



MEETING OF THE TOWN OF ISLIP  
ECONOMIC DEVELOPMENT CORPORATION

April 5, 2022

Agenda

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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 11, 2022**.
3. To consider the adoption of a Resolution to Authorize the Town of Islip Economic Development Corporation to execute a one-year contract with **PKF O'Connor Davies, LLP.**, to perform the audit for the year ended December 31, 2022.
4. To consider any other business that may come before the Corporation.



MEETING OF THE TOWN OF ISLIP  
ECONOMIC DEVELOPMENT CORPORATION

JANUARY 11, 2022

Meeting Minutes

1. The Meeting of the Town of Islip Economic Development Corporation was called to order on a motion by Councilwoman Mary Kate Mullen and seconded by Councilman James P. O'Connor; said Motion approved 4-0.

Chairwoman Angie Carpenter, Councilwoman Mary Kate Mullen, Councilman James P. O'Connor and Councilman Jorge C. Guadron were present. Councilman John C. Cochrane Jr. was absent. Chairwoman Carpenter acknowledged a quorum.

Motions were presented to approve and adopt the following resolutions on the January 11, 2022 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 Economic Development Corporation on October 27, 2021. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilwoman Mary Kate Mullen, said motion approved 4-0. Councilman Jorge C. Guadron recused himself.
3. To consider the adoption of a Resolution approving the 2022 EDC Meeting Schedule of the Town of Islip Economic Development Corporation. On a motion by Councilman James P. O'Connor and seconded by Councilman Jorge C. Guadron. Said motion was approved 4-0.
4. To consider the adoption of a Resolution to Appointing Officers of the Town of Islip Economic Development Corporation. On a motion by Councilman James P. O'Connor and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
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, Mary Kate Mullen, and Anne Danziger* to that committee. On a motion by Chairwoman Angie M. Carpenter and seconded by Councilman Jorge C. Guadron. Said motion was approved 4-0.
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 P'Connor and Robert Kordic* to that committee. On a motion by Councilman Jorge C. Guadron and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
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, Mary Kate Mullen and Taryn Jewell* to that committee. On a motion by Councilman James P. O'Connor and seconded by Councilman Jorge C. Guadron. Said motion was approved 4-0.

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 Councilman Jorge C. Guadron and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
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, 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 Mary Kate Mullen and seconded by Councilman James P. O'Connor. Said motion was approved 4-0.
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 Councilman Jorge C. Guadron and seconded by Councilman James P. O'Connor. Said motion was approved 4-0.
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 Councilman Jorge C. Guadron and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
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 Councilman James P. O'Connor and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
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 Councilman Jorge C. Guadron and seconded by Councilwoman Mary Kate Mullen. Said motion was approved 4-0.
14. To consider any other business that may come before the Corporation, there being none the Town of Islip Economic Development Corporation **closed** on a motion by Councilwoman Mary Kate Mullen and seconded by Councilman James P. O'Connor. Said motion was approved 4-0.

TOWN OF ISLIP  
INDUSTRIAL DEVELOPMENT AGENCY  
AGENDA ITEMS FOR APRIL 5, 2022

**AGENDA ITEM #6**

**TYPE OF RESOLUTION:** RESOLUTION EXTENDING A ONE-YEAR AGREEMENT

**COMPANY:** PKF O'CONNOR DAVIES, LLC.

**PROJECT LOCATION:** 25 SUFFOLK COURT, HAUPPAUGE

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

**INVESTMENT:** \$N/A

April 5, 2022  
Resolution #3

**WHEREAS**, the Town of Economic Development Corporation (“EDC”) has identified a need to secure professional auditing and accounting services; and

**WHEREAS**, the EDC along with the Industrial Development Agency and the Foreign Trade Zone prepared and advertised an RFP for Professional Auditing and Accounting Services; and

**WHEREAS**, proposals were opened on February 24, 2022, after due public notice and advertising; and

**WHEREAS**, upon review of the proposals, PFK O’Connor Davies, LLP, located at 25 Suffolk Court, Hauppauge, New York 11788, was the apparent lowest responsible proposer with a proposal price of \$5,000.00 for an audit of the year ending December 31, 2021; and

**WHEREAS**, PFK O’Connor Davies, LLP, has been determined to be a responsible proposer; and

**WHEREAS**, the Executive Director of the IDA, John Walser, hereby recommends awarding the proposal to PFK O’Connor Davies, LLP.

**NOW, THEREFORE**, on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, be it

**RESOLVED**, that the Town of Islip EDC Board hereby approves the selection of PFK O’Connor Davies, LLP, to provide professional auditing and accounting services for the EDC for

an amount of \$5,000.00 for an audit of the year ending December 31, 2021, and authorizes the Supervisor as Chairman of the EDC Board to execute all documents attendant thereto; and be it

**FURTHER RESOLVED**, that the Comptroller is authorized to make the account entries necessary to amend the budget in accordance with the terms of this resolution.

**UPON A VOTE BEING TAKEN**, the result was: