

HEMPSTEAD TOWN BOARD

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RECEIVER OF TAXES



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INDUSTRIAL  
DEVELOPMENT  
AGENCY

THEODORE P. SASSO, JR.  
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ARI BROWN  
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FREDERICK E. PAROLA  
EXECUTIVE DIRECTOR  
CHIEF EXECUTIVE  
OFFICER

## MEETING NOTICE

### TOWN OF HEMPSTEAD INDUSTRIAL DEVELOPMENT AGENCY FINANCE & INVESTMENT COMMITTEE

Members: Jonathan Kohan-Chairman, Ray Maguire, John Ryan,  
Fred Parola, Lorraine Rhoads

There will be a meeting of the **Finance and Investment Committee** members of  
The Town of Hempstead Industrial Development Agency at **8:40 A.M.** on **Wednesday,**  
**September 23, 2015.** The meeting will take place in the IDA Office, 350 Front Street,  
Room 234A, Hempstead, New York. The Agenda will include:

- Review Draft of 2016 Four-Year Financial Plan
- Review Draft of 2016 Finance & Investment Charter

9/16/15

**Town of Hempstead I. D. A.  
2016 IDA 4 Year Financial Plan**

	Jan - Dec 16	Jan - Dec 17	Jan - Dec 18	Jan - Dec 19
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2401-01 · Interest/ Bank	3,500.00	3,605.00	3,713.15	3,824.54
2801-00 · Public Hearing Notices	5,000.00	5,150.00	5,304.50	5,463.64
2701-00 · Annual and Compliance Fees	70,000.00	72,100.00	74,263.00	76,490.89
2116-00 · Fees	882,200.00	908,666.00	935,925.98	964,003.76
<b>Total Income</b>	<b>960,700.00</b>	<b>989,521.00</b>	<b>1,019,206.63</b>	<b>1,049,782.83</b>
<b>Expense</b>				
522-01 · Professional Fees	1,000.00	1,030.00	1,060.90	1,092.73
522-21 · Printing	600.00	618.00	636.54	655.64
522-17 · Travel	1,200.00	1,236.00	1,273.08	1,311.27
522-09 · Bank Charges	3,500.00	3,605.00	3,713.15	3,824.54
522-19 · Postage and Delivery	2,300.00	2,369.00	2,440.07	2,513.27
522-14 · Telephone	2,400.00	2,472.00	2,546.16	2,622.54
2100-01 · PAYCHEX	3,500.00	3,605.00	3,713.15	3,824.54
522-05 · Dues & Subscriptions	3,500.00	3,605.00	3,713.15	3,824.54
522-07 · Office Expenses	5,500.00	5,665.00	5,834.95	6,010.00
522-22 · Public Hearing notices Expense	5,000.00	5,150.00	5,304.50	5,463.64
522-71 · Longevity Expense	5,500.00	5,665.00	5,834.95	6,010.00
522-76 · Worker's Compensation	8,500.00	8,755.00	9,017.65	9,288.18
522-06 · Meetings Expenses	9,000.00	9,270.00	9,548.10	9,834.54
522-11 · Depreciation	8,200.00	8,446.00	8,699.38	8,960.36
522-04 · Accounting Fees	24,500.00	25,235.00	25,992.05	26,771.81
522-12 · Rent Expense	26,500.00	27,295.00	28,113.85	28,957.27
522-70 · Health Insurance Expense	73,000.00	75,190.00	77,445.70	79,769.07
522-03 · Advertising & Marketing	75,000.00	77,250.00	79,567.50	81,954.53
522-75 · Pension Expense	115,000.00	118,450.00	122,003.50	125,663.61
522-50 · Salary & Wages		-	-	-
522.54 Comp absences expense	37,000.00	38,110.00	39,253.30	40,430.90
522-50 · Salary & Wages - Other	550,000.00	566,500.00	583,495.00	600,999.85
<b>Total 522-50 · Salary &amp; Wages</b>	<b>587,000.00</b>	<b>604,610.00</b>	<b>622,748.30</b>	<b>641,430.75</b>
<b>Total Expense</b>	<b>960,700.00</b>	<b>989,521.00</b>	<b>1,019,206.63</b>	<b>1,049,782.83</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOWN OF HEMPSTEAD  
INDUSTRIAL DEVELOPMENT AGENCY  
FINANCE/INVESTMENT 2016 CHARTER**

