

## **Babylon IDA Board Meeting - 22 April 2020**

### **Meeting Attendants and List of Acronyms:**

WC = William Celona

WB = William Bogardt

MD = Marcus Duffin

TD = Tom Dolan

RD = Rosemarie Dearing

TG = Thomas Gulrapp

PM = Paulette Moses

JB = Justin Belkin

### **Transcription:**

**TG:** Good morning everybody. I would like to welcome you all to the April 22, 2020 IDA meeting. I would like to call the meeting to order. First on the agenda is the accepted minutes from the IDA/IDC board meeting of February 26, 2020. If everybody had time to read over the minutes, I'd accept a motion at this time.

**PM:** I make a motion to accept the meeting minutes.

**TG:** Motion from Paulette second by Marcus?

**MD:** Second.

**TG:** (Inaudible)

**WC:** Aye.

**RD:** Aye.

**JB:** Aye.

**TG:** All opposed? The ayes have it, so ordered. Next up, number three on the agenda is a resolution. The resolution is permitting the Agency to approve and consent to Giaquinto LLC entering into a sublease agreement with the state of New York for a portion of the property owned by Giaquinto Brothers LLC at 905 Long Island Avenue, Deer Park, New York. At this time I would like to make a motion.

**RD:** I make a motion to accept.

**JB:** And I'll second that, I'll second that motion.

**TG:** Motion by Rosemarie, second by Justin. All in favor?

**WC:** Aye.

**RD:** Aye.

**PM:** Aye.

**MD:** Aye.

**JB:** Aye.

**WB:** (Inaudible)

**TG:** Opposed? The ayes have it, so ordered. Next up with number four on the resolution- on the agenda is a resolution...

**PM:** Number three? Number three?

**TG:** No, number four. Number three was Giaquinto.

**PM:** I gotcha. Sorry.

**TG:** No problem. Number four is a, is a resolution permitting the termination of a lease and authorizing the Chief Executive Officer to deliver a quit claim deed conveying the premises located at 7050 New Horizons Boulevard, North Amityville, to Dishy & Floman LLC. Can I get a motion?

**WC:** I'll make a motion.

**TG:** Motion by Bill Celona.

**WB:** I'll second that.

**TG:** Second by Will Bogardt. All in favor?

**WC:** Aye.

**RD:** Aye.

**MD:** Aye.

**JB:** Aye.

**TG:** Opposed?

**PM:** (Inaudible)

**TG:** The ayes have it, so ordered. Next up, number five is authorizing the Chief Executive Officer to administratively delay the deadline for Payments in lieu of taxes in certain situations. Ah, Tom, do you want to explain this?

**TD:** Uh, we're continuously monitoring right now, uh, what the county and what the town is doing on this, and we just want to have it, uh, in front of us in case the deadline gets pushed back so that we can work with our clients and push back the, uh, pilot, the collection of pilots.

