

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

Minutes of

March 24, 2016

10:00 AM

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

Call to Order

The meeting was called to order by Ms. Bosworth at 10:12 a.m.

Attendance

The following Directors of the Corporation attended the meeting:

Judi Bosworth, Chair

Dina M. DeGiorgio

Angelo P. Ferrara

Anna M. Kaplan

Lee R. Seeman

Viviana L. Russell

Peter J. Zuckerman

Corporation staff present consisted of:

Kim Kaiman, Executive Director

Roy Smitheimer, Deputy Director

Michael Kelly, Deputy Town Attorney

Minutes of Meeting Held on January 26, 2016

Upon the motion of Ms. Bosworth, the Minutes of the meeting held on January 26, 2016 were unanimously accepted.

Executive Director's Report

Ms. Kaiman presented the Executive Directors Report, which consisted of the following:

Beautification Matching Grant Program:

The BTDC's 2015 Matching Grant Program awarded 6 applicants with matching grant funds for downtown beautification projects. The awarded recipients were:

1. TNH Council District 1

- a. Pearls and Ivy Foundation of Westbury, Inc. - Prospect Avenue Revitalization
 - i. \$5,000. (Project cost: \$10,000)
- b. Westbury Business Improvement District - Post Avenue Beautification
 - i. \$5,000. (Project cost: \$10,000)

2. TNH Council District 4

- a. Manhasset Chamber of Commerce - Plandome Road Beautification
 - i. \$10,000. (Project cost: \$25,845.00)

3. TNH Council District 5

- a. Great Neck Plaza Business Improvement District - GN Plaza Streetscape Improvements
 - i. \$7,043.20 (Project cost: \$30,000)
- b. Greater New Hyde Chamber of Commerce - Welcome to NHP Landscape Design
 - i. \$2,956.80 (Project cost: \$8,400)

4. TNH Council District 6

- a. Residents for a More Beautiful Port Washington - Anchoring Main Street with Beauty & History
 - i. \$4,465. (Project cost: \$8,930)

Total Awarded: \$34,465

Total Project Costs: \$93,175.00

Because of this program, we will see over \$90,000 worth of beautification investments into our downtowns throughout North Hempstead! We are currently working with the Town Attorney's Office in finalizing the agreements with the 2015 award recipients, and look forward to the opportunity to spear-head another beautification matching grants program for 2016.

Filming:

We've had several filming projects in the town over these most recent weeks:

- Public Service Announcement filmed at North Shore Animal League, Port Washington
- The Good Wife – filmed in Albertson neighborhood
- Comcast Commercial – filmed in Port Washington neighborhood
- Madam Secretary – Currently scouting Harbor Links Golf Course with possible filming within the coming weeks
- Untitled Movie – Currently scouting Harbor Links Golf Course with possible filming within the coming weeks

Business Buzz:

The latest episode of Business Buzz focused on "Home Renovations / Home Improvements" where we featured 3 local businesses:

1. Anthony's World of Floors, Port Washington
 - a. We visited this family-owned store and spoke with one of the co-owners about the various floor types a homeowner would install, and what part of the home was best suited for that particular selection. We then went to a nearby home and I was able to assist with a wood flooring installation.
2. Showcase Kitchen/Showcase Bath, Manhasset
 - a. Side-by-side stores owned and operated by the same storeowner. Here, we had the opportunity to see several different types of tile, bathroom and kitchen fixtures and designs. One of the highlights of this segment was some of their more high-end merchandise. Example: \$12,000 built-in counter coffee maker; television behind bathroom vanity mirror, self-cleaning commodes, \$60,000 handmade oven...

3. Albertson Hardware/Handyman Express, Williston Park

- a. Newly renovated hardware store which emphasized in décor and motto of “your neighborhood hardware store.” Here, I worked with the owner to build a cabinet and install the sink in a countertop. I also toured the store where they had vintage craftsman tools on display.

PARIS / ABO Filings:

The BTDC has state filing requirements under the ABO through the Public Authorities Reporting Information System (“PARIS”). The 2015 deadline for filing our reports through PARIS is the end of this month, March 31, 2016. We have been working on these reports over the last several weeks and have completed them. Once we receive board approval, we will file them in order to be in compliance.

Albrecht, Viggiano, Zureck & Company, P.C (“AVZ”):

AVZ are the independent auditors for the BTDC. The BTDC has worked diligently to prepare and supply AVZ with all their document requests in order for them to complete their audit. This audit is also necessary as part of the ABO PARIS filing requirement. The audit was recently completed - Please note that the Audit was clean and there were no deficiencies.

I’d also like to make a record in my report of the unexpected and recent loss of Steve Antaki who was our lead auditor from AVZ over these past several years. Steve was an **AMAZING** individual who always greeted everyone with a smile. He was witty, smart, honest, and kind. He always took my phone calls, no matter what time of day it was – no matter how silly the question was. His loss is a loss to everyone and he will be forever missed...

