

TOWN BOARD AGENDA

JANUARY 5, 2021

1. Schedule of Meetings
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30. On-Line Grievance System
31. Independent Review of Insurance Certificates
32. Disadvantaged Business Enterprise Plan for submission to FAA
33. Rescinding of Contract Bid Awarded to B&B Maintenance Services

On a motion of Councilperson
seconded by Councilperson , be it

RESOLVED, that the regular meetings of the Town Board of the Town of Islip for 2021 be and are hereby established as follows:

Tuesday, January 12
Tuesday, February 9
Tuesday, March 9
Tuesday, April 20th at 5:30 p.m.
Tuesday, May 18
Tuesday, June 15
Tuesday, July 20
Tuesday, August 10
Tuesday, September 14th at 5:30 p.m.
Tuesday, October 19
Thursday, November 4th at 10:30 a.m. (Budget Hearing)
Tuesday, November 16
Tuesday, December 14

The meetings are to begin at **2 p.m.** at Town Hall, 655 Main Street, Islip 11751, unless otherwise indicated on the list above, and to continue at the pleasure of the Town Board of the Town of Islip; with certain public hearings to commence at **2 p.m.** or **5:30 p.m.** on said dates at said place; and be it

RESOLVED, that the schedule of the Change of Zone Hearings for 2021 will be held in the Town Board Meeting Room on Thursdays (unless otherwise noted below) at 5:30 p.m. and are hereby established as follows:

January 28, 2021
February 25, 2021
March 18, 2021
April 22, 2021

May 20, 2021

June 16, 2021 (Wednesday)

July 22, 2021

August 12, 2021

September 23, 2021

November 18, 2021

December 16, 2021

FURTHER RESOLVED, that any additional or special meeting may be called, cancelled, or adjourned as permitted by law; and be it

FURTHER RESOLVED, that the Supervisor may reschedule any of the above scheduled meetings upon proper posting, publication and notifications as required by law.

Upon a vote being taken, the result was:

No. 2

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the law firm of HAWKINS, DELAFIELD & WOOD,
LLP, 7 World Trade Center, 250 Greenwich Street, 41st Floor, New York, New York
10007 shall serve as the Bonding Counsel for the Town of Islip during 2021.

Upon a vote being taken, the result was:

No. 3

WHEREAS, it is in the interest of the people of the Town of Islip to properly enforce the local laws and ordinances of the Town of Islip, and to further enforce applicable State and Federal laws and regulations where enforcement powers thereof have properly vested in the Town of Islip; and

WHEREAS, it is further in the interest of the people of the Town of Islip to appear in and defend against any/all actions and proceedings commenced in any court, forum or venue brought against the Town of Islip, and/or any of its Boards, Bodies or Agencies in any court, forum or venue; and

WHEREAS, pursuant to Islip Town Code Chapter 50, the Office of the Town Attorney is the proper governmental entity to enforce the aforesaid laws, ordinances and regulations, and to defend said actions and proceedings;

NOW, THEREFORE, on a motion of Councilperson
seconded by Councilperson _____, be it

RESOLVED, that the Town Attorney of the Town of Islip, and or his or her designee and/or such other counsel as he may employ within budgetary limits, is hereby authorized, pursuant to Sections 65, 135 and 268 of the Town Law of the State of New York, to commence, prosecute and/or defend any action or proceeding in law or equity, in any court, forum or venue as follows:

a) Enforce or compel compliance with the ordinances and local laws of the Town of Islip and any Regulation thereunder in any instance where there exists reasonable cause to believe a violation of said Code or Regulation has occurred or is about to occur; and

b) To enforce or compel compliance with any statute or regulation of the State of New York or the United States where enforcement power thereof has properly vested in the Town of Islip, and where there exists reasonable cause to believe a violation of said statutes or regulations has occurred or is about to occur; and

c) To enforce or compel compliance with any contractual or legal obligation which exists between the Town of Islip, or any Board, Body or Agency and any other party; and

d) To appear for, defend and settle on behalf of the Town of Islip, or any Board, Body or Agency, any claim, action, proceeding, or potential litigation, brought by or against the Town of Islip, its agents, officers and employees, and other persons indicated in Town Code Chapter 24, where said appearance is permissible by law; and

e) To carry out the stated policies, goals and objectives of the Town Board of the Town of Islip or to act in any proper court, forum or venue in furtherance of the stated policies, goals and objectives of the Town Board of the

Town of Islip, and such action may be reasonably related to the furtherance of said policies, goals and objectives; and be it further

RESOLVED, that the Town Attorney shall be appointed and recognized as the ADA Coordinator in compliance with the tenets set forth in the Americans with Disabilities Act (ADA). As such, the Town Attorney shall be empowered to address concerns and complaints raised by the public and to serve as a monitor of the Town's compliance with the ADA; and be it further

RESOLVED, that the Town Attorney, and/or his/her designee is hereby authorized to take any steps reasonably and prudently necessary to consummate a duly authorized acquisition or conveyance of real or personal property on behalf of the Town of Islip; and be it further

RESOLVED, that the Town Attorney, and/or his/her designee is hereby authorized to commence or defend any tax certiorari matter including but not limited to engaging the services of professionals in connection with same; and be it further

RESOLVED, that the Town Attorney, and/or his/her designee is hereby authorized to commence, defend and settle litigation presently pending or commenced hereinafter, or potential litigation within budgetary appropriations; and be it further

