

# AGENDA

**Town of Hempstead Local Development Corporation  
Board Meeting  
Courtroom, 2<sup>nd</sup> Floor  
350 Front Street, Hempstead, NY  
August 22, 2023, 9:30 AM  
or following the Town of Hempstead IDA Meeting**

- \*Notes: Masks are no longer mandated. The Town of Hempstead LDC continues to encourage social distancing at public meetings.

A Livestream of the meeting may also be viewed at [www.tohldc.org](http://www.tohldc.org). Select “Meeting Information and then Youtube – Live Stream and Recorded Meetings.”

The Agenda will include but not be limited to:

Confirm the presence of a Quorum  
Public Comment with respect to Agenda Items

**New Business:**

- Amendment of Recurring Expenses Resolution to add W.B. Mason for purchase of Office supplies

**Reading and approval of the minutes:**

- Consideration and approval of the Minutes of July 18, 2023

**Report of the treasurer:**

- Draft Preliminary Budget for 2023 (for discussion purposes only)
- Financial Statements & Expenditure List  
July 12, 2023 – August 15, 2023

**Committee Updates:**

**Adjournment:**

Chairman Approval: 8/15/23

Contact: Michael Lodato, Corporate Administrator: [MLodato@hempsteadny.gov](mailto:MLodato@hempsteadny.gov), 516-489-5000  
x3706

TOWN OF HEMPSTEAD  
Local Development Corporation  
RESOLUTION  
Approval of Recurring Expenses

WHEREAS, The Town of Hempstead Local Development Corporation incurs repeated expenses from vendors, personnel and board members for items such as periodicals, copier toner, printer cartridges, computer upgrades and reimbursable expenses, including cellular telephone services, mileage, meals, tolls, parking, and;

WHEREAS, the following expenses shall be paid immediately upon receipt of an invoice & completed claim form:

Staples, for the ordering and delivery of office supplies, PO BOX 78004  
Phoenix, AZ 85062-8004

W.B. Mason Company INC, for the ordering and delivery of office supplies, PO BOX  
981101 Boston, Massachusetts, 02298-1101

QuickBooks, PO Box 24789, Denver, Colorado for the purchase of bookkeeping program support and tax table updates.

United States Internal Revenue Service for any amount withheld from the gross salary checks as "federal withholding tax" from the gross salaries of the employees of the Corporation and any such other amount as the Executive Director certifies is properly payable.

New York State Department of Taxation and Finance for any amount withheld from the gross salary checks as "State Withholding Tax" from gross salaries of the employees of the Agency and any such other amount as the Executive Director certifies is properly payable.

Newsday, P.O. Box 3002 Boston, Ma. 02241-3002. 70 Community Ave, Plainfield, CT. for the publishing of Public Hearing notices pertaining to potential projects.

Federal Express, United Parcel Service and United States Postal Service or any like company for payment of bills for deliveries made on the Corporation's behalf.

Town of Hempstead or any of its department for payment of employee health benefits, when accompanied by a bill, postage expenses when bill on an appropriate voucher or claim for by the Town; printing expenses, when properly billed by the department providing the service; and rent, pursuant to any lease agreement which has been authorized by resolution.

WHEREAS, expenses, in an amount not to exceed \$2,000.00, incurred by the Corporation's board members and staff, in good standing, shall be reimbursable, upon submission of an original or photocopied receipt, issued contemporaneously by a vendor, as well as a signed Voucher form outlining the reason for the expense; and

WHEREAS, at a rate set by the Corporation, in an amount not to exceed \$600.00, each board member in good standing, when accompanied by a claim form and Automobile Expense

Report indicating the date of each trip, the point of departure and return and the business purpose of the trip, shall be reimbursed for mileage based on a schedule set by the Federal Government upon the submission of the appropriate documentation; and

WHEREAS, business meals, in an amount not to exceed \$1,000.00, when accompanied by a signed voucher form, indicating date, time, location, names and affiliation of those participating in the meal and business purpose of the meal, shall be reimbursed to Agency staff and board members in good standing. Any claim submitted for this purpose shall have attached an original or copy of a charge slip containing the signature of the agency employee seeking reimbursement and shall list the total price of the meal including any gratuity paid.