Fair Media Council

In November 2015, I appeared as a panelist at Vision Long Island’s Summit. The moderator for my panel was Jaci Clement, CEO & Executive Director, for Fair Media Council. The Fair Media Council advocates for quality local news and works to create a media savvy society. Since November, Ms. Clement and I have remained in contact with one another, and she has asked that I be one of their judges on behalf of the town for their upcoming Folio Awards next month.

Over a period of several days, I reviewed close to 100 submissions (Yes – 100!) spanning the broad spectrum of social media, news broadcasts, and radio news briefs. I enjoyed representing the town in such a positive way to help organizations get into the news, promote social change and help communities move forward.

Town of North Hempstead Arts Advisory Council

At the December 16, 2015 full Council meeting, the group decided to move forward on a number of initiatives: a new theme, a logo, establishing May 2016 as the kick-off month to celebrate North Hempstead Arts, a juried art painting contest and a signature event hosted by the Council. On March 3rd, the Arts Advisory Council Theme Committee met to discuss and plan the Council's Arts Matter! May 2016 Launch and Reception. Town Hall 1 was selected as the venue. The date and time is Thursday, May 19, 2016, at 6:30pm. The free reception will feature the selected winning paintings from the Council's juried art contest, a "Taste of North Hempstead" which will showcase food from some of North Hempstead's restaurants, music, such as a Jazz Trio and circulating violinists and non-alcoholic refreshments. The Town's Department of Community Services will assist the BTDC in the preparation and hosting of this event.

Recently, the Arts Advisory members have identified and selected their logo. It was designed by Piper Lyman of The Art Guild of Port Washington, a member organization of the Advisory Council. In addition, the BTDC continues to compile and put into a calendar matrix all of the arts events that is scheduled for this May from the extensive list of art venues (including public libraries) that are within the Township. The final schedule will be promoted as part of the Council's Arts Matter! launch.

Oyster Bay-North Hempstead-Glen Cove-Workforce Innovation and Opportunity - Board Workforce Development Board (WDB)

The newly re-constituted Board met on January 28, 2016 at Abilities, Inc. at the Viscardi Center, 201 I.U. Willets Road, Albertson. Presentations were made by Rosalie Drago, Long Island Executive Director of Workforce Development Institute (WDI) on the Institute's manufacturing initiative and Denise Marcel, Nassau BOCES Lead Adult Educator, on the BOCES 2015 Workforce Investment Area (WIA) Summer Youth Program. Ms. Marcel introduced Denia Diaz, a very successful summer program participant, to the Board who described her moving personal story and learning experience as a result of the BOCES program. WDB Director Steven Delligatti (Town of Oyster Bay) and Roy Smitheimer (Town of North Hempstead) presented the Abilities, Inc. \$200,000 proposal for the local Workforce Innovation and Opportunity Act (WIOA) services to Out-of-School Youth Program proposal to the Board. After review and extensive vetting, the Board voted unanimously to accept the proposal. Abilities, Inc.'s proposal replaces the Manhasset-Great Neck EOC who had advised WDB Director Delligatti that they could not perform on their contract. Following the adjournment of the meeting, a tour was given by the Viscardi Center staff of its facility.

Ms. Kaiman said she received many positive comments from the Board on the BTDC's Downtown Beautification Matching Grant Program and formally thanked her deputy, Roy

Smitheimer, for spearheading and developing the program. Ms. Kaiman remarked that a new round of the Downtown Beautification Program has been budgeted for 2016 and will most likely begin later this year.

Ms. Bosworth, BTDC Board Chair, commented that it's a pleasure to see the partnership and goodwill this project has generated and that she looks forward to seeing the individual projects after they are completed.

For Consideration

The following resolutions were considered:

RESOLUTION NO. 6 (2016)

A RESOLUTION ACCEPTING THE CORPORATION'S 2016 AUDITED FINANCIAL STATEMENTS

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 of the Corporation to review and accept the annual audited financial statements of the Corporation; and

WHEREAS, Albrecht, Viggiano, Zureck & Company, P.C. has audited the Corporation's 2015 financial statements (the "2015 Financial Statements").

WHEREAS, the Board of the Corporation has reviewed and desires to accept the audited 2015 Financial Statements.

NOW, THEREFORE, BE IT

RESOLVED, that the Directors hereby accept the audited 2015 Financial Statements; and be it further

RESOLVED, that the Directors hereby authorize the Executive 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 audited 2015 Financial Statements with the New York

State Authorities Budget Office, the Supervisor of the Town of North Hempstead (the "Town") and the Town Board; and be it further

RESOLVED, that this resolution shall be effective immediately.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman, Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: March 24, 2016

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

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RESOLUTION NO. 7 (2016)

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
FILE A SERIES OF REPORTS WITH THE AUTHORITIES BUDGET
OFFICE PURSUANT TO STATE LAW**

WHEREAS, the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009 (the "Acts") require local authorities as defined by the Acts to file an annual report, an investment report, a procurement report and a certified financial audit (the "Reports") with the Authorities Budget Office of the New York State Comptroller's Office by March 31st of each year; and

WHEREAS, the Executive Director has requested authorization from the Board to file such Reports; and

WHEREAS, the Board of the Corporation desires to authorize the Executive Director to file the Reports and other such documents as may be necessary to comply with the Acts.

