



MEETING OF THE TOWN OF ISLIP
ECONOMIC DEVELOPMENT CORPORATION

Date May 16, 2023

Minutes

1. Call the meeting of the Town of Islip Economic Development Corporation to order. On a motion by James O'Connor and seconded by Jorge Guadron, Chairwoman Angie Carpenter acknowledged that the motion passed and quorum was present. Members present in addition to Chairwoman Angie Carpenter were, John Cochrane, James O'Connor, Jorge Guadron and John Lorenzo.
2. To consider the adoption of a Resolution on behalf of the **Town of Islip Economic Development Corporation** to approve the minutes from January 24, 2023. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved.
3. To consider the adoption of a **Resolution Authorizing the Town of Islip Economic Development Corporation** to accept New York State Economic Development Administration (EDA) Tourism Partner Grant funding. On a motion by John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
4. To consider any other business to come before the Agency, there being none the meeting adjourned on a motion by James O'Connor and seconded by Jorge Guadron.

**TOWN OF ISLIP ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEMS
MAY 16, 2023**

AGENDA ITEM #2

**TYPE OF RESOLUTION: RESOLUTION TO APPROVE
THE MINUTES FROM 1-24-2023**



MEETING OF THE TOWN OF ISLIP
ECONOMIC DEVELOPMENT CORPORATION
January 24, 2023
Minutes

1. Call the meeting of the Town of Islip Economic Development Corporation to order on a motion James O'Connor and seconded by Jorge Guadron. Councilwoman Angie Carpenter acknowledged that the motion passed and quorum was present. Members present in addition to Chairwoman Angie Carpenter were, John Cochrane, James O'Connor, Jorge Guadron and John M. Lorenzo.
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 **October 18, 2022**. On a motion by Jorge Guadron and seconded by John M. Lorenzo said motion was approved 5-0.
3. To consider the adoption of a **Resolution approving** the **2023 EDC Meeting Schedule** of the Town of Islip Economic Development Corporation. On a motion by Chairwoman Angie Carpenter and seconded by John Cochrane said motion was approved 5-0.
4. To consider the adoption of a **Resolution to Appointing Officers** of the Town of Islip Economic Development Corporation as follows: *John C. Cochrane Jr., Secretary to the Corporation, James P. O'Connor, Treasurer of the Corporation, John G. Walser Assistant Secretary of the Corporation, John G. Walser, Compliance Officer of the Corporation*. On a motion by John Cochrane and seconded by James O'Connor said motion was approved 5-0.
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, John Lorenzo, and Anne Danziger* to that committee. On a motion by James O'Connor and seconded by John M. Lorenzo said motion was approved 5-0.
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 *John C. Cochrane Jr., James O'Connor and Robert Kordic* to that committee. On a motion by John Cochrane and seconded Jorge Guadron said motion was approved 5-0.
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, John*

Lorenzo and Taryn Jewell to that committee. On a motion by James O'Connor and seconded by John Cochrane said motion was approved 5-0.

8. To consider the 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 John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
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 John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
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 John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
11. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a **Conflict of Interest Policy** in compliance with the Public Authority Accountability Act ("PAAA") and amending the by-laws of the Corporation. On a motion by John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
12. To consider a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a **Property Disposition Policy** in compliance with the Public Authority Accountability Act ("PAAA"). On a motion by John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
13. 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 John Cochrane and seconded by Jorge Guadron said motion was approved 5-0.
14. To consider a Resolution Authorizing LIBOR replacement for, United Cerebral Palsy Association of Greater Suffolk, Inc. Bonds. On a motion by John M. Lorenzo and seconded by Jorge Guadron said motion was approved 5-0.
15. To consider any other business that may come before the corporation, there being none the meeting adjourned on a motion by John Cochrane and seconded by Jorge Guadron.

TOWN OF ISLIP ECONOMIC DEVELOPMENT
CORPORATION
AGENDA ITEMS
MAY 16, 2023

AGENDA ITEM #3

**TYPE OF RESOLUTION: RESOLUTION AUTHORIZING
GRANT FUNDING FROM NEW YORK STATE (EDA)**

May 16, 2023

RESOLUTION authorizing the Town of Islip Economic Development Corporation to accept New York State Economic Development Administration (EDA) Tourism Partner Grant funding.

WHEREAS, the Town of Islip Economic Development Corporation has made application for said funding; and

WHEREAS, the Town of Islip Economic Development Corporation has been recommended for an award up to \$400,000 (see Grant Award Letter attached hereto); and

WHEREAS, the Town of Islip Economic Development Corporation qualifies for funding from the EDA.

NOW THEREFORE be it, on motion of John Cochrane, seconded by Jorge Guadron, be it

RESOLVED, that the Town of Islip Economic Development Corporation is hereby authorized to accept New York State Economic Development Administration Tourism Grant Funding; including execution of any and all agreements, amendments, and modifications; and

FURTHER RESOLVED, that the Town of Islip Comptroller, acting as CFO of the Agency, is authorized to make the accounting entries necessary to amend the budget in accordance with the terms of the grants.

Upon a vote being taken, the result was: Approved 5-0



4/18/2023

John Walser
Town of Islip Economic Development Corporation
40 Nassau Avenue
Islip, NY 11717

Re: New York State EDA Tourism Partner Sub-Awards

Dear John Walser:

Thank you for applying for the New York State Economic Development Administration (EDA) Tourism Partner Sub-Award Grant Program as funded through the American Rescue Plan Act Travel, Tourism and Outdoor Recreation Grant.

We are pleased to inform you that Town of Islip Economic Development Corporation has been recommended for an award of up to \$ 400,000.

As the amount of your award is less than your request, we will need an updated budget for the amount you have been awarded. This updated information will also assist in ensuring compliance with Federal standards. Note that Individuals and for-profit entities are not eligible to receive subawards. No grant funds, whether expended by the Recipient or a subrecipient, may be used to subsidize or defray the operating costs of for-profit businesses. If you have not done so already, please complete the project budget sheet that was sent to your organization, and return the materials no later than [30 days after date of this letter] to Marc Iorio, EDA Senior Project Associate at the New York State Division of Tourism, at marc.iorio@esd.ny.gov.

Once you have submitted the project budget sheet, the Division of Tourism EDA Team will contact you to clarify specifics about the project in order to ensure compliance and that all expenses are eligible. Please note that the end date of the grant period is September 1st, 2025.

Please note you are not currently authorized to start spending against your awarded funds until you receive further written authorization from the Division of Tourism. Any work performed, or costs incurred, prior to receiving that additional written authorization are **NOT** eligible to be funded by this award. Please note that grant funds under this program cannot be used toward projects that are already funded in any way by the NYS Division of Tourism or by any other NYS agency. EDA funds are not eligible as a match for the Market New York grant program. Additionally, we require that any press, events, or public announcements related to this project award be arranged in coordination with the Division of Tourism. Please contact Marc Iorio for any questions and updates.

Congratulations, and we look forward to working with you on this important project.

Thank you,

Ross D. Levi
Executive Director / Vice President, Division of Tourism