WHEREAS, cellular telephonic service, in an amount not to exceed \$200.00, shall be reimbursed to Corporation staff and board members in good standing when accompanied by a voucher form and original or copy of original invoice from company indicating date and time of call, reason of call, length of call and amount paid for call.

NOW, THEREFORE, BE IT

RESOLVED, the Town of Hempstead Local Development Corporation hereby adopts this resolution outlining the payment of recurring and reimbursable expenses.

Adopted: August 22, 2023

(ayes)

(nays)

Resolution Number: 026 -2023 LDC

Board Members  
Florestano Girardi  
Thomas Grech  
Dr. Eric C. Mallette  
Jack Majkut  
Robert Bedford  
Jerry Kornbluth, Ph.D  
Jill Mollitor

Frederick E. Parola  
Chief Executive Officer

Town of Hempstead



Local  
Development  
Corporation

350 FRONT STREET HEMPSTEAD, NY 11550-4037  
(516) 489-5000 EXT. 4200 • (516) 489-3179

Minutes  
Town of Hempstead  
Local Development Corporation Meeting  
350 Front Street  
Courtroom  
Hempstead, New York 11550

Agenda  
July 18, 2023  
9:30 AM (or after the conclusion of the IDA Meeting)

Agenda: Resolution approving amendments to the Town of Hempstead LDC Loan Agreement for the Academy Charter School, Minutes of June 20, 2023, Financial Statements and Expenditure Report for June 14, 2023 – July 11, 2023

Those in Attendance: Florestano Girardi, Chairman  
Thomas Grech, Vice Chairman  
Eric Mallette, Treasurer  
Jack Majkut, Secretary  
Jerry Kornbluth, Member

Excused: Robert Bedford, Member  
Jill Mollitor, Member

Also in Attendance: Frederick E. Parola, CEO  
Edie Longo, CFO  
Arlyn Eames, Deputy CFO  
Michael Lodato, Corporate Administrator  
Laura Tomeo, Deputy Corporate Administrator  
John E. Ryan, Esq., Corporation Counsel  
William Weir, Esq., Bond Counsel  
Paul O'Brien, Esq., Bond Counsel

The Chairman confirmed a Quorum. The Meeting was called to order at 9:20 AM

Resolution approving amendments to the Town of Hempstead LDC Loan Agreement and Intercreditor Agreement for the Academy Charter School: John Gordon from Forchelli, Deegan, Terrana made a presentation with regard to the Babylon LDC doing an Academy Charter School project in Wyandanch. They are requesting an amendment to our Agreements to allow cross collateralization with the TOH facilities. Florestano Girardi made a motion to adopt a resolution approving the amendments. This motion was seconded by Jerry Kornbluth. All were in favor. Motion carried.

Minutes of the June 20, 2023, Meeting: A motion was made by Eric Mallette to waive the reading and adopt the minutes of the June 20, 2023, meeting as presented. This motion was seconded by Florestano Girardi. All were in favor. Motion carried.

Financial Statements & Expenditure Report: The board was furnished with a copy of the Financial Statements and Expenditure List for June 14, 2023 – July 11, 2023.

With all business concluded Florestano Girardi made a motion to close the meeting. This motion was seconded by Thomas Grech. All were in favor. Motion carried. The meeting was closed at 9:25 am.