RESOLVED, that any actions or proceedings heretofore commenced by Town of Islip, and any actions to which the Town of Islip, or any Board, Body of

Agency of the Town has been made a party in which the Town Attorney or his designated counsel has heretofore appeared are hereby ratified and authorized; and be it further

RESOLVED, that the Town Attorney and/or his/her designee is hereby authorized to enter into any contracts and/or to continue to act pursuant to presently executed contracts in connection with legal research or law related material service providers, including, but not limited to, Thomson West, Westlaw, General Code and Lexis/Nexis, all contracts are subject to budgetary requirements; and be it further

RESOLVED, that the Town Attorney and/or his/her designee is hereby authorized to enter into any contracts and/or to retain the services of court reporting service providers, title examination service providers, property appraisers, legal publishers, outside counsel firms, and/or experts, consultants or other outside professionals in any field required by pending or potential litigation or otherwise determined necessary to carry out the duties of the Town Attorney's office; and be it further

RESOLVED, that the Town Attorney is hereby authorized to execute Memorandums of Understanding concerning potential labor agreements in anticipation of final ratification of the contracts by the Town Board.

Upon a vote being taken, the result was:

No. 4

On a motion of Councilperson
seconded by Councilperson

be it

RESOLVED, that the Town Attorney's Office is hereby appointed to represent the Board of Appeals of the Town of Islip in actions and proceedings to which the Board is a party, and the Islip Town Attorney's Office is further authorized to appear before the Board of Appeals of the Town of Islip as an advocate on behalf of the Town of Islip.

Upon a vote being taken, the result was:

No. 5

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the Radio Station WBAB, WALK, WBLI, WGSM,
WBZO, WJVC, WNYG, WRCN and WBON be and are hereby designated as the
Official Radio Stations of the Town of Islip for 2021.

Upon a vote being taken, the result was:

No. 6

On motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the BABYLON BEACON, NEWSDAY,
RONKONKOMA REVIEW, and SUFFOLK COUNTY NEWS are hereby designated as
the Town of Islip Official Newspapers for 2021; and be it further

RESOLVED, that the Town is authorized to place advertisements in
any and/or all of the other newspapers published and/or circulated in the Town
of Islip where necessary or advisable.

Upon a vote being taken, the result was:

No. 7

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the Town Clerk, is hereby appointed Commissioner
of Licenses, pursuant to law; and be it further

RESOLVED, that the Town Clerk is hereby authorized to issue
licenses pursuant to law.

Upon a vote being taken, the result was:

No. 8

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the rental of any equipment which exceeds the rate of \$500 per week by any department shall not continue for a period in excess of seven (7) days in any calendar year without the prior approval of the Supervisor.

Upon a vote being taken, the result was:

No. 9

On a motion of Councilperson _____,
seconded by Councilperson _____, be it,

RESOLVED, that the firm of CAPITAL MARKETS ADVISORS, LLC.,
TWO ROOSEVELT AVENUE, SYOSSET, NY 11791, be retained for the calendar year
2021 as financial consultants regarding fiscal/bond issues of the Town of Islip,
unless amended by further resolution of the Town Board.

Upon a vote being taken, the result was:

No. 10

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that overtime services for Town employees be and are hereby approved when deemed necessary by their respective Department Heads and with the approval of the Supervisor, effective January 1, 2021, payable in accordance with the rules and regulations governing overtime currently in force and as hereafter may be amended, subject to the approval of the Town Board.

Upon a vote being taken, the result was:

No. 11

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the SUPERVISOR be and is hereby authorized,
empowered and directed to notify the New York State Employees Retirement
System and the Suffolk County Civil Service Department that during 2021 JOSEPH
LUDWIG may sign all payrolls as Islip Town Comptroller.

Upon a vote being taken, the result was:

No. 12

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that during the year 2021, the Supervisor, in consultation and agreement with the appropriate commissioner or department head, is hereby authorized to direct the Comptroller and/or the Deputy Comptroller to deduct from the time and pay of any person entitled to pay from the Town of Islip in any payroll period, such time in excess of allowable sick day or days, personal leave day or days, or other appropriate hours or days as the absence of such persons shall warrant.

Upon a vote being taken, the result was:

No. 13

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the Comptroller and/or Town Attorney be and hereby is authorized to obtain, within budgetary limits, an appraisal or update thereof of a Town property be it real or personal; and be it further

RESOLVED, that the Comptroller be and hereby is authorized to obtain, within budgetary limits, actuarial services.

UPON a vote being taken, the result was:

No. 14

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the Supervisor be and is hereby authorized, empowered and directed to compensate Islip Town Officers and employees weekly effective January 1, 2021, for the ensuing fiscal year of 2021 at rates not to exceed budget limitations. Adopted budget rates subject to approval and certification of the Suffolk County Civil Service Department. Salary is to be paid in accordance with current payroll procedures.

Upon a vote being taken, the result was:

No. 15

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that during 2021 the duties of the Supervisors' Account Section (receipts, disbursements, banking, short and long term borrowing, investments, and budgetary matters) be and they are hereby now the duties of the Comptroller, who shall be responsible to the Supervisor as the Chief Fiscal Officer.

Upon a vote being taken, the result was:

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the Town Board's responsibility for administration of the investment program is delegated to the Town Comptroller, Joseph Ludwig, to invest monies, designate banks and/or trust companies as depositories with the Town of Islip, and hereby be authorized to contract for the purchase of investments, and be it further

RESOLVED, that the attached Investment Policy is hereby adopted.

