

JANUARY 2, 2013

**CDA
RESOLUTION LIST:**

CDA

**Res. #1 Reappoints Members & Officers of Riverhead Community
Development Agency**

CDA

**Res. #2 Ratifies Omnibus Resolution Relating to Requirements of the Public
Authorities Accountability Act of 2005 as Amended**

TOWN BOARD RESOLUTIONS:

Res. #1 Sets Salaries of General Town Employees for the Year 2013

Res. #2 Sets Salaries of Various Boards for the Year 2013

Res. #3 Sets Salaries of Street Lighting District for the Year 2013

Res. #4 Sets Salaries of Sewer/Scavenger Waste District for the Year 2013

Res. #5 Sets Salaries of Refuse and Garbage District for the Year 2013

Res. #6 Sets Salaries of Water District Employees for the Year 2013

Res. #7 Sets Salaries of Elected Officials for the Year 2013

Res. #8 Sets Salaries of Highway Department for the Year 2013

Res. #9 Sets Salaries of Police Officers for the Year 2013

Res. #10 Empire Development Zone Budget Adjustment

Res. #11 General Fund Budget Adjustment

**Res. #12 Authorizes the Supervisor to Execute an Agreement with Flynn
Stenography & Transcription Services for Transcription of Town
Meetings**

**Res. #13 Authorizes Community Development Department to Prepare Grant
Applications for New York State Department of Environmental
Conservation Clean Vessel Assistance Funding and Authorizes
Supervisor to Sign Contract**

- Res. #14** Appointment and Approval of the Fee Schedule for the Raynor Group, P.E. & L.S. PLLC as Consulting Engineers and Land Surveyors
- Res. #15** Adopts 2013 Living Wage
- Res. #16** Appoints a Part-Time Crossing Guard (Antoinette Norkelun)
- Res. #17** Maintains Policy of Nondiscrimination
- Res. #18** Reappoints Town Historian (Georgette Case)
- Res. #19** Ratifies the Appointment of a Temporary Food Service Worker (Eric Shaw)
- Res. #20** Reappoints Member to the Planning Board of the Town of Riverhead (Edward Densieski)
- Res. #21** Reappoints Chairman to the Planning Board of the Town of Riverhead (Richard M. O’Dea)
- Res. #22** Reappoints Member to the Zoning Board of Appeals of the Town of Riverhead (Otto Wittmeier)
- Res. #23** Reappoints Chairman to the Zoning Board of Appeals of the Town of Riverhead (Frederick J. McLaughlin)
- Res. #24** Sets Registration Fees for the Recreation Department
- Res. #25** Appoints Member to the Riverhead Farmland Preservation Committee (Rodney Anderson)
- Res. #26** Reappoints Legal Representation for the Zoning Board of Appeals & Board of Assessors (Scott DeSimone)
- Res. #27** Authorizes the Supervisor to Execute a License Agreement with Broadcast Music, Inc. (BMI)
- Res. #28** Awards Bid for Water Service Materials for Use in the Riverhead Water District
- Res. #29** Approves Highway Superintendent Expenditures
- Res. #30** Designates Banks as Official Depositories for Town Funds

- Res. #31 General Fund Historical Properties Budget Adjustment**
- Res. #32 Appoints Bond Counsel**
- Res. #33 Water District Plant 15 Budget Adjustment**
- Res. #34 Appoints Official Newspaper**
- Res. #35 Delegation of Administrative Duties to Supervisor**
- Res. #36 Ratifies Reappointment of Members to the Town of Riverhead Ethics Board (Donna Barnard and Irene Pendzick)**
- Res. #37 Ratifies Reappointment of Member to the Town of Riverhead Ethics Board (Audrey Zaweski)**
- Res. #38 Ratifies Reappointment of Member to the Town of Riverhead Ethics Board (John Lombardi)**
- Res. #39 Sets Towing and Storage Fees**
- Res. #40 Pays Bills**

**TOWN OF RIVERHEAD
Community Development Agency**

Resolution # 1

**REAPPOINTS MEMBERS & OFFICERS OF RIVERHEAD COMMUNITY
DEVELOPMENT AGENCY**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, pursuant to Article 15-A and 15-B of the General Municipal Law, and pursuant to the Town of Riverhead Municipal Home Rule Request, Assembly Bill #6115 and Senate Bill #3418, and pursuant to Law signed by the governor on July 13, 1982, Title 116 of the General Municipal Law was enacted thereby establishing the "Town of Riverhead Community Development Agency;" and

WHEREAS, Resolution #1 (1982) – Community Development Agency of the Riverhead Community Development Agency adopted, ratified and approved By-Laws stipulating the structure and organization of the Community Development Agency; and

WHEREAS, the By-Laws of the Riverhead Community Development Agency stipulate that the Agency shall consist of five (5) members, including the Supervisor, who shall be its Chairman, and the four Town Board Members, or their respective successors to office; and

WHEREAS, the By-Laws of the Riverhead Community Development Agency further stipulate that the officers of the Agency shall be a Chairman (Supervisor), a Vice-Chairman who shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and a Secretary-Treasurer who shall also be the Director; and

WHEREAS, to ensure proper functioning of the Agency, in order to undertake certain Urban Renewal activities, annual clarification of those members and officers currently serving the Riverhead Community Development Agency is appropriate; and

WHEREAS, since 1982 the CDA has operated as the economic development agency of the Town of Riverhead and as such undertook the development of the aquarium, downtown revitalization and public improvements including the Vail Leavitt restoration, pursuant to the East Main Street Urban Renewal Plan; Railroad Station restoration and urban renewal activities on Railroad Avenue, including the solicitation of the county court room expansion for Riverhead, pursuant to the Railroad Avenue Urban Renewal Plan; affordable housing and neighborhood revitalization pursuant to the Millbrook Gables Urban Renewal Plan and the acquisition and redevelopment of the

Naval Weapons Industrial Reserve Plant (Calverton Enterprise Park) based on Congressional recognition of the CDA as the town's "economic development agency" in Public Law 103-c337 and pursuant to the Calverton Urban Renewal Plan; and

WHEREAS, the CDA pursued and secured among other funding \$4.8 million in funds from the New York State Department of Transportation under the American Reinvestment and Recovery Act for rehabilitation of the Calverton Rail Spur and \$1.8 million in funds from the U.S. Department of Commerce Economic Development Administration for the extension of public water to the Calverton site to increase its economic development potential, as well as additional funding to support other site improvements.

