENT: \$N/A

February 9, 2021

WHEREAS, the Town of Islip Industrial Development Agency (the “Agency”) is required by General Municipal Law to have an audit conducted by an independent, licensed accounting firm, and;

WHEREAS, in order to ensure that the Agency will be provided the best services available, at the best cost available, and in compliance with accepted standards, on February 26, 2016, the Town of Islip issued a Request for Proposal (RFP) for Accounting and Auditing services, and;

WHEREAS, such RFP included requests for services to be provided to the Industrial Development Agency and the Economic Development Corporation, and:

WHEREAS, on April 19, 2016 the Town Board awarded the contract to **Albrecht, Viggiano, Zureck & Co., P.C.**, and;

WHEREAS, the RFP required the contract to allow for four (4) one year extensions upon mutual written consent, and;

WHEREAS, the Agency has received written consent from Albrecht, Viggiano, Zureck & Co., P.C. to extend the contract to perform the audit of the Agency for the year ending December 31, 2021, and;

WHEREAS, the Agency is interested in extending the contract with Albrecht, Viggiano, Zureck & Co., P.C. to perform this audit.

NOW, THEREFORE, on motion by

seconded by

be it

RESOLVED, that the Agency Board hereby authorizes the Supervisor/Chairwoman to execute a one year extension between the Agency and Albrecht, Viggiano, Zureck & Co., P.C., by mutual written consent, for Auditing and Accounting Services for the 2021 Audit.

Upon a vote being taken, the result was:

**DOLLAR COST BID PROPOSAL FOR
ACCOUNTING AND AUDITING SERVICES
FOR THE**

TOWN OF ISLIP

TOWN OF ISLIP FOREIGN TRADE ZONE

For the Years Ended December 31, 2015 and Four
Additional Years 2016, 2017, 2018 and 2019,
respectively, and the

**TOWN OF ISLIP INDUSTRIAL
DEVELOPMENT AGENCY**

**TOWN OF ISLIP ECONOMIC
DEVELOPMENT CORP.**

For the Year Ending December 31, 2016 with Option
for the Years Ending December 31, 2017, 2018, 2019
and 2020, respectively

By

Albrecht, Viggiano, Zureck & Company, P.C.

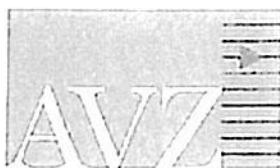
25 Suffolk Court
Hauppauge, New York 11788
(631) 434-9500
March 17, 2016

Prepared by:

Jeffrey S. Davoli, CPA
Email: jdavoli@avz.com

Robert M. McGrath, CPA
Email: rmcgrath@avz.com

Brian Petersen, CPA
Email: bpetersen@avz.com



CERTIFIED PUBLIC ACCOUNTANTS

March 17, 2016

Mr. Joseph Ludwig, Comptroller
Town of Islip
655 Main Street
Islip, NY 11751

Dear Mr. Ludwig:

We have submitted our technical proposal for accounting and auditing services for the Town of Islip and Town of Islip Foreign Trade Zone, New York for the year ended December 31, 2015, with option for years ending 2016, 2017, 2018 and 2019, and for the Town of Islip Industrial Development Agency and Town of Islip Economic Development Corp., New York for the year ending December 31, 2016, with option for years ending 2017, 2018, 2019 and 2020 under separate cover. The purpose of this letter is to submit our fee proposal for these services.

FEE PROPOSAL

We always attempt to maintain our fees at as reasonable amount as possible commensurate with our policy of rendering top professional services. We assure you that we shall always continue to do so. Our proposed fees for services are as follows:

Town of Islip

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
\$ <u>275,000</u>	\$ <u>279,850</u>	\$ <u>285,700</u>	\$ <u>291,550</u>	\$ <u>297,400</u>

Town of Islip Foreign Trade Zone

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
\$ <u>14,000</u>	\$ <u>14,300</u>	\$ <u>14,600</u>	\$ <u>14,900</u>	\$ <u>15,200</u>

Town of Islip Industrial Development Agency

<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$ <u>20,735</u>	\$ <u>21,170</u>	\$ <u>21,605</u>	\$ <u>22,040</u>	\$ <u>22,475</u>

Town of Islip Economic Development Corp.