Upon a vote being taken, the result was:

No. 17

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that during 2021, the Comptroller, JOSEPH LUDWIG, be and is hereby authorized to represent the Town of Islip, Brentwood Water District, and Fair Harbor Water District, which are within the Town of Islip; the Comptroller also is hereby authorized to negotiate any matters on behalf of the Districts with any and all entities on behalf of said Districts and enter into any agreements to modify existing agreements with said entities, subject to the approval of the Town Attorney as to form; and hereby directed to comply with the regulations of the Director of the State Social Service Agency designed to extend old age and survivors insurance coverage to positions of officers and employees pursuant to applicable provision of the Federal Social Act of the Retirement and Social Security Law; and be if further

RESOLVED, that the Comptroller may, on behalf of the Brentwood Water District, timely amend rates to that of the Suffolk County Water Authority rates in effect at that time and discounted in accordance with the inter-municipal agreement between the Town of Islip's Brentwood Water District and Suffolk County Water Authority dated January 27, 2000 and any subsequent amendments to said agreement.

Upon a vote being taken, the result was:

No. 18

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that Supervisor of the Town of Islip, as Chief Fiscal Officer of said Town of Islip and JOSEPH LUDWIG, as Town Comptroller, be and are hereby authorized to invest idle funds of the Town of Islip for the year 2021 pursuant to Section 11 of the General Municipal Law.

Upon a vote being taken, the result was:

TOWN OF ISLIP
INVESTMENT
POLICY

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of another entity or individual.

II. OBJECTIVES

The primary objectives of the Town of Islip's investment activities are, in priority order:

- A) to conform with all applicable Federal, State and other legal requirements;
- B) to adequately safeguard principal;
- C) to provide sufficient liquidity to meet all operating requirements; and
- D) to obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Islip.

Investments shall be made with judgment and care under circumstances then prevailing. Investments shall be the type which would be made by persons of prudence, discretion and intelligence in the exercise in the management of their own affairs. Investments shall not be made for speculation but for investment considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Islip to diversify, when appropriate, its deposits and investments by financial institution, investment instruments and by maturity schedule.

VI. INTERNAL CONTROLS

All monies collected by an office or employee of the Town shall be expeditiously transferred to the Chief Fiscal Officer certainly within the time period specified by law.

The Chief Fiscal Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORYES

The designation of banks and/or trust companies as depositories with the Town of Islip are selected via Resolution at the annual Town Board Meeting. That Resolution is to be made part and parcel of this agreement.

VIII. COLLATERALIZING OF DEPOSITS

All public deposits in excess of the amount insured under the provisions of the Federal Deposit Insurance Act as now, or hereafter amended shall be secured in accordance with this subdivision.

In accordance with the provisions of General Municipal Law (GML). Section 10, all public deposits of the Town of Islip, including certificates of deposit and special time deposits shall be secured by:

- A) Provisions of Federal Deposit Insurance Act to the extent available, or;
- B) By a pledge of "eligible securities" as denominated in Appendix A attached hereto having in the aggregate "market value" equal to at least 102% of the aggregate amount of public deposits, or 100% of the aggregate amount of public deposits, if pledged securities are marked to market on a daily basis, or;

C) By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations if permitted by the General Municipal Law of the State of New York.

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement and custodial agreement may be the same agreement, however, the bank or trust company holding deposits shall not also hold the collateral for the local government. The security agreement shall provide that such eligible securities are being pledged by the bank or trust company as security for the public deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposit upon a default. The security agreement shall also provide for the conditions under which the securities held maybe sold, presented for payment, substituted or released and shall specify the events of default which would allow the local government to exercise its rights against the pledged securities. Unless registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the local government or the bank or trust company with which the local government entered into a written custodial agreement.

The custodial agreement shall provide that the pledged securities will be held by the custodial bank or trust company as agent of, and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities and it shall also provide for the manner in which the custodial bank or trust company shall confirm the receipt, substitution or release of the collateral.

Such agreement shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and the substitution of collateral when a change in the rating of a security causes ineligibility pursuant to Appendix A attached hereto. Such agreement shall include all provisions deemed necessary and sufficient to secure in a satisfactory manner the local government's perfected interest in the collateral. Such agreement may also contain such other provisions as the governing board may

deem necessary.

Whenever eligible securities are delivered to a custodial bank or trust company pursuant to this paragraph or transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of such obligations, the records of the custodial bank or trust company shall show, at all times, the interest of the local government in such securities as set forth in the security agreement.

Statements indicating the market value of "*eligible securities*" held by the third party custodian for the Town of Islip must be submitted to the Town of Islip on a monthly basis.

IX. PERMITTED INVESTMENTS

The Town of Islip authorizes the Chief Fiscal Officer to invest monies not required for immediate expenditure or for terms not to exceed its projected cash flow needs in the following types of investments which are amongst those permitted by GML, Section 11:

- Certificate of Deposit by a bank or trust company authorized to do business in New York State designated by resolution of the Town Board.
- Time Deposit accounts in a bank or trust company authorized to do business in New York State designated by resolution of the Town Board.
- Obligations of the United States.
- Obligations of the State of New York.
- Repurchase agreements as defined XII INFRA.
- Obligations of agencies of the United States when principal and interest is guaranteed by the United States.
- Federal Home Loan Bank letters of credit
- Reciprocal Deposit Program wherein savings and/or demand accounts placed through a bank or trust company authorized to do business in New York State designated by resolution of the Town Board contractually agrees to place the funds in a federally insured depository institutions through the Insured Cash Sweep service, or "ICS"

