

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

(eyes) 6

(nays) 0

Resolution Number: 026 -2023 LDC

- *Flaesta Seranti*