

2/17/1998minutes

Minutes of a Community Development Agency meeting held by the Town Board of the Town of Riverhead, at Town Hall, Howell Avenue, Riverhead, New York, on Tuesday, February 17, 1998, at 7:00 p.m.

**Present:**

Vincent Villella,	Supervisor
Mark Kwasna,	Councilman
James Lull,	Councilman
Philip Cardinale,	Councilman
Christopher Kent,	Councilman

**Also Present:**

Barbara Grattan,	Town Clerk
Robert Kozakiewicz, Esq.,	Town Attorney

The meeting was called to order by Supervisor Villella and the Pledge of Allegiance was recited by Katie Ocampo.

Andrea Lohneiss: "Would the Town Clerk recognize that the CDA meeting is called to order at 7:10. The first resolution ratifies the members and officers of the Riverhead Community Development Agency. This is a housekeeping resolution, in order to appoint the currently sitting Town Board members as the members of the Riverhead Community Development Agency."

Member Cardinale: "This #1 resolution CDA ratifies members and officers of the Riverhead Community Development Agency. So moved."

Member Lull: "Seconded."

Chairman Villella: "Moved and seconded."

Andrea Lohneiss: The Vote: "Member Cardinale, yes; Member Kent, yes; Member Kwasna, yes; Member Lull, yes; Chairman Villella, yes. The Resolution is adopted."

Resolution #2

Andrea Lohneiss: "Resolution #2 authorizes the Riverhead

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Development Corporation. This is a corporation created for the purposes of marketing and managing the Calverton property to select a consultant for the preparation of a land survey in anticipation of conveyance in the next 60 days or so."

Member Lull: "This Resolution #2 does authorize the RDC to select a consultant. So moved."

Member Kent: "I'll second that."

Chairman Villella: "Moved and seconded."

Andrea Lohneiss: The Vote: "Member Cardinale, yes; Member Kent, yes; Member Kwasna, yes; Member Lull, yes; Chairman Villella, yes. The Resolution is adopted."

Resolution #3

Andrea Lohneiss: "The third resolution authorizes the Chairman to execute a contract with Augusta Field.

WHEREAS, the Town of Riverhead has received a grant in the amount of \$20,000 from the Jessie Smith NOYES Foundation for the purpose of procuring the grant writing consulting services of Augusta N. Field.

This person will be reporting under the direction of the Community Development Agency director to the Town Board."

Member Kent: "This resolution authorizes the grant writer Augusta Field to work 20 hours per week at a maximum rate of \$20.00 per hour, not to exceed \$20,000, which is the amount of the grant. So moved."

Member Kwasna: "Seconded."

Chairman Villella: "Moved and seconded."

Andrea Lohneiss: The Vote: "Member Cardinale, yes; Member Kent, yes; Member Kwasna, yes; Member Lull, yes; Chairman Villella, yes. The Resolution is adopted."

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Andrea Lohneiss: "There being no further business for the CDA this evening."

Chairman Villella: "Thank you, Andrea. We have to close the meeting for the CDA at the time of 7:15 p.m."

Meeting closed: 7:15 p.m.

*Barbara Lutton*  
*Grow Club*

# Adopted

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## Town of Riverhead Community Development Agency

### Resolution # 1

Ratifies Members and Officers of the Riverhead Community Development Agency

**COUNCILMAN CARDINALE**

\_\_\_\_\_ offered the following resolution,

**COUNCILMAN LULL**

which was seconded by \_\_\_\_\_:

**WHEREAS**, pursuant to Article 15-A and 15-B of the General Municipal Law, and pursuant to the Town of Riverhead Municipal Home Rule Request, Assembly Bill #6115 and Senate Bill #3418, and pursuant to Law signed by the governor on July 13, 1982, Title 116 of the General Municipal Law was enacted thereby establishing the "Town of Riverhead Community Development Agency"; and

**WHEREAS**, Resolution #1 (1982) – Community Development Agency of the Riverhead Community Development Agency adopted, ratified and approved By-Laws stipulating the structure and organization of the Community Development Agency; and

