

Meeting Notice
LOCAL DEVELOPMENT CORPORATION
Governance and Uniform Policies and Guidelines Committee Meeting
Courtroom, 2nd Floor
350 Front Street, Hempstead, NY
AGENDA
September 19, 2023, 8:40 AM

*Note: Visitors to the Town of Hempstead are encouraged to wear masks and socially distance if unvaccinated.

Members: Eric Mallette, Chairman, Thomas Grech, Robert Bedford, Edie Longo, John Ryan, and Arlyn Eames

A Livestream of the meeting may also be viewed at www.tohldc.org. Select “Meeting Information and then Youtube – Live Stream and Recorded Meetings.”

- Re-Adoption of the Governance Committee Charter
- Re-Adoption of the Conflict of Interest Policy
- Adoption of a Resolution appointing the Procurement Officer
- Adoption of an Amended Purchasing and Procurement Guidelines Policy
- Adoption of a Property Acquisition Policy

Contact: Michael Lodato, Corporate Administrator
mlodato@hempsteadny.gov
516-489-5000 x3706

TOWN OF HEMPSTEAD LOCAL DEVELOPMENT CORPORATION

GOVERNANCE and UNIFORM POLICY and GUIDELINES COMMITTEE CHARTER

This Governance and Uniform Policy and Guidelines Committee (“Committee”) Charter was adopted by the Board of the Town of Hempstead Local Development Corporation (“Corporation”), a public benefit corporation established under the laws of the State of New York, on this 24th day of October, 2023.

Purpose

Pursuant to Article III, Section 2 of the Corporation’s bylaws, the purpose of the governance committee is to assist the Board by:

- Keeping the Board informed of current best practices in corporate governance;
- Reviewing corporate governance trends for their applicability to the Corporation;
- Updating the Corporation’s corporate governance principles and governance practices; and
- Advising those responsible for appointing members to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board members.

Powers of the Committee

The Board of the Corporation has delegated to the Committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from Corporation staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the Committee deems necessary.
- Solicit, at the Corporation’s expense, persons having special competencies, including legal, accounting or other consultants as the Committee deems necessary to fulfill its responsibilities. The Committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Board’s adopted procurement guidelines as per Public Authorities Law Section 2879, and to present such contracts to the Board for its approval.

Composition and Selection

The membership of the committee shall be as set forth in accordance with and pursuant to Article III, of the Corporation’s bylaws. The Committee shall be comprised of no less than three (3) independent members. The size of the Committee shall be determined by the Board. The Committee members shall be appointed by, and will serve at the

discretion of, the Corporation's Board. The Board may designate one member of the Committee as its Chair. The members shall service until their resignation, retirement, removal by the Corporation Board or until their successors shall be appointed and qualified. When feasible, the immediate past Committee Chair will continue service as a member of the Committee for at least one year to ensure an orderly transition.

Committee members shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation.

The Committee members should be knowledgeable or become knowledgeable in matters pertaining to governance.

Committee Structure and Meetings

The governance committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting, in person or via telephone or videoconference.

Meeting agendas will be prepared for every meeting and provided to the Committee members at least five days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The Committee shall act only on the affirmative vote of a majority of the members at a meeting. Minutes of these meetings are to be recorded.

Reports

The Committee shall:

- Report its actions and recommendations to the Corporation Board at the next regular meeting of the Corporation Board.
- Report to the Corporation Board, at least annually, regarding any proposed changes to the governance charter or the governance guidelines.
- Provide a self-evaluation of the Committee's functions on an annual basis.

Responsibilities

To accomplish the objectives of good governance and accountability, the Committee has responsibilities related to: (a) the Corporation's Board; (b) evaluation of the Corporation's policies; and (c) other miscellaneous issues.

Relationship to the Corporation's Board

The Corporation's Board has delegated to the Committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the Committee has specific expertise, as follows:

- Develop the Corporation's governance practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint members to the Board in identifying qualified individuals.

In addition, the Committee shall:

- Develop and recommend to the Corporation Board the number and structure of committees to be created by the Corporation Board.
- Develop and provide recommendations to the Corporation Board regarding Board member education, including new member orientation and regularly scheduled Board member training to be obtained from state-approved trainers.
- Develop and provide recommendations to the Corporation Board on performance evaluations, including coordination and oversight of such evaluations of the Board, its committees and senior management in the Corporation's governance process.