All investment obligations shall be payable or redeemable of the Town of Islip, within such times as the proceeds will be needed to meet expenditures for purposes of which monies were provided. Obligations purchased with the proceeds of bonds or notes shall be payable or redeemable at the option of the Town of Islip within two years from date of purchase.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Islip shall maintain a list of Banks and Dealers approved for investment purposes. All such institutions must be credit worthy. Inclusion on the list will require that Banks shall provide their most recent Consolidated Report of Condition (Call Report) at

the request of the Town of Islip, and that Security Dealers not affiliated with a bank, classified as reporting dealers affiliated with the Federal Reserve Bank located in New York as primary dealers. The Chief Fiscal Officer is responsible for evaluating the financial position and maintaining a list of proposed depositories, trading partners, and custodians. Such listing shall be evaluated periodically.

XI. PURCHASE OF INVESTMENTS

The Chief Fiscal or their designee is authorized to contract for the purchase of

investments:

- 1) Directly, including through a repurchase agreement from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46 and the specific program has been authorized by the Town Board.
- 3) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Town Board.

All purchased obligations unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Islip by the bank or trust company. Any obligations held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government will be kept separate and apart from the general assets of the custodial bank or trust company and will not in any circumstances, be commingled with or become part of, the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government with a perfected interest in the securities.

The Town of Islip will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process including telephone

solicitations of at least three (3) bids for each transaction.

XII REPURCHASE AGREEMENTS

When repurchase agreements have a term of two (2) business days or more, the seller shall transfer to the buyer securities having a value of at least, One Hundred Five percent (105%) of the funds to be transferred by the buyer to the seller. For these repurchase agreements a value of at least One Hundred Five percent (105%) of the funds to be transferred by the buyer to the seller shall be the "*Buyer's Margin Amount*". Throughout the term of the agreement, upon the buyer's demand, the seller shall be required to transfer to the buyer such additional securities or funds as may be required to insure that all the securities transferred to the buyer shall have a value equal to the Buyer's Margin Amount. Throughout the term of the agreement, upon the seller's demand, the buyer shall be required to transfer back to the seller such additional securities or funds as are not required to insure that all the securities transferred to the buyer shall have a value equal to the Buyer's Margin Amount.

When repurchase agreements have an overnight term, the seller shall transfer to the buyer securities having a value of at least, One Hundred Two percent (102%) of the funds to be transferred by the buyer to the seller. For these repurchase agreements a value of at least, One Hundred Two percent (102%) of the funds to be transferred by the buyer to the seller shall be the "*Buyer's Margin Amount*".

Every repurchase agreement shall provide that all payments and transfers shall be made through a bank or trust company authorized to do business in the State of New York or a primary reporting dealer. Funds transfers serving as payment for securities in accordance with repurchase agreements shall not occur prior to the delivery of the securities in such manner as provided for herein. Securities shall be delivered by one of the following methods:

- A) delivery to the Town of Islip.
- B) delivery to an authorized bank or trust company other than the selling bank or trust company for a separate account entitled "*Town of Islip*" and subject to withdrawal only upon order of the Chief Fiscal Official or other Fiscal Officer of the Town designated by Chief Fiscal Official of the Town of Islip (Treasury Direct Registration is permitted); or
- C) by registering the securities by Treasury Direct

Registration at a Federal Reserve Bank and the transfer of the securities on the records of the Federal Reserve Bank to the custody bank or trust company in accordance with B.

Obligations of the United States of America are the only securities which may be the subject of an overnight repurchase agreement.

Repurchase agreements shall be limited to a term of thirty (30) days or less. The buyer or its agent shall not release funds for the purchase of securities subject to a repurchase agreement until the buyer or its agent has received all such securities having value equal to the buyer's margin amount.

Individual repurchase agreements must incorporate, by reference, an executed master repurchase agreement between the buyer and a seller properly designated by the buyer's Town Board.

APPENDIX A
SCHEDULE OF ELIGIBLE SECURITIES

- 1) Obligations issued by the United States of America that are fully insured, or guaranteed by the United States of America.
- 2) Obligations issued by an Agency of the United States of America or a corporation sponsored by the United States of America, only if such obligations are fully insured or guaranteed as to payment of principle and interest by the United States of America.
- 3) Obligations issued by New York State that are fully insured, or guaranteed by New York State as to payment of principle and interest.
- 4) Obligations issued by New York State Municipal Corporation, school district, or district corporation that are fully insured or guaranteed as to payment of principle and interest by the State of New York.
- 5) Obligations issued by a New York State public benefit corporation which under a specific New York State statute may be accepted as security for deposit of public monies if such obligation is fully insured or guaranteed as to the payment of principle and interest by the State of New York.

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, during the 2021 year, the following individuals are authorized to access the payroll production system: ANGIE M. CARPENTER, Supervisor; JOSEPH LUDWIG, Comptroller; STEVEN KOSIN, Director of Information Management; PETE CAREY, Network & Systems Coordinator; CHERYL KILEY, Senior Program Analyst; MARK CHASANOFF, Computer Programmer; MERRICK FENKOHL, Network and Systems Specialist; THOMAS BUTTACAVOLI, Programmer Analyst; and be it further

RESOLVED, that no other officer or employee in the Town is permitted to use such digital cards, other than those designated without further resolutions of the Town Board

Upon a vote being taken the result was:

No. 20

On a motion of Councilperson _____,
seconded by Councilperson _____, be it

RESOLVED, that the present bonding practices and the present amount of said bonds for elected officials, appointed officials, and employees of the Town of Islip, be and the same are hereby continued.