**Purpose**

Pursuant to Article III, Section 3 of the Agency's Bylaws, the purpose of the finance committee is to oversee the Agency's debt and debt practices and to recommend policies concerning the Agency's issuance and management of debt.

**Duties of the  
Finance/Investment Committee**

It shall be the responsibility of the Finance/Investment Committee to:

- Review proposals for the issuance of debt by the Agency and its subsidiaries and to make recommendations concerning those proposals to the board.
- Make recommendations to the board concerning the level of debt and nature of debt issued by the Agency.
- Make recommendations concerning the appointment and compensation of bond counsel & investment advisors used by the Agency, and to oversee the work performed by these individuals and firms on behalf of the Agency.
- Meet with and request information from Agency staff, independent auditors and advisors or outside counsel, as necessary to perform the duties of the committee.
- Retain, at the Agency's expense, such outside counsel, experts and other advisors as the finance committee may deem appropriate.
- Review proposals relating to the repayment of debt or other long-term financing arrangements by the Agency and its subsidiaries.
- Annually review the Agency's financing guidelines and make recommendations to the board concerning criteria that should govern its financings.
- Report annually to the Agency's board how it has discharged its duties and met its responsibilities as outlined in the charter.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the board approval for proposed changes.

## **Composition of Committee and Selection of Members**

The Finance/Investment Committee shall consist of not less than three independent members of the board of directors, who shall constitute a majority on the committee. If the board has less than three independent members, non-independent members may be appointed to the committee provided that the independent members constitute a majority of the committee. The Agency's board shall appoint the finance committee members and the finance committee chair. Members shall serve on the committee at the discretion of the board. Members appointed to the committee shall have the background necessary to perform its duties.

## **Meetings**

The Finance/Investment Committee shall meet at such times as deemed advisable by the chair, but not less than twice a year.

Members of the Finance/Investment Committee are expected to attend each committee meeting, in person. The Finance/Investment Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary. A majority of the committee members present shall constitute a quorum.

Meeting agendas shall be prepared prior to every meeting and provided to Finance/Investment Committee members along with briefing materials five (5) business days before the scheduled finance/investment committee meeting. The Finance/Investment Committee may act only on the affirmative vote of a majority of the members or by unanimous consent. Minutes of these meetings shall be recorded.

A report of the committee's meeting shall be prepared and presented to the board at its next scheduled meeting following the meeting of the committee.

Meetings of the committee are open to the public, and the committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice and the conduct of executive session.

In addition to these duties and responsibilities, the board may wish to authorize the Finance/Investment Committee to perform the following additional duties:

## **Review The Agency's Annual Budget**

The Finance/Investment Committee shall:

- Review the Agency's proposed annual operating budget as presented by Agency management for the upcoming fiscal year.
- Recommend the annual budget to the board for approval after incorporating necessary amendments
- Monitor and report to the board on the Agency's compliance with its adopted budget during the fiscal year (actual versus budget) on a bi-annual basis.

## **Assess the Agency's Capital Requirements and Capital Plan**

The Financial/Investment Committee shall:

- Assess the financial requirements of the Agency's capital plans. The assessment is to include current and future capital needs, a justification of why such capital expenditure is required and an explanation of funding sources for capital projects such as grants, issuance of debt, or specified pay-as-you-go resources.
- Review the financial aspects of major proposed transactions, significant expenditures, new programs and services, as well as proposals to discontinue programs or services and making action recommendations to the board.

(ayes)

(nays)

Date: October 28, 2015

Resolution #