NOW THEREFORE BE IT RESOLVED, that the current members of the Riverhead Community Development Agency are: Sean Walter, John Dunleavy, James Wooten, George Gabrielson and Jodi Giglio.

AND BE IT FURTHER RESOLVED, that the Riverhead Community Development Agency hereby appoints the following officers of the Agency: Sean Walter as Chairman, James Wooten as Vice-Chairman and Chris Kempner as Director, Secretary-Treasurer.

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio Yes No Gabrielsen ABSENT
Wooten Yes No Dunleavy Yes No
Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD
Community Development Agency**

Resolution # 2

**RATIFIES OMNIBUS RESOLUTION RELATING TO REQUIREMENTS OF THE
PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005 AS AMENDED**

Councilman Wooten offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, the Public Authorities Accountability Act of 2005 (the "**PAAA**") as amended includes Town of Riverhead Community Development Agency (the "**CDA**") in its definition of a local authority; and

WHEREAS, the PAAA requires each Board of Directors (the "**Board**") of a local authority to have a Governance Committee and an Audit Committee and to adopt various policies, guidelines and procedures and to take various actions;

NOW, THEREFORE, BE IT RESOLVED that the CDA board hereby ratifies the Governance Committee, as described in the Charter of the Governance Committee adopted by CDA Resolution #2 on January 4, 2012, the responsibility of the members of which shall be primarily, to keep the Board informed of current best governance practices, to review corporate governance trends, to update the CDA's corporate governance principles and to advise appointing persons on the skills and experiences required of potential Board members; and

FURTHER RESOLVED that there is hereby ratified an Audit Committee, as described in the Charter of the Audit Committee CDA Resolution #2 on January 4, 2012, the responsibility of the members of which shall be primarily to become familiar with corporate financial and accounting practices to the extent practicable, to recommend to the Board the hiring of an independent certified public accounting firm ("**Independent Auditor**"), to establish the compensation to be paid to the Independent Auditor and to provide direct oversight of the performance of the independent annual audit performed by the Independent Auditor; and

FURTHER RESOLVED that each member of the Governance Committee and each member of the Audit Committee shall be "independent" as defined by the PAAA, which means that the member (for purposes of the following, an "affiliate" is any person that controls, is controlled by, or is under common control with the CDA):

- (a) is not, and in the past two years has not been, employed by the CDA or an affiliate of the CDA in an executive capacity;

- (b) is not, and in the past two years has not been, employed by an entity that received remuneration valued at more than \$15,000 for goods and services provided to the CDA or an affiliate or received any other form of financial assistance valued at more than \$15,000 from the CDA or an affiliate;
- (c) is not a relative of an executive officer or employee in an executive position of the CDA or an affiliate; and
- (d) is not, and in the past two years has not been, a lobbyist registered under a state or local law and paid by a client to influence the management decisions, contract awards, rate determinations or other similar actions of the CDA or an affiliate; and

FURTHER RESOLVED that Sean Walter and John Dunleavy are appointed to the Governance Committee and shall serve at the pleasure of the Board; and

FURTHER RESOLVED that Sean Walter, Deputy Supervisor Jill Lewis and George Gabrielsen are appointed to the Audit Committee and shall serve at the pleasure of the Board; and

FURTHER RESOLVED that the Town Attorney is hereby appointed as the CDA's Contracting Officer for real property dispositions; and

FURTHER RESOLVED that the Financial Administrator is hereby appointed as the CDA's Chief Financial Officer as well as Contracting Officer for personal property dispositions; and

FURTHER RESOLVED that the Board ratifies the following policies, procedures and guidelines attached to CDA Resolution #2 adopted on January 4, 2012 as follows:

- The comprehensive investment policies, procedures and guidelines;
- Policies regarding the payment of salary, compensation and reimbursements to, and rules for the time and attendance of, the President and senior management;
- CDA whistleblowing policies and procedures;
- Policies and procedures related to the acquisition and disposition of real property;
- Policies and procedures related to the disposition of personal property;

- Policies and procedures related to the procurement of goods and services;
- The defense and indemnification policy for Directors;
- The code of ethics for Directors and non-salaried officers;
- CDA travel policies and procedures; and

FURTHER RESOLVED that the CDA’s salaried officers and employees shall be subject to the restrictions and standards set forth in Section 74 of the Public Officers Law, which restrictions shall serve as the code of ethics for the CDA’s salaried officers and employees; and

FURTHER RESOLVED that the CDA shall not, directly or indirectly, including through any subsidiary, extend or maintain credit, arrange for the extension of credit, or renew an extension of credit, in the form of a personal loan to or for any officer, Board member or employee (or equivalent thereof) of the CDA.

RESOLVED, that the Town Clerk is hereby authorized to forward a certified copy of this resolution to the New York State Office of State Controller, and an electronic copy to the CDA.

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Gabrielsen	ABSENT
Wooten	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Dunleavy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Walter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The Resolution Was Thereupon Duly Declared Adopted