**TG:** That sounds great. Can I get a motion on this?

**MD:** Motion.

**TG:** Motion by Marcus. Second?

**JB:** I'll second that motion.

**TG:** By Justin. All in favor?

**WC:** Aye.

**WB:** Aye.

**MD:** Aye.

**RD:** Aye.

**PM:** Aye.

**JB:** Aye.

**TG:** (Inaudible). The ayes have it, so ordered. Next up is the Chief Executive's report by Tom Dolan.

**TD:** Thank you Tom.

**TG:** (Inaudible)

**TD:** Um, Brendan if you can uh-. There you go [shares PowerPoint presentation through screen sharing on Zoom]. So, we're just gonna go through a couple of things. Again, I know I've been in contact with you over the last month and I appreciate your involvement and your, uh, support during this time. But just wanted to kind of recap what we've been going through mid-March to current-April. Uh, we have continued our operations throughout this pandemic with everybody working from home since March 16 and communicating with one-another on a regular basis. Um, technology has been a blessing [laughs], right now. We sometimes say it's a curse, but it has been a blessing in this time. Uh, since closing the office on March 16, uh, we have closed two, uh- two of our big projects, housing projects (inaudible) by the Bay, in Amityville, and also 11 Park Drive in Wyandanch. Uh, we also completed the necessary steps, uh, for our annual audit and we submitted, uh, (inaudible) report to New York State in a timely fashion. Um, we have drafted, uh, several memos to Tom the Chairman, uh, just to kind of give you updates as far as Agency plans and operations moving forward. Um, but, aside from all of these daily tasks and things we're doing, the Agency is large-, largely pivoted to this COVID-19, uh, related projects to support the businesses in the Town of Babylon. Uh, again, I give a lot of credit to my staff as far as putting together an extensive research piece, uh, that was compiled and we can-, and we partnered with the town, uh, with Deputy Supervisor Martinez, uh, as well as the communications department over there and we have a resource, uh, for businesses now that you can go on our website, and on the town's website, so that there's one place for, uh, information to help these businesses through this time. Uh, we continue to seek out relevant information-, obviously we had an update yesterday with a new bill being passed and we will get that information out and we [sic] get that up as soon as possible to help the businesses out. Uh, I also was involved in an online webinar, uh, with Councilman Manetta and, uh, several other county legislators as well as Erica Chase, uh, from Farmingdale State College from the Small Business Development Center, uh, which proved to be very informational. Uh, as well as I've done another

webinar with West Babylon Chamber of Commerce, uh, also with Councilman Manetta, uh, with the same thing as far as getting our relevant information and resources. So, as far as the present, uh, the offices will remain closed, uh, to staff and to the general public. You do have limited access to the office, to [sic] that is on a case-by-case basis, and again a shoutout to the town employees, to the cleaning crews-, we don't [slight laughter] want to uh get in their so we watch what we're doing as far as entering the office and exiting. Uh, we have continued to monitor and respond in a timely fashion to all the incoming email and phone correspondences that we get. Uh, we have enacted a system to collect and distribute all the mail that arrives. Uh, all staff members continue to keep accurate records of their time, uh, and all staff members are reachable via email, cellphone, and also we have a conference line that we utilize, uh, when needed. We also, uh, purchased printers for our agency administrative staff and, uh- so that they can continue to do their functions on a daily basis. So, operations are up; we're running and, uh, we've been doing. And I got to-, again my hats-off to the staff. As far as future, uh, you know our plans to assist IDA clients and Babylon businesses, we'll continue to remain closed...

**WB:** (Inaudible)

**TD:** ...uh, right now, in accordance with the governor's regulations and recommendations. Uh, and, right now that looks like that will lead to around May 15. Uh, pilot billing will continue in May as scheduled, uh, just what we had talked about unless changes in the town or county postponing those tax dates, and, uh, we will keep you informed on that if anything changes. Uh, we are going to start a process in which we reach out to our existing clients by email, by phone, and uh, asking them how they're handling the crisis, um, and if they have been deemed either essential or nonessential, and what's their outlook as far as (inaudible) employment cashflow, etc., in order for us to better understand and to be able to create the resources necessary to help these businesses through this time right now. That's gonna be a big part in the big push that will probably start in the next couple of weeks. Uh, we will be prepared to direct clients to the resources we have compiled. We've also, uh- to prepare letters to support for grants, or loans, or any applications and assist in any way we can to help the businesses get through this process. Um, we will- you just-, uh, we passed a resolution to move that date if need be. Uh, we will also work on a strategy to resume the day-to-day functions, uh, as far as working with businesses. We may, you know, it's the new normal now, right? So, we may do, um, meetings like we're doing right [slight laughter] now with prospective clients and existing clients. Uh, we will continue to closely monitor developments at the national, state, and county levels, and we will continue to work closely with our partners in the town. Um, we ask the board, one of the things I will ask you, as things are changing, quite rapidly, uh, is just for your (inaudible) and correspondence from the Agency, uh, in the event that we need a special meeting or we need to do something; so I'll just ask everyone to please, uh, to keep connecting to us so that we can move as quickly as we have to if need be. So, the transition back-to-business, uh, we're looking to possibly assemble a task force to brainstorm some of the logistics of reopening the IDA office, so we are fully prepared when the time comes. Uh, some of the measures we are considering right now is [sic], uh, researching the acquisition of PPE, including masks and gloves as well as any cleaning, disinfecting supplies that we may need at the office, uh, limiting in-office requirements of those that commute to work via public transportation, uh, limiting the in-office requirements to those

