

**TOWN OF NORTH HEMPSTEAD
BUSINESS AND TOURISM DEVELOPMENT CORPORATION**

Minutes of

REGULAR MEETING

April 9, 2013

10:00 AM

**Town Board Meeting Room
220 Plandome Road
Manhasset, New York**

Call to Order

The meeting was called to order by Mr. Kaiman, the Chairman of the Board of Directors of the Corporation, at 10:06 a.m.

Attendance

The following Directors of the Corporation attended the meeting:

Jonathan S. Kaiman

Angelo P. Ferrara

Anna M. Kaplan

Dina M. De Giorgio

Lee R. Seeman

The following Directors of the Corporation were absent:

Thomas K. Dwyer

Viviana Russell

Corporation staff present consisted of:

Louise Fishman, Program Director

Roy Smitheimer, Economic Development Consultant

Michael Kelly, Deputy Town Attorney

Minutes of Meeting Held on December 5, 2012

Upon the motion of Mr. Kaiman, duly seconded, the minutes of the meeting held December 5, 2012 were accepted.

Program Director's Report

Ms. Fishman presented the Program Director's Report, which consisted of the following:

- BTDC 2013 Business Development Seminar Series – three seminars have been lined up: Friday, June 21, 2013, “Small Business Solutions Summit” hosted by BTDC in partnership with Congressman Steve Israel and his Congressional District staff, to be held at the Amsterdam at Harborside (Harbor Links wasn't available), 8:30 a.m. to 11:00 a.m.; Friday, September 27, 2013, “Obama Care, Its Tax Implications & Benefits”, Harbor Links Club House, 8:00 a.m. to 10:00 a.m.; Thursday, November 14, 2013, “FaceBook, YouTube & You”, Harbor Links Club House, 8:00 a.m. to 10:00 a.m.
- BTDC website (www.btdc.biz) has been brought up to date with 2013 budget and 2012 Board of Director agendas and minutes.
- Sponsorship checks were sent out to Great Neck Arts Center and Landmark on Main Street. A partial payment was made to the Gold Coast International Film Festival.
- A new NHTV “Taste of the Town” will be shot soon. The featured restaurant is Biscuits & Barbeque, 106 East Second Street, Mineola. It's in a small 1940's railway car diner. They serve Louisiana –style cuisine and were recently rated “Very Good” by the New York Times.
- The Minutes from the February 19, 2013 Long Island Regional Economic Development Council meeting has been included in all of the Directors packets. There are two more meetings scheduled – today, 3 p.m., at the LIA offices in Melville and Thursday, May 9th, at Hofstra University, also at 3 p.m.
- Met with Vanessa Greene, Global Arts Media Development Company, who is implementing the ArtsBuild New Cassel Action Plan; discussed art & business marketing.
- Hired New York Knicks events crew once again for FamilyFest. Also, added a new attraction – balloon animals.
- Mr. Kaiman announced that he will be presenting a 150 page Cleaner Greener Communities visioning initiative that was funded by a New York State Energy & Research Development Authority (NYSERDA) grant to the Long Island Regional Economic Development Council at 3pm today. The Town headed up the island-wide consortium. Partners included Vision Long Island, the Sustainability Institute at Malloy College, Community Development Corporation of Long Island and AECOM.

For Consideration

The following resolutions were considered:

RESOLUTION NO. 1 (2013)

A RESOLUTION REVIEWING AND ACCEPTING THE 2012 FIANANCIAL STATEMENTS OF THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, and Article 1, Section 3 of the by-laws of the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) require the board of directors (the “Directors”) of the Corporation to review and accept the annual audited financial statements of the Corporation; and

WHEREAS, Albrecht Viggiano Zureck and Company, P.C. have audited the Corporation’s management-prepared 2012 financial statements, which are included with the materials of this meeting (the “2012 Financial Statements”).

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Financial Statements; and be it further

RESOLVED, that the Directors hereby authorize the Program Director, and the Chief Financial Officer of the Corporation to take such action as may be necessary to effectuate the foregoing, including, without limitation, the filing of the 2012 Financial Statements with the New York State Authorities Budget Office, the Supervisor of the Town of North Hempstead (the “Town”) and the Town Board.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 2 (2013)

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES.