Evaluation of the Corporation's Policies

The Corporation's Committee shall:

- Develop, review on a regular basis, and update as necessary the Corporation's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees.
- Develop and recommend to the Corporation Board any required revisions to the Corporation's written policies regarding the protection of whistleblowers from retaliation.
- Develop and recommend to the Corporation Board any required revisions to the Corporation's equal opportunity and affirmative action policies.
- Develop and recommend to the Corporation Board any required updates on the Corporation's written policies regarding procurement of goods and services,

including policies relating to the disclosure of persons who attempt to influence the Corporation's procurement process.

- Develop and recommend to the Corporation Board any required updates on the authority's written policies regarding the disposition of real and personal property.
- Develop and recommend to the Corporation Board any other policies or documents relating to the governance of the Corporation, including rules and procedures for conducting the business of the Corporation Board, such as the Corporation's by-laws. The Committee will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed.

Other Responsibilities

The Committee shall:

- Review on an annual basis the compensation and benefits of the Executive Director and other senior Corporation officials.
- Annually review, assess and make necessary changes to the Committee charter and provide a self-evaluation of the Committee.

029-2023 LDC
Adopted: 10/24/23
Ayes
Nays

Florestano Girardi
Chairman

TOWN OF HEMPSTEAD LOCAL DEVELOPMENT CORPORATION
CONFLICT OF INTEREST POLICY

Conflicts of Interest: A conflict of interest is a situation in which the financial, familial, or personal interests of a director or employee come into actual or perceived conflict with their duties and responsibilities with the Authority. Perceived conflicts of interest are situations where there is the appearance that a board member and/or employee can personally benefit from actions or decisions made in their official capacity, or where a board member or employee may be influenced to act in a manner that does not represent the best interests of the authority. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member may have a conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy.

Board members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a director or employee has or will have:

- A financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or any other arrangement in which the authority participates.
- The ability to use **their** position, confidential information or the assets of the authority, to **their** personal advantage.
- Solicited or accepted a gift of any amount under circumstances in which it could reasonably be inferred that the gift was intended to influence **them**, or could reasonably be expected to influence **them**, in the performance of **their** official duties or was intended as a reward for any action on his/her part.
- Any other circumstance that may or appear to make it difficult for the board member or employee to exercise independent judgment and properly exercise **their** official duties.

Outside Employment of Authority's Employees: No employee may engage in outside employment if such employment interferes with **their** ability to properly exercise **their** official duties with the authority.

PROCEDURES

Duty to Disclose: All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to the Governance Committee **and/or Ethics Officer**. Such written disclosure shall be made part of the official record of the proceedings of the authority.

Determining Whether a Conflict of Interest Exists: The Governance Committee and/or Ethics Officer shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee should seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the NYS Commission on Ethics and Lobbying in Government when dealing with cases where they are unsure of what to do.

Recusal and Abstention: No board member or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when **they know** or has reason to know that the action could confer a direct or indirect financial or material benefit on **themselves**, a relative, or any organization in which he or she is deemed to have an interest. Board members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned and are prohibited from attempting to influence other board members or employees in the deliberation and voting on the matter.

Records of Conflicts of Interest: The minutes of the authority's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

Reporting of Violations: Board members and employees should promptly report any violations of this policy to CEO, CFO, or Corporation Counsel, **in accordance with the Corporation's Whistleblower Policy.**

Penalties: Any director or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules or regulations.

Adopted: 10/24/23

(ayes)

(nays)

Resolution Number: 034- 2023 LDC

Florestano Girardi
Chairman

RESOLUTION

TOWN OF HEMPSTEAD
Local Development Corporation

APPOINTMENT OF PROCUREMENT OFFICER

WHEREAS, the Local Development Corporation seeks to appoint a Procurement Officer in accordance with the provisions of the Public Authorities Accountability Act and;

WHEREAS, the Procurement Officer is to oversee all contracts of the corporation; and

WHEREAS, by the adoption of this resolution a Procurement Officer for the Town of Hempstead Local Development Corporation shall be appointed;

NOW, THEREFORE, BE IT

RESOLVED, in compliance with the Public Authorities Accountability act: the board of the Local Development Corporation hereby appoints Frederick E. Parola, CEO as the Procurement Officer for the Town of Hempstead Local Development Corporation.