**WHEREAS**, the By-Laws of the Riverhead Community Development Agency stipulate that the Agency shall consist of five (5) members, including the Supervisor, who shall be its Chairman, and the four Town Councilman, or their respective successors to office; and

**WHEREAS**, the By-Laws of the Riverhead Community Development Agency further stipulate that the officers of the Agency shall be a Chairman (Supervisor), a Vice-Chairman who shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and a Secretary-Treasurer who shall also be the Director; and

**WHEREAS**, pursuant to Article II, Section 8 of the By-Laws, a successor to a vacant elected public office shall automatically become a member of the Agency; and

**WHEREAS**, since the adoption of the By-Laws by the Riverhead Community Development Agency certain changes in the individuals holding office within the Community Development Agency have occurred; and

**WHEREAS**, to ensure proper functioning of the Agency, in order to undertake certain Urban Renewal activities, clarification of those members and officers currently serving the Riverhead Community Development Agency is appropriate; and

**THEREFORE, BE IT RESOLVED**, that the current members of the Riverhead Community Development Agency are: Vincent Vilella, Philip Cardinale, Christopher Kent, Mark Kwasna and James Lull.

**AND BE IT FURTHER RESOLVED** that the Riverhead Community Development Agency hereby appoints the following officers of the Agency: Vincent Vilella as Chairman, and Andrea Lohneiss as Director, Secretary-Treasurer.

**AND BE IT FURTHER RESOLVED**, that the Town Clerk shall provide a certified copy of this resolution to Vincent Vilella, Philip Cardinale, Christopher Kent, Mark Kwasna, James Lull, Robert Kozakiewicz, Andrea Lohneiss and Jack Hansen.

**The Vote:**

Member Kwasna	<input checked="" type="checkbox"/>
Member Kent	<input checked="" type="checkbox"/>
Member Cardinale	<input checked="" type="checkbox"/>
Member Lull	<input checked="" type="checkbox"/>
Chairman Vilella	<input checked="" type="checkbox"/>

# Adopted

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Town of Riverhead Community Development Agency

Resolution # 2

Authorizes Riverhead Development Corporation Board of Directors to Select Consultant for Preparation of a Land Survey for the former Naval Weapons Industrial Reserve Plant (NWIRP)

**COUNCILMAN LULL**

\_\_\_\_\_ offered the following resolution,

**COUNCILMAN KENT**

which was seconded by \_\_\_\_\_:

**WHEREAS**, the Community Development Agency (CDA) anticipates receiving title to the Naval Weapons Industrial Reserve Plant (NWIRP) site from the U.S. Navy on or about March 31, 1998;

**WHEREAS**, the Riverhead Development Corporation (RDC) is incorporated as a Local Development Corporation pursuant to Not-For-Profit Corporation Law as a Type C Corporation for the purpose of the economic redevelopment of the former Naval Weapons Industrial Reserve Plant (NWIRP) at Calverton through the stimulation of economic growth and commercial, industrial, recreational and tourism development at said site; and

**WHEREAS**, said new commerce and industry, and associated redevelopment, will greatly improve the economy of Riverhead and the surrounding region through the creation of tax revenues and jobs; and

**WHEREAS**, in order to accept the property by deed the U.S. Navy requires the Town of Riverhead Community Development Agency (CDA) to produce a perimeter survey;

**WHEREAS**, the CDA's legal counsel, Willkie Farr & Gallagher, has reviewed said responses and provided input to the RDC; and

**WHEREAS**, the RDC has carefully analyzed both responses, as well as the input from Willkie Farr & Gallagher; and

**WHEREAS**, the CDA Board wishes to delegate the responsibility for selecting a surveyor to develop the required perimeter survey;

**THEREFORE, BE IT RESOLVED**, that CDA hereby authorizes the RDC Board of Directors to decide which proposal best suits the needs and requirements of the Town of Riverhead;

**THEREFORE, BE IT RESOLVED**, that CDA hereby authorizes RDC Board of Directors Chairman Jesse R. Goodale III to execute a letter agreement with the selected surveyor.

**AND BE IT FURTHER RESOLVED**, that the Town Clerk shall provide a certified copy of this resolution to RDC Chairman Jesse R. Goodale III and Community Development Agency Director Andrea Lohneiss.