WHEREAS, the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) is in need of economic development services (the “Services”); and

WHEREAS, Roy Smitheimer, 12 Wakefield Avenue, Port Washington, New York 11050-4417 (the "Consultant") is uniquely qualified to provide the Services.

NOW, THEREFORE, BE IT

RESOLVED, that the board of directors of the Corporation (the "Directors") hereby authorize execution of an professional services agreement with the Consultant to provide the Services in consideration of the payment of \$26,000 for the 2013 calendar year (the "Agreement"); and be it further

RESOLVED, that the Directors hereby authorize the Program Director of the Corporation to execute the Agreement and take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 3 (2013)

A RESOLUTION REVIEWING AND ACCEPTING THE STATEMENT OF PROCUREMENT POLICY OF THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the board of directors (the "Directors") of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation") to annually review and accept a Statement of Procurement Policy (the "Policy"); and

WHEREAS, staff of the Corporation have composed the Policy included with the materials presented at this meeting; and

WHEREAS, the Directors have reviewed and wish to accept the Policy.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Policy; and be it further

RESOLVED, that the Directors hereby authorize the Executive Director to post the Policy on the Corporation's webpage, and to take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 4 (2013)

A RESOLUTION REVIEWING AND ACCEPTING THE INVESTMENT POLICY OF THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the board of directors (the “Directors”) of the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) to annually review and accept an Investment Policy (the “Policy”); and

WHEREAS, staff of the Corporation have composed the Policy included with the materials presented at this meeting; and

WHEREAS, the Directors have reviewed and wish to accept the Policy.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Policy; and be it further

RESOLVED, that the Directors hereby authorize the Program Director to post the Policy on the Corporation’s webpage, and to take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 5 (2013)

A RESOLUTION REVIEWING AND ACCEPTING AN OPERATIONS AND ACCOMPLISHMENTS REPORT OF THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the board of directors (the “Directors”) of the Town of North Hempstead Business and Tourism Development Corporation (the “Corporation”) to annually review and accept an Operations and Accomplishments Report (the “Report”); and

WHEREAS, staff of the Corporation have composed the Report included with the materials presented at this meeting; and

WHEREAS, the Directors have reviewed and wish to accept the Report.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Report; and be it further

RESOLVED, that the Directors hereby authorize the Executive Director to file the Report with the Chief Executive Officer of the Corporation, the Chief Financial Officer of the Corporation, the New York State Authorities Budget Office, and the Supervisor of the Town of North Hempstead, and to take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 6 (2013)

A RESOLUTION REVIEWING AND ACCEPTING A MISSION STATEMENT AND PERFORMANCE MEASUREMENT REPORT FOR THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the board of directors (the "Directors") of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation") to annually review and accept a Mission Statement and Performance Measurement Report (the "Mission Statement"); and

WHEREAS, staff of the Corporation have composed the Mission Statement included with the materials presented at this meeting; and

WHEREAS, the Directors have reviewed and wish to accept the Mission Statement.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Mission Statement; and be it further

RESOLVED, that the Directors hereby authorize the Executive Director to file the Mission Statement with the Chief Executive Officer of the Corporation, the Chief Financial

Officer of the Corporation, the New York State Authorities Budget Office, and the Supervisor of the Town of North Hempstead, and to take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

RESOLUTION NO. 7 (2013)

A RESOLUTION REVIEWING AND ACCEPTING THE PROPERTY DISPOSITION POLICY OF THE CORPORATION.

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the board of directors (the "Directors") of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation") to annually review and accept an Property Disposition Policy (the "Policy"); and

WHEREAS, staff of the Corporation have composed the Policy included with the materials presented at this meeting; and

WHEREAS, the Directors have reviewed and wish to accept the Policy.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the Policy; and be it further

RESOLVED, that the Directors hereby authorize the Program Director to post the Policy on the Corporation's webpage, and to take such other action as may be necessary to effectuate the foregoing.

Date: April 9, 2013

Upon the motion of Mr. Kaiman, the resolution, was unanimously adopted.

Adjournment

Upon the motion of Mr. Kaiman, the Members by unanimous vote, adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Secretary of the Corporation