



MEETING OF THE TOWN OF ISLIP
ECONOMIC DEVELOPMENT CORPORATION

January 23, 2018

Agenda

1. Call the meeting of the Town of Islip Economic Development Corporation to order.
2. To consider the adoption of a Resolution on Behalf of the Town of Islip Economic Development Corporation to approve the **Minutes** from the Meeting of the Members of the Town of Economic Development Corporation on January 23, 2018.
3. To consider the adoption of a Resolution approving the **2019 Budget** of the Town of Islip Economic Development Corporation.
4. To consider any other business that may come before the Corporation.

**TOWN OF ISLIP ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEMS FOR OCTOBER 16, 2018**

AGENDA ITEM # 2

TYPE OF RESOLUTION: TO APPROVE THE MINUTES FROM
THE JANUARY 23, 2018 ECONOMIC DEVELOPMENT
CORPORATION TOWN BOARD MEETING

COMPANY: N/A

PROJECT LOCATION: N/A

JOBS (RETAINED/CREATED): N/A

INVESTMENT: N/A



MEETING OF THE TOWN OF ISLIP
ECONOMIC DEVELOPMENT CORPORATION

January 23, 2018

Meeting Minutes

1. The Meeting of the Town of Islip Economic Development Corporation was called to order on a motion by Councilwoman Trish Bergin Weichbrodt, seconded by Councilman James P. O'Connor.

Chairwoman Angie Carpenter, Councilwoman Mary Kate Mullen, Councilwoman Trish Bergin Weichbrodt, Councilman James O'Connor and Councilman John Cochrane. All members were present and the Chairwoman acknowledged a quorum.

Motions were presented to approve and adopt the following resolutions on the January 23, 2018 EDC Agenda. The resolutions were as follows:

2. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to approve the **Minutes** from the Meeting of the Members of the Town of Islip Economic Development Corporation on December 19, 2017. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Mary Kate Mullen, said motion was approved 4-1. Councilman James P. O'Connor abstained.
3. To consider the adoption of a Resolution approving the **2018 EDC Meeting Schedule** of the Town of Islip Economic Development Corporation. On a motion by Councilman John C. Cochrane Jr. and seconded by Councilwoman Trish Bergin Weichbrodt, said motion was approved unanimously.
4. To consider the adoption of a Resolution **Appointing Officers** of the Town of Islip Economic Development Corporation. On a motion by Councilwoman Mary Kate Mullen and seconded by Councilman James P. O'Connor, said motion was approved unanimously.
5. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Councilwoman Trish Bergin Weichbrodt and seconded by Councilman James P. O'Connor, said motion was approved 3-2. Councilman John C Cochrane Jr and Councilwoman Mary Kate Mullen abstained.
6. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a **Finance Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint Trish Bergin Weichbrodt, James P. O'Connor and Ron Meyer to that committee. On a motion by Councilman John C. Cochrane Jr. and Councilwoman Mary Kate Mullen, said motion was approved 3-2. Councilwoman Trish Bergin Weichbrodt and Councilman James P.O'Connor abstained.

7. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Councilwoman Trish Bergin Weichbrodt and Councilman James P. O'Connor, said motion was approved 3-2. Councilman John C. Cochrane Jr and Councilwoman Mary Kate Mullen abstained.
8. To consider that adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Economic Development Corporation as its Ethics Officer. On a motion by Chairwoman Angie M. Carpenter and Councilman John C. Cochrane Jr, said the motion was approved unanimously.
9. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Corporation. On a motion by Councilwoman Trish Bergin Weichbrodt and Councilman James P. O'Connor, said motion was approved unanimously.
10. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Corporation. On a motion by Councilman John C. Cochrane Jr and seconded by Councilman James P. O'Connor, said motion was approved unanimously.
11. To consider a Resolution on behalf of the Town of Islip Economic Development Corporation 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 Councilwoman Trish Bergin Weichbrodt and seconded by Councilman John C. Cochrane Jr., said motion was approved unanimously.
12. To consider the adoption of a Resolution to Authorize the Town of Islip Economic Development execute a one year extension contract with **Albrecht, Viggiano, Zureck & Co.** to perform audit services for the year ended December 31, 2017. On a motion by Councilwoman Mary Kate Mullen and seconded by Councilman James P. O'Connor, said motion was approved unanimously.

13. To consider the adoption of a Resolution to authorize the Town of Islip Economic Development Corporation to enter into a contract with the **Islip Arts Council**, for sponsorship of the 2018 Concerts in the Park, in the amount of \$10,000. On a motion by Councilwoman Trish Bergin Weichbrodt and seconded by Councilman James P. O'Connor, said motion was approved unanimously.
14. To consider any other business to come before the Corporation. There being none the meeting adjourned on a motion by Councilman James P. O'Connor and seconded by Councilman John C. Cochrane Jr.

**TOWN OF ISLIP ECONOMIC DEVELOPMENT
CORPORATION**

AGENDA ITEMS FOR OCTOBER 16, 2018

AGENDA ITEM # 3

**TYPE OF RESOLUTION: TO APPROVE THE 2019 BUDGET
FOR THE ECONOMIC DEVELOPMENT CORPORATION**

COMPANY: N/A

PROJECT LOCATION: N/A

JOBS (RETAINED/CREATED): N/A

INVESTMENT: N/A

October 16, 2018

WHEREAS, the Public Authority Accountability Act of 2005 requires that all Economic Development Corporations submit an annual budget to the New York State Authority Budget Office

On a motion of

Seconded by ; be it

RESOLVED, that the 2019 Operating Budget for the Town of Islip Economic Development Corporation in summary is hereby approved.

Upon a vote being taken the result was:

Budget Preparation Report Parameters

Report ID:		3 Stage Only:	Yes	Print Saved Report Description:	
Version Code:	EDC	Year:	2019	Print Summary Page:	No
Period:	1	To:	12		
Column 1 Stage:	PREL BUD	Column 2 Stage:			
Column 3 Stage:		Column 4 Stage:	PREL BUD		
Variance:	Original Budget	Against:	Column 1 Stage		
Memo Date:		To:		Use Alt Fund:	
Description:	Display	Acct Status:	Active	Exclude Revenue Brackets:	No
Summary Only:	No	Column:	None	Grand Totals on Separate Page:	No
Spacing:	Single	Prior Yr Orig Budget:	GL Posted	Display Rank:	Yes
Print:	Zeros	Print Detail:	No	Include Accts From Version Only:	Yes
				Suppress Zero Accts:	Yes

Account Table:

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
1	Type	Yes	Yes	Yes
2	Dept	Yes	Yes	Yes
3	Group	Yes	No	Yes

Print Display Description:

Date Prepared: 10/01/2018 04:03 PM
 Report Date: 10/01/2018
 Account Table:
 Alt. Sort Table:

TOWN OF ISLIP

Budget Preparation Report

Fiscal Year: 2019 Period From: 1 To: 12

BUD4011 1.0
 Page 1 of 2
 Prepared By: JLU DWIG

Account	Description	2016 Actual	2017 Actual	Original 2018 Budget	Adjusted 2018 Budget	2018 Actual Per 1-12	2019 PREL BUD Stage	Variance To PREL BUD Stage
Type R	Revenue							
Group								
YE.0000.01002.09	APPRO F BAL.GENERAL	0.00	0.00	4,650.00	4,650.00	0.00	4,650.00	0.00%
YE.0000.02401.04	INTEREST.	189.86	293.80	350.00	350.00	0.00	350.00	0.00%
YE.0000.02416.04	EDC FEES.	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00%
Total Group		(189.86)	(293.80)	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%
Total Dept 0000		(189.86)	(293.80)	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%
Total Type R	Revenue	(189.86)	(293.80)	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%

TOWN OF ISLIP

Budget Preparation Report

Fiscal Year: 2019 Period From: 1 To: 12

Account	Description	2016 Actual	2017 Actual	Original 2018 Budget	Adjusted 2018 Budget	2018 Actual Per 1-12	2019 PREL BUD Stage	Variance To PREL BUD Stage
Type E	Expense							
Dept 6410	ECONOMIC DEVELOPMENT							
Group 4	CONTRACTUAL EXPENSE							
YE:6410.44044	PROMOTIONAL DONATIONS..	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00%
YE:6410.45050	AUDITING FEES..	5,000.00	4,830.00	5,000.00	5,000.00	4,930.00	5,000.00	0.00%
Total Group 4	CONTRACTUAL EXPENSE	15,000.00	14,830.00	15,000.00	15,000.00	14,930.00	15,000.00	0.00%
Total Dept 6410	ECONOMIC DEVELOPMENT	15,000.00	14,830.00	15,000.00	15,000.00	14,930.00	15,000.00	0.00%
Total Type E	Expense	15,000.00	14,830.00	15,000.00	15,000.00	14,930.00	15,000.00	0.00%
Grand Total		14,810.14	14,536.20	0.00	0.00	14,930.00	0.00	0.00%