who may be a member of a particular effected demographic or may live in a household with a person who is a member of such a demographic, uh, alter-, alternating (inaudible) work schedules, um, this way we can, you know, maybe we can cut it down to 50-percent of the office staff, and again, now we have the ability to work remotely so we'll be able to do that, uh and, reconfiguring the office layout to keep social distancing and methods at the forefront. Uh, we want to limit interactions with the general public, relying on video conferences to meet potential clients. Uh, we will have a comprehensive review of our (inaudible) and internal policies with the goal of making them adaptable and, uh, be fitting to the current epidemic and the transition from working from home to working in the office. And in any case, uh, we're working to a strategy to create a comprehensive back-to-business transition plan and we'll be reaching out to you, uh, in the coming weeks for input and feedback from that. So, as we look long-term, and again the big picture, uh, down the road I think- [laughter] economic development, especially in the town, uh, we're gonna play a key role, uh, and we want to be prepared to be a resource when, if something like this happens again. Uh, this would involve putting in place an infrastructure with the town, um, and again, we have utilized, uh, Deputy Supervisor Martinez in the past and we work with him and I think that relationship is gonna be so important moving forward, uh, as we coordinate with the Planning Department, Public Works, you know, downtown revitalization in all the town offices, uh, as well as working with Councilman Manetta and the Small Business Committee, uh, all the mayors in the town. So, we want to be, we want to make sure there is a coordinated effort, uh, and we're kind of leading the way from an economic development standpoint. Uh, finally and crucially, it would include a communication directly to the businesses of the Town of Babylon through various mediums, including mass emails, website resources, and IDA created podcasts. Um, so, just to let you know, a podcast is something that has been in the talks, that we have been talking internally for a little while, and we want to utilize that in the past as a way to educate, uh, the public, uh, but I see, you know the podcast becoming very instrumental moving forward as far as making sure that we're getting an additional way to get the message out there for the business community, uh, to help them as far as (inaudible) as they may need. Uh, again, this is an ambitious, long-term goal, uh, with some of the aspects easier to accomplish than others. However, this is a long view that we need to take in economic development in Babylon to ensure a successful and safe future. Uh, so again, thank you for your continued involvement, support. Uh, we do appreciate it, the staff appreciates it, uh, and with that being said, I'll turn it back to our chairman. Uh, so all be safe, be well, and again, thank you.

**WC:** Thank you, Tom.

**PM:** Thanks Tom.

**WB:** Thanks.

**TG:** Thank you, Tom.

**MD:** Thank you.

**JB:** Thanks.

**TG:** Alrighty. With Tom being finished with the report, I'll move on to old business. Any old business? No old business: we'll move to new business. Any new business? On new business, real quick, I just want to thank Tom and Frank and the entire IDA staff for the great job they are doing right now. And I would also like to thank, uh, the town supervisor Mr. Schafer and Antonio Martinez, the Deputy, for the great work they're doing during all this.

**WB:** (Inaudible)

**TG:** With no further new business, take a motion to adjourn.

**PM:** I make a motion to adjourn the meeting.

**WB:** [Raises hand]

**RD:** Second.

**TG:** Second?

**RD:** Second.

**TG:** All in favor?

**WC:** Aye.

**RD:** Aye.

**PM:** Aye.

**WB:** Aye.

**JB:** Aye.

**MD:** Aye.

**TG:** Thank you all very much.

**All:** [Simultaneous thanks]

**MD:** Be well, be safe everyone.