

The Town of Huntington

Economic Development Corporation

100 Main Street, Huntington, New York

Monday, March 21, 2016 at 7 pm

Huntington Town Hall, 100 Main Street, Huntington, NY 11743

COMBINED MEMBER / BOARD OF DIRECTORS

AGENDA

Meeting of the TOH EDC Audit/Finance Committee: Audit/Finance Committee members to review the Corporation's Draft 2015 Financial Statements and Independent Auditor's Report for the purpose of recommending its acceptance by the Board of Directors. Audit/Finance Committee Chair, Dee Thompson, Rob Ripp and Peggy Karayianakis.

Meeting of the TOH EDC Governance Committee: Governance Committee to discuss steps to summarize Board Evaluation as required annually pursuant to the Public Authorities Accountability Act of 2005, as amended. (Governance Committee Chair, Jim Kaden, Dolores Thompson, Ken Christensen and Tom Glascock)

1. Call meeting to Order.
2. Determine if Quorum present.
3. Renaissance Downtowns Update.
4. Organizational Matters.
  - Resolution 3-21-2016 (1): APPROVAL OF THE MEETING MINUTES OF FEBRUARY 22, 2016 WITH RESOLUTION RATIFYING AND CONFIRMING ALL OF THE CORPORATE RESOLUTIONS MADE AND APPROVED THEREAT
  - Resolution 3-21-2016 (2): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION'S MISSION STATEMENT/MEASUREMENT REPORT
  - Resolution 3-21-2016 (3): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION'S INVESTMENT POLICY

- Resolution 3-21-2016 (4): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION'S STATEMENT OF PROCUREMENT POLICY & PROCEDURES
- Resolution 3-21-2016 (5): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION'S PROPERTY DISPOSITION POLICY
- Resolution 3-21-2016 (6): REVIEW AND ADOPTION OF CORPORATION'S 2015 OPERATIONS & ACCOMPLISHMENTS REPORT
- Resolution 3-21-2016 (7): REVIEW AND ACCEPTANCE OF CORPORATION'S 2015 DRAFT FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT
- Resolution 3-21-2016 (8): REAPPOINTING A CONTRACTING OFFICER OF THE CORPORATION
- ADJOURNMENT

New York State Public Authorities Law annual EDC discussion checklist:

Review, discussion and re-adoption of EDC Mission Statement/Measurement Report

Distribute Annual Financial Disclosure Statement due on or before March 31

Distribute Acknowledgement of Fiduciary Duty Form, due on or before March 31

Distribute updated Board Roster

Distribute Board Evaluation forms due on or before March 31

Reminder that all of the Corporation's policies, reports, budget, agendas, minutes, etc. are posted under the EDC section of the Town of Huntington website

Required annual review and re-adoption of certain policies & procedures, pursuant to the requirements of the Public Authorities Accountability Act of 2005, as amended

- Procurement Policy & Procedures

- Investment Policy
- Property Disposal Guidelines

Resolution 3-21-2016 (1): APPROVAL OF THE MEETING MINUTES OF FEBRUARY 22, 2016

*BE IT RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RATIFIES AND CONFIRMS THE FEBRUARY 22, 2016 MEETING MINUTES.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Resolution 3-21-2016 (2): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION'S MISSION STATEMENT/MEASUREMENT REPORT

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY ADOPTS ITS 2015 MISSION STATEMENT/MEASUREMENT REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Resolution 3-21-2016 (3): ANNUAL REVIEW AND RE-ADOPTION OF THE  
CORORATI ON'S INVESTMENT POLICY:

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RE-ADOPTS ITS INVESTMENT POLICY, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Resolution 3-21-2016 (4): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION'S STATEMENT OF PROCUREMENT POLICY & PROCEDURES

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RE-ADOPTS ITS STATEMENT OF PROCUREMENT POLICY & PROCEDURES, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

- JENNIFER CASEY
- KEN CHRISTENSEN
- THOMAS GLASCOCK
- LISA HARGROVE
- JIM KADEN
- PEGGY KARAYIANAKIS
- ROB RIPP
- DOLORES THOMPSON

Resolution 3-21-2016 (5): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION'S PROPERTY DISPOSITION POLICY

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RE-ADOPTS ITS PROPERTY DISPOSITION POLICY, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Town of Huntington Economic Development Corporation Meeting of March 21, 2016

Resolution 3-16-2015 (6): REVIEW AND ADOPTION OF THE CORPORATION'S 2015 OPERATIONS AND ACCOMPLISHMENTS REPORT

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY ADOPTS ITS 2015 OPERATIONS AND ACCOMPLISHMENTS REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Resolution 3-21-2016 (7): REVIEW AND ACCEPTANCE OF THE  
CORPORATION'S DRAFT 2015 FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY ACCEPTS ITS 2015 DRAFT FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

Resolution 3-21-2016 (8): REAPPOINTING A CONTRACTING OFFICER OF THE CORPORATION

*BE IT FURTHER RESOLVED:*

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY REAPPOINTS PEGGY KARAYIANAKIS AS CONTRACTING OFFICER, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:

SECONDED BY:

VOTED:

JENNIFER CASEY  
KEN CHRISTENSEN  
THOMAS GLASCOCK  
LISA HARGROVE  
JIM KADEN  
PEGGY KARAYIANAKIS  
ROB RIPP  
DOLORES THOMPSON

THERE BEGIN NO FURTHER BUSINESS TO COME BEFORE THE MEETING, UPON MOTION DULY MADE BY \_\_\_\_\_ AND SECONDED BY \_\_\_\_\_ AND UNANIMOUSLY CARRIED, THE SAME WAS ADJOURNED.

THE NEXT MEETING OF TOH EDC WILL BE MONDAY, APRIL 18, 2016  
ROOM ASSIGNMENT: ROOM 114

THE OFFICIAL CORPORATE RECORDS OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION ARE HOUSED AND MAINTAINED BY JOAN CERGOL, DIRECTOR, HUNTINGTON COMMUNITY DEVELOPMENT AGENCY