**The Vote:**

Member Kwasna	<input checked="" type="checkbox"/>
Member Kent	<input checked="" type="checkbox"/>
Member Cardinale	<input checked="" type="checkbox"/>
Member Lull	<input checked="" type="checkbox"/>
Chairman Villella	<input checked="" type="checkbox"/>

# Adopted

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Town of Riverhead Community Development Agency

Resolution # 3

Authorizes Chairman to Execute Contract with Augusta N. Field

**COUNCILMAN KENT**

\_\_\_\_\_ offered the following resolution,

**COUNCILMAN KWASNA**

which was seconded by \_\_\_\_\_:

**WHEREAS**, the Town of Riverhead has received a grant in the amount of \$20,000 from the Jessie Smith NOYES Foundation for the purpose of procuring the grant writing consulting services of Augusta N. Field; and

**WHEREAS**, consultant is to provide said services from February 1, 1998 at an hourly rate of \$20 for a maximum of 20 hours per week, not to exceed \$20,000; and

**WHEREAS**, consultant is to report to the CDA Director no less than weekly and to pursue funding for programs and projects as directed, in support of those priorities as determined by the Town.

**THEREFORE, BE IT RESOLVED**, that CDA hereby authorizes the Chairman to execute an agreement as described with Augusta N. Field.

**AND BE IT FURTHER RESOLVED**, that the Town Clerk shall provide a certified copy of this resolution to Community Development Agency Director Andrea Lohneiss and Augusta N. Field.

**The Vote:**

Member Kwasna  
Member Kent  
Member Cardinale  
Member Lull  
Chairman Villella

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CONSULTANT AGREEMENT  
TOWN OF RIVERHEAD COMMUNITY DEVELOPMENT AGENCY  
WITH AUGUSTA N. FIELD

This agreement made this \_\_\_\_\_ day of February, 1998 by and between the Town of Riverhead Community Development Agency, a municipal corporation, having its principal offices at 200 Howell Avenue, Riverhead, New York (hereinafter referred to as the "Town"), and Augusta N. Field, with its principal place of business at 1921 Roanoke Ave., Riverhead, NY 11901 (hereinafter referred to as the "Consultant").

WITNESSETH

Whereas, the Town desires additional grantwriting services to be provided to enhance those provided presently by the Community Development Department and Community Development Agency; and

Whereas, Consultant is, by skill training and expertise, qualified to render such services, and in the past has rendered such services; and

Whereas, the Town of Riverhead has been awarded a grant by the Noyes Foundation for the purpose of obtaining said services from Consultant which are intended to benefit the community and Town of Riverhead.

Now, therefore, the parties hereto mutually agree as follows:

1. SERVICES

That Consultant shall provide, at the Town's request, research and writing of foundation, corporate or other grant applications as directed by the CDA Director, shall report on a weekly basis to the CDA Director and shall agree to submit all draft and final applications or proposals to the CDA Director for review and approval of the Town Board prior to submission to a potential grantor. Priorities shall be determined by the Town and may include funding for historic preservation projects, sr. citizens' programs, youth programs, downtown revitalization, waterfront programming, capital improvement projects and any others as directed by the CDA Director.

2. COMPENSATION

In consideration for these services rendered by the Consultant under this Agreement, the Town agrees to pay Consultant at the \_\_\_\_\_ rate of \$20 per

hour for a maximum of 20 hours per week, not to exceed a total amount of \$20,000.

3. PAYMENTS

Vouchers and time sheets will be submitted to the Town by Consultant twice monthly, by the 15<sup>th</sup> and 30<sup>th</sup>, with payment due within twenty (20) days.

4. TERMINATION

The Town shall have the right to terminate the services for which the Consultant is herein engaged at any time and for any reason. In such event, Consultant shall be paid for the hours worked to the date of termination.

TOWN OF RIVERHEAD  
COMMUNITY DEVELOPMENT AGENCY

AUGUSTA N. FIELD

By: \_\_\_\_\_  
Vinnie Villella, Chairman

By: \_\_\_\_\_  
AUGUSTA N. FIELD