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Jack Majkut  
Secretary  
August 22, 2023

TOWN OF HEMPSTEAD  
**LOCAL DEVELOPMENT CORPORATION**  
**2024 Draft Preliminary Budget**  
January through December 2024

Ordinary Income/Expense  
Income

Public Hearing Notices	\$ 1,000.00
Fees	\$ 142,000.00
Annual and Compliance Fees	\$ 21,500.00

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Total Income \$ 164,500.00

Expense

Public Hearing Notices Expense	\$ 1,000.00
Advertising & Marketing	\$ 5,000.00
Accounting Fees	\$ 11,400.00
Professional Services	\$ 11,500.00
Meetings Expenses	\$ 1,000.00
Office Expenses	\$ 4,000.00
Travel	\$ 500.00
Printing	\$ 100.00
Telephone	\$ 900.00
Rent	\$ 15,000.00
Postage & Delivery	\$ 800.00
Payroll Taxes	\$ 10,000.00
Salary and Wages	\$ 100,000.00
Paychex	\$ 2,200.00
Bank Charges	\$ 600.00

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Total Expense \$ 164,000.00

Net Income \$ 500.00

024- 2023 LDC  
Preliminary Draft Created 8/1/23  
Draft Approved:  
Final Approval:  
Ayes  
Nays

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Florestano Girardi  
Chairman

8:31 AM

08/15/23

Accrual Basis

**Town of Hempstead Local Development Corporation**  
**Account QuickReport**  
**As of August 15, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
200 · Cash							16,261.89
200-33 · Bank of America Checking -6632							16,261.89
Check	7/12/2023	1525	TOH Industrial Devel...	Rent, Postage...	-SPLIT-	-9,606.36	6,655.53
Check	7/14/2023	5252	Frederick E. Parola	LDC Part Tim...	-SPLIT-	-1,915.57	4,739.96
Check	7/14/2023	Electr...	Paychex	Payroll Fee 7/...	2100-01 · PAY...	-73.16	4,666.80
Check	7/14/2023	Electr...	Bank of America	Payroll Taxes ...	-SPLIT-	-1,021.20	3,645.60
Transfer	7/27/2023			Funds Transfer	200-34 · Bank o...	15,000.00	18,645.60
Check	7/28/2023	5254	Frederick E. Parola	LDC Part Tim...	-SPLIT-	-1,976.60	16,669.00
Check	7/28/2023	5253	Edie Longo	LDC Part Tim...	-SPLIT-	-624.55	16,044.45
Check	7/28/2023	Electr...	Paychex	Payroll Fee for...	2100-01 · PAY...	-59.22	15,985.23
Check	7/28/2023	Electr...	Bank of America	Payroll Taxes ...	-SPLIT-	-1,358.66	14,626.57
Check	8/11/2023	Electr...	Paychex	Payroll Fee 8/...	2100-01 · PAY...	-59.22	14,567.35
Check	8/11/2023	Electr...	Bank of America	Payroll Taxes ...	-SPLIT-	-1,312.12	13,255.23
Check	8/11/2023	5256	Frederick E. Parola	LDC Part Tim...	-SPLIT-	-1,915.57	11,339.66
Check	8/11/2023	5255	Edie Longo	LDC Part Tim...	-SPLIT-	-609.86	10,729.80
Total 200-33 · Bank of America Checking -6632						-5,532.09	10,729.80
Total 200 · Cash						-5,532.09	10,729.80
<b>TOTAL</b>						<b>-5,532.09</b>	<b>10,729.80</b>

8:31 AM

08/15/23

Accrual Basis

**Town of Hempstead Local Development Corporation**  
**Account QuickReport**  
 As of August 15, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
200 · Cash							2,125,672.29
200-34 · Bank of America Savings -3706							2,125,672.29
Transfer	7/27/2023			Funds Transfer	200-33 · Bank o...	-15,000.00	2,110,672.29
Deposit	7/31/2023			Deposit	2116-00 · Fees	1,000.00	2,111,672.29
Total 200-34 · Bank of America Savings -3706						-14,000.00	2,111,672.29
Total 200 · Cash						-14,000.00	2,111,672.29
<b>TOTAL</b>						<b>-14,000.00</b>	<b>2,111,672.29</b>