Upon a vote being taken, the result was:

On a motion of Councilperson
seconded by Councilperson be it,

RESOLVED, that the following Primary Government Securities Dealers reporting to the Government Securities Dealers Statistics Unit of the Federal Reserve Bank of New York are hereby designated and approved by the Town Board for the Town of Islip investment purposes:

J.P. MORGAN SECURITIES, INC. 270 Park Avenue
6th Floor
New York NY 10017

MERRILL LYNCH GOVERNMENT SECURITIES, INC. 100 Jericho Quadrangle
Jericho NY 11753

CITIGROUP GLOBAL MARKET INC. Reckson Executive Park
58 South Service Road
Suite 400
Melville NY 11747

MORGAN STANLEY 290 Broadhollow Road
Suite 400
Melville NY 11747

RESOLVED, that the following banks or trust companies operating within the Town of Islip be and they are hereby designated as depositories of Town of Islip funds for 2021 and that the Supervisor may designate branches of these banks or trust companies where Town of Islip funds are to be deposited:

JP Morgan Chase 556 Main Street
Islip, NY 11751

Peoples United Bank 400 Union Boulevard
West Islip, NY 11795

Citibank, N.A. 77 East Main Street
Bay Shore, NY 11706

Flushing Bank	P.O. Box 9000 East Meadow, NY 11554
Bank United	445 Broad Hollow Road Melville NY 11747
First National Bank of Long Island	10 Glen Head Road Glen Head NY 11545
Gold Coast Bank	2929 Expressway Drive North Islandia NY 11749
Sterling National Bank	290 Broadhollow Road Suite 402E Melville NY 11747
BNB	2200 Montauk Hwy PO Box 3005 Bridgehampton NY 11932
TD Bank	342 South Service Road Melville NY 11747
Hanover Bank	80 East Jericho Turnpike Mineola NY 11501

and be it further

RESOLVED, that the Supervisor is authorized to enter into agreements with the above banks and trust companies, and to amend such agreements from time to time, which agreements provide for the ordinary and necessary banking service incident to acting as a depository; and be it further

RESOLVED, that the Supervisor is authorized to enter into agreements with the banks and trust companies designated by the above mentioned financial institutions to serve as a custodial bank holding collateral to secure deposits of Town of Islip funds held by these institutions; and be it further

RESOLVED, that the preceding three paragraphs be made part and parcel of Section VII Designation of Depositories in the Investment Policy for the Town of Islip.

Upon a vote being taken, the result was:

WHEREAS, the Town of Islip enters into numerous professional services agreements, public works and purchase contracts; and

WHEREAS, during the course of performance of some of those contracts it is necessary to execute amendments, modifications and change orders within the scope of construction/services and when time is of the essence.

NOW, THEREFORE, on motion of Councilperson
seconded by Councilperson be it

RESOLVED, that the Supervisor be and hereby is authorized to execute amendments, change orders and/or modifications to professional services agreements, public works contracts and purchase contracts that in total do not exceed 10% of the total contract price.

Upon a vote being taken, the result was:

WHEREAS, General Municipal Law §104-b mandates that local government develop procurement policies and procedures for the procurement of goods and services not required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 and said policies and procedures are to be reviewed annually by the Town Board; and

WHEREAS, such policies and procedures are intended to insure that prudent and economical use is made of public monies in the best interest of the taxpayers of the Town, to facilitate the acquisition of goods and public work of maximum quality at the lowest possible cost under the circumstances; and

WHEREAS, such formal policies and procedures governing the procurement of goods and public work also assist in guarding against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, the Division of Purchasing has always abided by similar procurement standards pursuant to its own internal policies;

NOW, THEREFORE on motion of Councilperson _____;
seconded by Councilperson _____, be it

RESOLVED, that after review the following procurement procedures are adopted for purposes of governing the purchasing of goods:

\$1.00 - \$999.99

Direct Purchase by Department

\$1,000.00 - \$19,999.99 Documented written quotes from at least three (3) separate vendors (if available)

\$20,000.00 - and up Advertised, formal, sealed bids in conformance with all requirements of General Municipal Law Section 103 for contracts, letting and blanket orders

and; be it further

RESOLVED, that the following procurement procedures are adopted for the purposes of governing the purchase of public works:

\$1.00 - \$999.99 Purchase at the discretion of a duly authorized representative of the Department or Division of Purchasing

\$1,000.00 - \$34,999.99 Documented written quotes from at least three (3) vendors (if available) and written prevailing wage certification as required under Articles 8 and 9 of the Labor Law

\$35,000.00 - and up Advertised, formal, sealed bids in conformance with all requirements of General Municipal Law, Section 103 for contracts, lettings, and blanket orders

and; be it further

RESOLVED, that the following procedures shall apply to both the procurement of goods and public works:

- 1) purchases shall be awarded to the lowest responsible and responsive vendor however, whenever other than the lowest quote receives the award there must be written documentation explaining why the lowest bid was rejected and or justification for the award made and approved by Purchasing;
- 2) documented explanation must be provided whenever the required number of quotes cannot be accommodated; and
- 3) the Town Board of the Town of Islip shall review these policies and procedures annually; and be it further

RESOLVED, that the following circumstances may warrant exceptions to the procedures set forth herein:

- 1) in the case of a public emergency whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Islip require immediate action, contracts for public works or the purchase of goods may be authorized by the appropriate commissioner or department head in consultation with the Supervisor and Town Attorney or their duly authorized representative;

RESOLVED, that any and all procedures not specifically covered in these policies shall be adhered to as covered in General Municipal Law, Section 104-b and; be it further

RESOLVED, that contracts involving professional services or specialized skills or expertise are not subject to the provisions of this resolution; and the Town Board hereby finds that it is not in the best interest of the Town of Islip to base the award of such contracts on strictly monetary criteria.