<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$ <u>4,830</u>	\$ <u>4,930</u>	\$ <u>5,030</u>	\$ <u>5,130</u>	\$ <u>5,230</u>

PERSONAL SERVICE. TRUSTED ADVICE.

ALBRECHT, VIGGIANO, ZURECK & COMPANY, P.C.

245 PARK AVENUE, 39TH FLOOR
NEW YORK, NY 10167
T: 212.792.4075

25 SUFFOLK COURT
HAUPPAUGE, NY 11788-3715
T: 631.434.9500 F: 631.434.9518

WWW.AVZ.COM

INDEPENDENT MEMBER OF BKA INTERNATIONAL

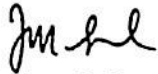
Mr. Joseph Ludwig, Comptroller
Town of Islip
Page 2 of 2

Our fees for services are based on the number of hours required to complete our assignment and our current billing rates and are inclusive of any and all travel and expenses. Our time records are maintained on detailed computerized ledger sheets and are available for inspection. Our fee proposal represents a discount from our standard hourly rates as the estimated hours that we plan are more than our fee proposal indicates. See attached estimate for each year. However, we assure you that these hours will be devoted to the Town which we feel further demonstrates our commitment to governmental accounting and auditing.

Should any special work arise which requires additional time by our staff, such as additional work relating to state audits, adoption of new accounting standards, responses to outside inquiries, comfort letters to underwriters, special reports, etc., we will bill you separately based upon the amount of time expended at the regular hourly rates. Any additional special work would be performed only after your approval, and we would furnish you with an estimate of our fee before we proceed.

Should you have any questions or require any additional information regarding our proposal and fee, please do not hesitate to call.

Very truly yours

A handwritten signature in dark ink, appearing to read 'J. Davoli', with a stylized flourish at the end.

Jeffrey S. Davoli, CPA

**TOWN OF ISLIP
INDUSTRIAL DEVELOPMENT AGENCY
AGENDA ITEMS FOR FEBRUARY 9, 2021**

AGENDA ITEM #6

TYPE OF RESOLUTION: RESOLUTION TO AUTHORIZE

COMPANY: COVID-19 GRANT & LOANS

PROJECT LOCATION: N/A

JOBS (RETAINED/CREATED): RETAINED - 00 -
CREATE - 00 -

INVESTMENT: \$N/A

Date: February 9, 2021

At a meeting of the Town of Islip Industrial Development Agency (the “**Agency**”), held via Live-Stream at <http://islipida.com/business-assistance/ida/ida-documents-2/96-ida-videos/ida-board-meetings/335-ida-board-meeting-9-15-2020.html>, on the 17th day of November, 2020, the following members of the Agency were:

Present:

Absent:

Also Present:

After the meeting had been duly called to order, the Chairman announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to the approval and authorization of grants under the Agency’s COVID-19 Grant Program.

The following resolution was duly moved, seconded, discussed and adopted with the following members voting:

Voting Aye

Voting Nay

RESOLUTION OF THE TOWN OF ISLIP INDUSTRIAL
DEVELOPMENT AGENCY AUTHORIZING AND
APPROVING CERTAIN GRANTS FROM THE AGENCY'S
COVID-19 GRANT PROGRAM.