NOW, THEREFORE, BE IT

RESOLVED that the Executive Director is hereby authorized to file the Reports and other such documents as may be necessary to comply with the Acts; and be it further

RESOLVED, that this resolution shall be effective immediately

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman, Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: March 24, 2016

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

RESOLUTION NO. 8 (2016)

A RESOLUTION AUTHORIZING THE CORPORATION TO SPONSOR LANDMARK ON MAIN STREET, INC. AND TO TAKE RELATED ACTION.

WHEREAS, pursuant to Section II(C) of the Statement of Procurement Policy and Procedure of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation"), the Chair of the Board of the Corporation is permitted to award sponsorships to entities and events subject to approval of the Board of the Corporation; and

WHEREAS, Landmark on Main Street, Inc. (the "Landmark") has requested that the Corporation sponsor Landmark's general activities and provide \$12,000 in sponsorship funds to Landmark (the "Sponsorship"); and

WHEREAS, the Chair of the Board has recommended that the Board of the Corporation approve the Sponsorship; and

WHEREAS, the Board desires to approve the Sponsorship.

NOW, THEREFORE, BE IT

RESOLVED, that the Board of the Corporation hereby authorizes the Chair to award the Sponsorship, subject to Landmark's execution of a sponsorship agreement with the Corporation containing the terms and conditions of the Sponsorship; and be it further

RESOLVED, that staff of the Corporation are hereby authorized to effectuate the provisions of this resolution, including, but not limited to, payment of the sponsorship funds described above; and be it further

RESOLVED, that this resolution shall be effective immediately.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman, Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: March 24, 2016

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

RESOLUTION NO. 9 (2016)

A RESOLUTION AUTHORIZING THE CORPORATION TO SPONSOR HELPING ENRICH THE ARTS OF PORT WASHINGTON, INC. AND TO TAKE RELATED ACTION.

WHEREAS, pursuant to Section II(C) of the Statement of Procurement Policy and Procedure of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation"), the Chair of the Board of the Corporation is permitted to award sponsorships to entities and events subject to approval of the Board of the Corporation; and

WHEREAS, Helping Enrich the Arts of Port Washington, Inc. (the "HEARTS") has requested that the Corporation sponsor HEARTS's general activities and provide \$2,000 in sponsorship funds to HEARTS (the "Sponsorship"); and

WHEREAS, the Chair of the Board has recommended that the Board of the Corporation approve the Sponsorship; and

WHEREAS, the Board desires to approve the Sponsorship.

NOW, THEREFORE, BE IT

RESOLVED, that the Board of the Corporation hereby authorizes the Chair to award the Sponsorship, subject to HEARTS's execution of a sponsorship agreement with the Corporation containing the terms and conditions of the Sponsorship; and be it further

RESOLVED, that staff of the Corporation are hereby authorized to effectuate the provisions of this resolution, including, but not limited to, payment of the sponsorship funds described above; and be it further

RESOLVED, that this resolution shall be effective immediately.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman,
Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: March 24, 2016

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted

RESOLUTION NO. 10 (2016)

A RESOLUTION AUTHORIZING THE CORPORATION TO SPONSOR THE GREAT NECK CENTER FOR THE VISUAL AND PERFORMING ARTS, INC. D/B/A THE GOLD COAST ARTS CENTER AND TO TAKE RELATED ACTION.

WHEREAS, pursuant to Section II(C) of the Statement of Procurement Policy and Procedure of the Town of North Hempstead Business and Tourism Development Corporation (the "Corporation"), the Chair of the Board of the Corporation is permitted to award sponsorships to entities and events subject to approval of the Board of the Corporation; and

WHEREAS, The Great Neck Center for the Visual and Performing Arts, Inc. d/b/a the Gold Coast Arts Center (the "Center") has requested that the Corporation sponsor the Center's general activities and provide \$12,000 in sponsorship funds to the Center (the "Sponsorship"); and

WHEREAS, the Chair of the Board has recommended that the Board of the Corporation approve the Sponsorship; and

WHEREAS, the Board desires to approve the Sponsorship.

NOW, THEREFORE, BE IT

RESOLVED, that the Board of the Corporation hereby authorizes the Chair to award the Sponsorship, subject to the Center's execution of a sponsorship agreement with the Corporation containing the terms and conditions of the Sponsorship; and be it further

RESOLVED, that staff of the Corporation are hereby authorized to effectuate the provisions of this resolution, including, but not limited to, payment of the sponsorship funds described above; and be it further

RESOLVED, that this resolution shall be effective immediately.

Ayes: Judi Bosworth, Dina M. De Giorgio, Angelo P. Ferrara, Anna M. Kaplan, Lee R. Seeman,
Viviana L. Russell, Peter J. Zuckerman

Nays: None

Abstentions: None

Date: March 24, 2016

Upon the motion of Ms. Bosworth, Chair, the resolution was unanimously adopted.

Adjournment

Upon the motion of Ms. Bosworth, the Members by unanimous vote adjourned the meeting at 10:21 a.m.

Respectfully submitted,

Secretary of the Corporation