Upon a vote being taken, the result was:

WHEREAS, the Town of Islip ("Town") owns, operates and maintains the Long Island MacArthur Airport ("Airport"), a 14 CFR Part 139 certificated airport with commercial (air carrier) and general aviation operations; and

WHEREAS, the Aviation Safety and Capacity Expansion Act of 1990, empowered the Federal Aviation Administration to authorize operators of commercial service airports such as Long Island MacArthur Airport to impose a Passenger Facility Charge (PFC) on certain emplaned passengers at those airports, and to use the revenues collected for capital projects that would promote the safety, security, capacity and noise mitigation goals of the airport operators; and

WHEREAS, this authorization was granted to the Town of Islip by the Federal Aviation Administration on September 23, 1994; and

WHEREAS, Federal Aviation Regulations require that the PFC program be continually monitored and administered to comply with the requirements of that Regulation; and

WHEREAS, the proper administration of the Airport requires that the Town engage consultants and vendors to, among other things, provide security at the passenger terminal, provide appraisals for areas within the Airport, provide plans for infrastructure redevelopment, conduct environmental review and remediation, analyze the rental car concession program, and maintain equipment throughout the Airport, including, but not limited to, mechanical systems, vehicles, and security devices; and

WHEREAS, issues occasionally arise relating to the life, health and/or safety matters at the Airport and Aerodrome that require immediate action by the Town, which necessary action would be delayed by seeking separate Town Board approval; and

WHEREAS, pursuant to Chapter 3A of the Town Code, the Commissioner of the Department of Aviation and Transportation is responsible to administer, supervise, manage, implement, initiate and direct all matters related to the operation, development and use of Long Island MacArthur Airport ("Airport") and the Bayport Aerodrome ("Aerodrome") and to develop and coordinate all matters pertaining to the Airport and Aerodrome; and

WHEREAS, the growth in commercial and passenger airline traffic has attracted business entities that are engaged in the Film/Entertainment Industry interested in utilizing facilities at both the Airport and Aerodrome to produce motion pictures; and

WHEREAS, the Town of Islip is interested in allowing those Film Industry businesses the use of the facilities at both the Airport and Aerodrome in consideration for Use Fees to be paid to the Town in an amount negotiated by the Commissioner of the Department of Aviation and Transportation; and

WHEREAS, there are occasional requests for short term displays within the Airport terminal not covered by the Airport's advertising concession agreement; and

WHEREAS, the Airport controls certain areas of the Airport and Aerodrome that provide for aircraft tie-downs that are leased directly to aircraft owners or

operators; and

WHEREAS, the proper administration of the Airport and the Aerodrome includes ensuring the safety of the public and the maximization of revenues and often necessitates avoiding delays in engaging contractors, vendors and consultants; and

WHEREAS, the Airport can ensure the safety of the public and the maximization of revenues, as well as avoid delays in engaging contractors, vendors and consultants, if the Commissioner of the Airport is given authority to enter into certain agreements on behalf of the Town.

NOW, THEREFORE, on a motion of
Seconded by, _____ be it.

RESOLVED, that the Commissioner of the Department of Aviation and Transportation is hereby empowered and authorized to execute on behalf of the Town of Islip any agreement that requires immediate action to protect the life, health and/or safety of the users, visitors or employees at the Airport or Aerodrome; and be it

FURTHER RESOLVED, that the Commissioner of the Department of Aviation and Transportation, is hereby empowered and authorized to execute on behalf of the Town of Islip any agreement for individual consulting and/or vendor maintenance agreements of a term of one year or less, and which costs do not exceed \$10,000, provided that the Supervisor, or his/her authorized representative, provides written consent thereto, and which agreement shall be subject to the approval of the Town Attorney; and be it

FURTHER RESOLVED, that the Commissioner of the Department of Aviation and Transportation, is hereby empowered and authorized to execute on behalf of the Town of Islip any agreements maximizing revenues, including but not limited to agreements with Film Industry businesses, for a term of one year or less, and which amounts do not exceed \$75,000, provided that the Supervisor, or his/her authorized representative, provides written consent thereto, and which agreement shall be subject to the approval of the Town Attorney. For all agreements maximizing revenues in excess of \$75,000, the Supervisor, or his/her authorized representative is empowered and authorized to execute same, and which agreement shall be subject to the approval of the Town Attorney.

Upon a vote being taken, the result was:

WHEREAS, Chapter 36A of the Islip Town Code designates the Commissioner of Parks, Recreation and Cultural Affairs as the "principal executive officer and administrative head of such department," and

WHEREAS, the Commissioner of Parks, Recreation and Cultural Affairs is also "empowered to perform such other duties and functions that are prescribed to be performed by him in any law, ordinance or resolution of the Town Board or lawful directive of the Supervisor," and

WHEREAS, the functions of the Department of Parks, Recreation and Cultural Affairs includes, but are not limited to, the securing of vendors, performers and instructors for the various programs provided by the Department ; and

WHEREAS, the efficiency and effectiveness of the Department of Parks, Recreation and Cultural Affairs is maximized with the autonomy to sign certain contracts for vendors, performers and/or instructors; and

WHEREAS, the Town Board is desirous of empowering the Commissioner of Parks, Recreation and Cultural Affairs to sign certain identified contracts.