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 47 of the Laws of 1974 of the State of New York, as amended from time to time (collectively, the "**Act**"), the Town of Islip Industrial Development Agency (the "**Agency**") was created with the authority and power among other things, to assist with the acquisition of certain industrial development projects as authorized by the Act; and

WHEREAS, Section 858(17) and (18) and Section 859(c) of the Act authorizes and empowers the Agency to establish a program to make grants to eligible small businesses and not-for-profit corporations for the purpose acquiring personal protective equipment or installing fixtures necessary to prevent the spread of novel coronavirus, COVID-19 (the "**COVID-19 Grant Program**"), and Section 859-c of Act authorizes and empowers the Agency to establish a state disaster emergency loan program to provide loans from available revenue to small business and not-for-profit corporations (the "**COVID-19 Loan Program**"); and

WHEREAS, by resolution dated July 21, 2020, the Agency previously established a COVID-19 Grant Program to make grants to Grant Eligible Companies (as defined below) (the "**Grants**") and a COVID-19 Loan Program to make loans to Loan Eligible Companies (as defined below) (the "**Loans**"); and

WHEREAS, the aggregate amount of funds to that were approved to be made available for use in connection with the Agency's COVID-19 Grant Program or COVID-19 Loan Program combined shall not exceed \$250,000 (the "**Maximum Funds**"); and

WHEREAS, the Agency has engaged the New York Business Development Corporation doing business as Pursuit ("**Pursuit**") for the purpose of creating a form application for potential borrowers seeking Loans, accepting applications from potential borrowers, assisting the Agency in determining whether an applicant is a Loan Eligible Company (as defined herein), assisting the Agency in determining which Loan Eligible Companies are most in need of Loans based on the Loan Criteria (as defined below), preparing documents (the "**Loan Documents**") and closing Loans, and such other responsibilities in assisting the Agency administer the Loans as may be agreed to by the Agency and Pursuit pursuant to a Loan Origination Agreement or such other similar document (the "**Loan Origination Agreement**"); and

WHEREAS, the Agency has established a Loan and Grant Review Committee made up of its certain members and staff of the Agency to be appointed by the Board of the Agency (the "**Loan and Grant Review Committee**") to review each applicant for each Loan based on the Loan Criteria (following review by Pursuit), and to review each application for Grants based on the Grant Criteria (as defined below); and

WHEREAS, the Agency shall only make grants to small businesses with at least three (3) but no more than fifty (50) employees ("**Small Businesses**") and small not-for-profit corporations with at least two (2) but no more than fifty (50) employees ("**Small Not-for-Profit Corporations**") who: (i) were financially viable prior to the commencement of the New York State (the "**State**") disaster emergency on March 7, 2020 (the "**State Disaster Emergency**"), (ii) conduct business in the Town of Islip, New York (the "**Town**"), and (iii) were required to shut down or cease operations as a result of the State's prohibition of non-essential in-office personnel functions (the "**State Shutdown**") pursuant to Governor Andrew M. Cuomo's Executive Order 202.6, issued March 18, 2020, as amended to date (each a "**Grant Eligible Company**"); and

WHEREAS, Grants shall only be made to Grant Eligible Companies for the purpose of acquiring personal protective equipment or installing fixtures necessary to prevent the spread of novel coronavirus, COVID-19 ("**PPE and Fixtures**") while the State Disaster Emergency is in effect; and

WHEREAS, the Agency has applied the following criteria to determine which Grant Eligible Companies shall receive Grants (i) creditworthiness and financial stability of the Grant Eligible Company prior to the State Disaster Emergency; (ii) the level of negative impact of the State Disaster Emergency and State Shutdown on the operations and finances of the Grant Eligible Company; (iii) Grant Eligible Company's proposed plan to use the funds received through COVID-19 Loan Program; (iv) applicant's ties to their community and the impact of their work in the Town; (v) applicant's assurance that efforts will be made to retain jobs during the State Disaster Emergency; (vi) the Grant Eligible Company's status as a minority or woman owned business; (vii) the Grant Eligible Company's location in a highly distressed area (as defined in Section 854(18) of the Act), (viii) other potential sources of funding available to the Grant Eligible Company, and (ix) any other factors or criteria deemed relevant by the Agency (collectively, the "**Grant Criteria**")

WHEREAS, no Grant made to a Grant Eligible Company pursuant to the Agency's COVID-19 Grant Program shall exceed \$10,000; and

WHEREAS, as of the date of this resolution, the Loan and Grant Review Committee has recommended making the following grants (collectively, the "**Recommended Grants**") to:

- a) Creative Ministries, Inc./CM Performing Arts Center; \$5,740.80
- b) Sore Thumb Productions, Inc./McGuire's; \$3,554.65

WHEREAS, as of the date of this resolution, the Loan and Grant Review Committee has not recommended that the Agency make any Loans; and

NOW, THEREFORE, BE IT RESOLVED by the Agency (a majority of the members thereof affirmatively concurring) as follows:

Section 1. The Agency hereby finds and determines:

(a) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act.