Adopted: 10/24/23

(ayes)

(nays)

Resolution Number: 030-2023 LDC

Florestano Girardi
Chairman

**PROCUREMENT & PURCHASING GUIDELINES OF THE
TOWN OF HEMPSTEAD LOCAL DEVELOPMENT CORPORATION**

The Corporation shall make no purchases of supplies, equipment, services, or materials nor shall the Corporation contract for the purchase of supplies, equipment, services, or materials except as follows:

a. When the cost of the supply, equipment, services, or material involved should reasonably be expected to cost in excess of ten thousand dollars (\$10,000), the item to be purchased shall be formally bid and the purchase made from the lowest responsible bidder.

b. When the cost of the supply, equipment, services, or material involved should reasonably be expected to cost in excess of three thousand dollars (\$3,000) but not more than ten thousand dollars (\$10,000), written price quotations shall be obtained from not fewer than three (3) vendors and the purchase made after all such quotations are evaluated by the Corporation.

c. When the cost of the supply, equipment, services, or material involved should reasonably be expected to cost in excess of one thousand dollars (\$1,000) but not more than three thousand dollars (\$3,000), written price quotations shall be obtained from not fewer than two (2) vendors and the purchase made after all such quotations are evaluated by the Corporation.

d. When the cost of the supply, equipment, services, or material involved should reasonably be expected to cost in excess of two hundred fifty dollars (\$250) but not more than one thousand dollars (\$1,000), oral price quotations shall be obtained from not fewer than two vendors (2) and the purchase made after all such quotations are evaluated by the Corporation.

d-1. The LDC will include a summary of the Corporation policies and prohibitions in solicitation of bids, proposal and procurement contracts. All solicitations will include a contact name within the Corporation.

e. No solicitation of price quotations shall be required in the following instances:

e-1. when the cost of the supply, equipment, services, or material involved is two hundred fifty dollars (\$250) or less,

e-2. when the purchase is of professional services,

e-3. when the purchase is necessitated by a *bona fide* emergency, which emergency is described in writing by the Corporation member or employee declaring same, ratified by telephone by not fewer than a majority of members and ratified by

resolution at the next meeting of the Corporation,

e-4. when the supply, equipment, services, or material sought to be purchased is available only through a single source,

e-5. when the supply, equipment, services, or material is being purchased from a correctional facility, another governmental Corporation or an Corporation serving the blind or severely handicapped, or at auction, or

e-6. when the supply, equipment, services, or material is being purchased under a town, county or state contract.

Should impermissible contact be made by a vendor, contractor or company during the Corporation purchasing and procurement process, Corporation Counsel will be contacted to investigate the allegations.

As used in section e-3 hereof, the term “majority of members” shall mean a number of members equal to more than fifty percent (50%) of the difference between seven (7) and the number of LDC memberships, which are vacant at the time of the vote.

Adopted: 10/24/23

(ayes)

(nays)

Resolution Number: 035 – 2023 LDC

Florestano Girardi
Chairman

Town of Hempstead Local Development Corporation (LDC)
Real Property Acquisition Policy

This policy is adopted pursuant to the provisions of the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009.

Policy Purpose: It is the policy of the Town of Hempstead Local Development Corporation (“the Corporation”) to conduct its operations in compliance with the highest standards of conduct and best practices applicable to local development corporations, and to operate in an accountable and transparent manner.

Real Property Acquisitions: Interests in Real property, including, without limitation, fee or leasehold interests shall not be acquired by the Corporation for development, resale, operation, easing, sub-leasing or other uses.

Exemption for Financial Assistance Transactions: Notwithstanding any provision of this policy to the contrary, this policy shall not apply to any acquisition of a real property involving the granting of “financial assistance” (as defined in Section 854(14) of article 18-A of the General Municipal Law) to an Applicant. Such property interests is not “property” as defined in Title 5-A of the Public Authorities Law of the State because such property and the interests therein are security for the Applicant’s obligations to the Corporation under the agreements between the Corporation and the Applicant relating to such financial assistance.

This policy is subject to modification or amendment at the discretion of the TOHLDC Governance Committee and/or the TOHLDC Board and shall be filed annually with all local and state agencies and posted on the Corporation’s website as required under all applicable state law.

Resolution Number: 036 – 2023 LDC

Adopted: 10/24/23

Ayes:

Nays:

Chairman: _____