NOW THEREFORE, on a motion of Councilperson _____, seconded by Councilperson _____, be it

RESOLVED, that the Supervisor does hereby authorize the Commissioner of Parks, Recreation and Cultural Affairs to sign any agreement or amendment thereto securing the services of vendors, performers and instructors for the Department of Parks, Recreation and Cultural Affairs not in excess of \$3,000.00, subject to 10 days written notification to the Supervisor prior to execution; and be it further

RESOLVED, that any individual contract in excess of \$3,000.00 shall go before Town Board for approval.

Upon a vote being taken the result was:

WHEREAS, the Town of Islip from time to time is the recipient of donations in the form of goods or volunteered services for programs; and

WHEREAS, the Town Board of the Town of Islip has accepted these donations at no cost to the Town; and

WHEREAS, the Town Board hereby allows Commissioners and Department Heads, or their designees, to accept monetary donations of goods and/or volunteer services for programs in an amount not to exceed \$1,000.00

NOW, THEREFORE, on motion of _____,
seconded by _____, be it

RESOLVED, that the Town Board hereby grants permission for Commissioners and Departments Heads, or their designees, to accept donations to the Town of Islip of goods and/or volunteer services for programs held by the Department which do not exceed a value of \$1,000.00. Written notification of all donations shall be given to the Supervisor at least 10 days prior to acceptance.

Upon a vote being taken, the result was:

WHEREAS, the Town of Islip Receiver of Taxes requires courier services to deposit tax monies received into various bank accounts at various banks; and

WHEREAS, each of the various banks have a standing agreement to pay for said courier services in accordance with New York State General Municipal Law Section 10 (4)(e); and

WHEREAS, the Town is desirous of continuing having Rapid Armored Corp., 254 Scholes Street, Brooklyn, New York, 11206, act as courier for the Town of Islip Receiver of Taxes for the 2021 calendar year.

NOW, THEREFORE, on motion of Councilperson
seconded by Councilperson , be it

RESOLVED, that the Supervisor is hereby authorized to execute a contract with Rapid Armored Corp., 254 Scholes Street, Brooklyn, New York, 11206 in a form authorized by the Town Attorney, to provide courier services to the Town of Islip Receiver of Taxes for the 2021 calendar year so long as the fees are paid for the various banks that the tax monies are deposited into.

Upon a vote being taken, the result was:

WHEREAS, the Town of Islip is subject to New York State Public Officers Law (hereinafter "NYS POL") Article 6 entitled "Freedom of Information Law"; and

WHEREAS, the Town of Islip Administrative Procedures Manual contains the policies and regulations regarding the Freedom of Information Law Procedure in the Town of Islip, as required by NYS POL Article 6; and

WHEREAS, presently the Freedom of Information Law application form is part of the Administrative Procedures Manual as well; and

WHEREAS, minor changes to the Freedom of Information Law application form are occasionally necessary that are ministerial and do not require further Town Board approval; and

WHEREAS, it is desirable to allow the minor necessary changes to be made to the Freedom of Information Law application form, subject to the approval of the Town Attorney.

NOW, THEREFORE, on a motion of
Seconded by, _____ be it.

RESOLVED, that minor necessary changes may be made to the Freedom of Information Law application form, subject to the approval of the Town Attorney.

Upon a vote being taken, the result was:

WHEREAS, Section 11-c of the Domestic Relations Law of the State of New York authorizes the governing body of the Town to appoint Marriage Officers to solemnize a marriage within its territorial limits; and

WHEREAS, providing a marriage office easily accessible to all Town residents has proven to be a benefit and convenience to many residents.

NOW, THEREFORE, on motion of _____,
seconded by _____ be it

RESOLVED, that Angie M. Carpenter, Trish Bergin Weichbrodt, Olga H. Murray, Karen Santana, Joseph Mandanici, Patricia Curci, and Lisette Barrios-Reyes all being duly qualified, are hereby appointed as Marriage Officers effective immediately through January 5, 2022, for the Town of Islip, and be it further

RESOLVED, that no fee shall be charged for the performance of marriages by the marriage officers and the compensation for the same shall be included in the salary for the respective officer and is in lieu of any fees provided in the Domestic Relations Law.

Upon a vote being taken, the result was:

WHEREAS, pursuant to NYS Real Property Tax Law (RPTL) Article 5 and the Suffolk County Tax Act, the Tentative Assessment Roll is required to be filed by the Town of Islip Assessor no later than May 1, of each calendar year, with the Board of Assessment Review publicly hearing (virtually if permitted by law, ordinance or order) Grievances on the Third Tuesday in May in each calendar year; and

WHEREAS, RPTL Section 104 provides for Electronic Real Property Tax Administration, which includes the filing of petitions for administrative review of assessments a/k/a Grievance Complaints; and

WHEREAS, RPTL Section 104(3)(b) provides that the governing board of any municipal corporation may, by local law, ordinance or resolution, determine that it is in the public interest for such municipal corporation to provide electronic real property tax administration; and