(b) The Agency is authorized under the Act to establish and administer its COVID-19 Grant Program and to make the Recommended Grants.

(c) It is desirable and in the public interest for the Agency to assist Grant Eligible Companies through the COVID-19 Grant Program.

(d) It is desirable and in the public interest for the Agency, through its Loan and Grant Review Committee and with the assistance of Pursuit, to accept applications Grants in order to determine whether to make Grants to Grant Eligible Companies for PPE and Fixtures.

(e) Based on the applications submitted by each recipient of a Recommended Grant submitted to the Agency and reviewed by the Loan and Grant Review Committee, each of the recipients of the Recommended Grants is a Grant Eligible Company, each recipient of a Recommended Grant satisfies the Grant Criteria, and the proceeds of each Recommended Grant shall be used only for the purpose of acquiring PPE and Fixtures while the State Disaster Emergency is in effect.

(f) It is desirable and in the public interest for the Agency to approve, authorize, and make the Recommended Grants and to execute any and all document, with the assistance of Pursuit, in order to make and effectuate the Grants.

Section 2. In consequence of the foregoing, the Agency hereby determines to: (i) accept the Loan and Grant Review Committee's recommendations to make the Recommended Grants; (ii) make the Recommended Grants; (iii) coordinate with Pursuit, to the extent necessary, to effectuate the Recommended Grants, and (iv) to execute and deliver any and all documents as may be, in the opinion of the Chairman, Agency Counsel, or Pursuit, necessary to effectuate the Recommended Grants (the "**Grant Documents**").

Section 3. The Agency is hereby authorized to make the Recommended Grants to the recipients thereof and in the amounts set forth more fully in the recitals to this resolution.

Section 4.

(a) Subject to the provisions of this resolution; the Chairman, Executive Director, Deputy Executive Director and all other members of the Agency are hereby authorized, on behalf of the Agency, to execute and deliver the Grant Documents. The execution thereof by the Chairman, Executive Director, Deputy Executive Director or any member of the Agency shall constitute conclusive evidence of such approval; and

(b) The Chairman, Executive Director, Deputy Executive Director and any member of the Agency are further hereby authorized, on behalf of the Agency, to designate any additional authorized representatives of the Agency.

Section 5. This resolution shall take effect immediately.

STATE OF NEW YORK)
 : SS.:
COUNTY OF SUFFOLK)

I, the undersigned Assistant Secretary of the Town of Islip Industrial Development Agency, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Town of Islip Industrial Development Agency (the “**Agency**”), including the resolutions contained therein, held on the 17th day of November, 2020, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolutions set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

That the Grant Documents contained in this transcript of proceedings are each in substantially the form presented to the Agency and/or approved by said meeting.

I FURTHER CERTIFY that, due to the Novel Coronavirus (COVID-19) Emergency State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo’s Executive Order 202.1 issued on March 12, 2020, as amended to date, permitting local governments to hold public hearings by telephone and video conference and/or similar device, the Agency’s Board Meeting on October 20, 2020 (the “**Board Meeting**”), was held electronically via Live-Stream instead of a public meeting open for the public to attend in person. Members of the public were advised, via the Agency’s website, to listen to the Board Meeting by going to <http://islipida.com/business-assistance/ida/ida-documents-2/96-ida-videos/ida-board-meetings/335-ida-board-meeting-9-15-2020.html>, and were further advised that the Minutes of the Board Meeting would be transcribed and posted on the Agency’s website, and that all members of said Agency had due notice of said meeting and that the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand as of the 12th day of January 2021.

By: _____