WHEREAS, in response to a novel new coronavirus, COVID-19, a global pandemic of respiratory disease, posing a serious world public health risk, which resulted in the temporary shutdown of various public buildings and gathering places, services deemed “non-essential” to a health crises and the temporary closings of businesses statewide, the Assessor’s Office in conjunction with the Department of Information Technology (IT) developed an On-Line Grievance Complaint System so that taxpayers and their representatives could file the necessary Grievance Complaints during the temporary shutdown that remained in

effect during the Grievance filing period; and

WHEREAS, Anne M. Danziger, Assessor, hereby recommends that in accordance with RPTL Section 104(3)(b), the Town Board determine that it is in the public interest for the Town to provide electronic real property tax administration as it relates to the filing of petitions for administrative review of assessments a/k/a Grievance Complaints; and

WHEREAS, Anne M. Danziger, Assessor, hereby further recommends that in accordance with RPTL Section 104, the Town seek the approval of the Commissioner of Taxation and Finance to utilize the On-Line Grievance System designed by the Town to allow for electronic filing of Grievance Complaints.

NOW, THEREFORE, on motion of
_____, seconded by
_____, be it hereby

RESOLVED, in accordance with RPTL Section 104(3)(b), the Town Board hereby determines that it is in the public interest for the Town to provide electronic real property tax administration as it relates to the filing of petitions for administrative review of assessments a/k/a Grievance Complaints; and be it

FURTHER RESOLVED THAT, in accordance with RPTL Section 104, the Town Board hereby directs the Assessor to seek the approval of the Commissioner of Taxation and Finance to utilize the On-Line Grievance System designed by the Town to allow for electronic filing of Grievance Complaints.

Upon a vote being taken, the result was:

No. 31

WHEREAS, in order to ensure compliance with contractual insurance requirements, the Town of Islip requires independent review of insurance certificates submitted by vendors for all contracts issued by the Town; and

WHEREAS, Arthur J. Gallagher Risk Management Services Inc. is presently providing this service to the Town of Islip and possesses the qualifications and experience necessary to continue providing this service; and

WHEREAS, Arthur J. Gallagher will review each certificate of insurance submitted to the Town of Islip and will provide written verification to the Town of Islip that the reviewed certificate meets all contractual requirements.

NOW, THEREFORE, on motion of

seconded by

be it

RESOLVED, that the Supervisor of the Town of Islip is authorized to enter into a Professional Services Agreement for a term not to exceed 12 months with Arthur J. Gallagher in an amount not to exceed Eighteen Thousand dollars (\$18,000) per year to provide the above-referenced services; and be it

FURTHER RESOLVED that the Comptroller is hereby authorized to make any and all budgeting adjustments necessary to facilitate this contract.

Upon a vote being taken, the result was

WHEREAS, the Town of Islip ("Town") owns and operates Long Island MacArthur Airport ("ISP") (the "Airport"), a 14 CFR Part 139 certificated airport with commercial (air carrier) and general aviation operations; and

WHEREAS, the Airport receives federal funds in excess of \$250,000.00 and therefore must comply with the provisions of 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise ("DBE") in Department of Transportation Assistance Programs"

WHEREAS, the Airport must submit a DBE Plan to the Federal Aviation Administration ("FAA") demonstrating compliance efforts with 49 CFR Part 26; and

WHEREAS, the DBE Plan shall describe efforts implemented to develop goals for DBE participation in FAA projects; establish final goals and methodology for submission to the FAA; and include information compiled through Stakeholder consultation.

NOW THEREFORE be it, on motion of _____, seconded by _____, be it

RESOLVED, that the Supervisor is hereby authorized to execute a Disadvantaged Business Enterprises Plan to be submitted to the FAA in compliance with 49 CFR Part 26", Participation by Disadvantaged Business Enterprise ("DBE") in Department of Transportation Assistance Programs" ; and

Upon a vote being taken, the result was:

No. 33

WHEREAS, on October 21, 2020 sealed bids were opened and B&B Maintenance Services, PO Box 183, Ronkonkoma, NY 11795 submitted the apparent low dollar bid amount for items (a-e) of the 'Removal of Snow and Ice at Five Railroad Stations (Bay Shore, Islip, Great River, Oakdale, Sayville)' bid; and

WHEREAS, at the November 17, 2020 Town Board meeting, B&B Maintenance Services was award a contract for items (a-e) of the 'Removal of Snow and Ice at Five Railroad Stations (Bay Shore, Islip, Great River, Oakdale, Sayville)'; and

WHEREAS, during the snow storm of December 16-17 2020, the Town made numerous attempts to gain compliance from B&B Maintenance Services with regards to the snow removal requirements outlined in the bid; and

WHEREAS, B&B Maintenance Services did not perform the services outlined and required in the bid documents, namely they failed to report to the stations in an acceptable time frame, failed to bring satisfactory equipment to perform continual removal of snow and ice, ultimately forcing the Town to take over the snow and ice removal; and

WHEREAS, the Department of Parks, Recreation and Cultural Affairs recommends the rescinding of this bid award.

NOW, THEREFORE, on motion of _____; seconded by _____; be it

RESOLVED, that the Islip Town Board hereby rescinds the contract bid award to B&B Maintenance Services for items (a-e) of the 'Removal of Snow and Ice at Five Railroad Stations (Bay Shore, Islip, Great River, Oakdale, Sayville)' bid; and be it

FURTHER RESOLVED, that the Comptroller is hereby authorized to make any and all budgetary adjustments necessary to effectuate this resolution.

Upon a vote being taken, the result was: