

## TOWN BOARD AGENDA

JANUARY 5, 2022

- A. Re-appointment of John R. DiCioccio to Town Attorney.
- B. Re-appointment of Joseph Ludwig to Town Comptroller.
- C. Re-appointment of Vincent J. Messina as Vice Chairman of the Zoning Board of Appeals.

1. Schedule of Meetings
2. Bond Counsel
3. Powers of the Town Attorney
4. Board of Appeals Representation
5. Official Radio Stations
6. Official Newspapers
7. License Authorizations
8. Rental Equipment
9. Financial Consultants
10. Overtime Services
11. Comptroller Payroll signature
12. Payroll Deductions
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15. Duties of Account Section
16. Contract for the Purchase of Investments and Designation of Banks and or Trust Companies as Depositories.
17. Water Districts
18. Idle Fund Investment
19. Digital Signatures
20. Bonding Practices
21. Government Securities Dealers and Town of Islip Depositories
22. Change Orders
23. Procurement Procedures
24. Airport Consulting Services
25. Execution of Agreements Under \$3,000 by the Commissioner of Parks, Recreation and Cultural Affairs
26. Acceptance of Donations Under \$1,000
27. Courier Service for Receiver of Taxes
28. FOIL Procedures
29. Adoption of the Town of Islip Subject Matter List under F.O.I.L
30. Marriage Officers
31. Execution of Agreements with up to ten (10) individuals to provide housekeeping services under EISEP.

A  
January 5, 2022

WHEREAS, by resolution dated September 20, 2016, John R. DiCioccio, Esq., was appointed Town Attorney of the Town of Islip with all the privileges and responsibilities set forth in the laws of the State of New York and the Code of the Town of Islip; and

WHEREAS, the Islip Town Code §50-3 establishes such office in compliance with New York State Town Law §20(2)(A); and

WHEREAS, New York State Town Law §24 sets the term for such office; and

WHEREAS, the Town Board of the Town of Islip recognizes that Mr. DiCioccio has been ably performing the duties of the office of Town Attorney and desires to reappoint him to the position of Town Attorney.

NOW, THEREFORE on motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_, be it

RESOLVED, that John R. DiCioccio is hereby appointed to the office of the Town Attorney of the Town of Islip, for a two (2) year term, and assumes all rights, privileges and responsibilities of said office under the laws of the State of New York and Code of the Town of Islip.

Upon a vote being taken, the result was:

B  
January 5, 2022

WHEREAS, by resolution dated February 26, 2007 JOSEPH LUDWIG, CPA, was appointed Comptroller of the Town of Islip, with all the privileges and responsibilities set forth in the laws of the State of New York and the Code of the Town of Islip; and

WHEREAS, Town Code Section 10B-3(A) establishes such office in compliance with New York State Town Law Section 20(3)(b); and

WHEREAS, Town Law Section 20(3)(b) sets the term for such office until the first day of January next succeeding the first biennial town election after the time of his appointment; and

WHEREAS, the Town Board of the Town of Islip recognizes that Mr. Ludwig has been ably performing the duties of the office of Comptroller and desires to reappoint him as Comptroller of the Town of Islip.

NOW, THEREFORE on motion of \_\_\_\_\_,  
seconded by \_\_\_\_\_, be it

RESOLVED, that JOSEPH LUDWIG, is hereby reappointed to the office of Comptroller of the Town of Islip and assumes all rights, privileges and responsibilities of said office under the laws of the State of New York and Code of the Town of Islip; and for such term as specified by those laws.

Upon a vote being taken, the result was:

C  
January 5, 2022

WHEREAS, pursuant to New York State Town Law §267, the Town Board is authorized to make appointments to the Town of Islip Zoning Board of Appeals; and

WHEREAS, Vincent J. Messina, Esq., was first appointed to the Zoning Board of Appeals on August 21, 2018, and designated as Vice Chairman on January 3, 2019; and

WHEREAS, the Town Board of the Town of Islip recognizes that Mr. Messina has been ably performing the duties as a Vice Chairman of the Zoning Board of Appeals and desires to reappoint as such.

NOW, THEREFORE, on motion of \_\_\_\_\_;  
seconded by \_\_\_\_\_, be it

RESOLVED, that Vincent J. Messina, Esq., is hereby re-appointed as Vice Chairman of the Town of Islip Zoning Board of Appeals for a five (5) year term expiring on December 31, 2026.

Upon a vote being taken, the result was:

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  
2022 be and are hereby established as follows:

- Tuesday, January 11
- Tuesday, February 8 (Black History Month)
- Tuesday, March 8 (Women's History Month)
- Tuesday, April 5 at **5:30 p.m.** (Student Achievement Awards)
- Tuesday, May 10
- Tuesday, June 14
- Tuesday, July 12
- Tuesday, August 9
- Tuesday, September 13<sup>th</sup> at **5:30 p.m.** (Hispanic Heritage Month)
- Tuesday, October 18 (Italian Heritage Month)
- Thursday**, November 10<sup>th</sup> at **10:30 a.m.** (Budget Hearing)
- Tuesday, November 15
- Tuesday, December 13

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 Town Board Change of Zone Hearings for 2022 will be held in the Town Board Meeting Room on Thursdays at 5:00 p.m. and are hereby established as follows:

- Thursday, February 17, 2022
- Thursday, March 31, 2022
- Thursday, April 28, 2022
- Thursday, May 19, 2022
- Thursday, June 16, 2022
- Thursday, July 14, 2022
- Thursday, August 11, 2022
- Thursday, September 29, 2022
- Thursday, November 17, 2022
- Thursday, December 15, 2022

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, 28 Liberty Street, New York, New York 10005 shall serve as the Town Board  
Bonding Counsel during 2022.

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, or his designee, 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 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 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 a pending or potential litigation to which the Islip Town Attorney's Office is called upon to commence or defend a litigation or other legal related matter; 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 2022.

Upon a vote being taken, the result was:

On a motion of Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_ be it

RESOLVED, that the BABYLON BEACON, NEWSDAY, MESSENGER PAPERS, INC. (Islip Messenger f/k/a Ronkonkoma Review), and SUFFOLK COUNTY NEWS, are hereby designated as the Town of Islip Official Newspapers for 2022; and be it further

RESOLVED, that the Town is authorized to place advertisements in any and 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.,  
11 GRACE AVENUE, STE. 308, GREAT NECK, NY 11021, be retained for the  
calendar year **2022** 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 pre-approval of the Supervisor, effective January 1, 2022, 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 2022 JOSEPH LUDWIG may sign all payrolls as Comptroller.

Upon a vote being taken, the result was:

On a motion of Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_ be it

RESOLVED, that during the year 2022, 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 are hereby 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, 2022, for the ensuing fiscal year of 2022 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:

On a motion of Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_ be it

RESOLVED, that during 2022 the duties of the Supervisors' Account Section (receipts, disbursements, banking, short and long term borrowing, investments, and budgetary matters) be and 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, who shall be responsible to the Supervisor as Chief Fiscal Officer, 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:

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 DEPOSITORIES

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. The Town Board reserves the right to amend the designation of depositories as it deems necessary throughout the year.

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.

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, that during 2022, the Comptroller 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 it 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 2022 pursuant to Section 11 of the General Municipal Law.

Upon a vote being taken, the result was:

No. 19

On a motion of Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, be it

RESOLVED, during the 2022 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; and 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 6 <sup>th</sup> 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 2022 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 Melville NY 11747
First National Bank of Long Island	10 Glen Head Road Glen Head NY 11545
Sterling National Bank	290 Broadhollow Road Suite 402E Melville NY 11747
Dime	1 Huntington Quadrangle Suite 1N06 Melville NY 11747
TD Bank	342 South Service Road Melville NY 11747
Hanover Bank	80 East Jericho Turnpike Mineola NY 11501
Bank United	445 Broad Hollow Rd Suite 130 Melville, NY 11747

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 a 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 ensure 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 motion of Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_, 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 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 the written notification to the Supervisor within 10 days of 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 Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_, 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 accepted donations shall be given to the Supervisor within 10 days of 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 2022 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 2022 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 "NYSPOL") 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 NYSPOL 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 desirous 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 motion of Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_, 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, the Freedom of Information Law (“FOIL”), Article 6 (Sections 84-90) of the NYS Public Officers Law, provides the public right to access records maintained by government agencies with certain exceptions; and

WHEREAS, Section 87(3) of the NYS Public Officers Law requires local governments to maintain a reasonably detailed list by subject matter, of all records in the possession of the agency, whether or not available under FOIL (“subject matter list”); and

WHEREAS, Section 87(3) of the NYS Public Officers Law further requires that a subject matter list be sufficiently detailed to promote identification of the category of the record sought, and be reviewed annually; and

WHEREAS, maintenance and annual review of Town’s subject matter list is necessary to comply with Public Officers Law Article 6 and to assist the public in identifying what kinds of records are currently maintained by the Town.

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

RESOLVED, that the Town Board hereby adopts the attached Town of Islip 2022 Subject Matter List.

Upon a vote being taken, the result was:

January, 2022

**TOWN OF ISLIP  
FOIL SUBJECT MATTER LIST**

*(This Subject Matter List has been created pursuant to NYS Public Officers Law and lists all documents in possession of the Town of Islip, whether or not available to the public)*

<b>DEPARTMENT</b>	<b>DOCUMENTS FOUND WITHIN DEPARTMENT</b>
Assessor's	Assessor's Field Data, Assessment Roll, Property Assessment and Grievance Records, Small Claims, Tax Exemption and Abatement Records, Abandonments, Apportionments and Consolidations, Tax Certiorari Records, Deeds, Ownership Records, Property Records, Star Program, Sales Data, Assessment and/or Exemption Reports for NYS Department of Taxation and Finance and/or Suffolk County Real Property and/or public school districts in the Town of Islip
Building	Applications and Plans, Certificates of Occupancy, Demolition Records, Inspection records, Permits, Surveys, Certificate of Occupancy Requirements Form, Other Municipal Agency Approvals, Special Inspection Reports, Certifications from Design Professionals, Electrical Certificates, Stop Work Orders, Purchase Orders, Monthly Building/Engineering Revenue Reports, R/A – P/E Certifications, 3 <sup>rd</sup> Party Inspection Reports, Generator Cut Sheets, Plumbing Riser Diagrams for residential generators, Hard copies of Solar Plans after digital approval, as built plans, Deeds, Closing Statements, Corporate Resolutions, Site Plans, Site Plans, Floor Plans, Tax Bills, Concrete Certifications, Steel Certifications, Third Party Inspection Reports, Signature Affidavits, Electrical Certifications, Plumbing Riser Diagrams, Balance Reports, Board of Health Approvals, SCDPW Work Permits, NYSDOT Work Permits, Elevation Certificates, Air Leakage Certifications, Pile Certifications, Solar Panel Installation Certification, Property Dedications, Inground Pool Installation Certification
Code Enforcement	Complaints, Appearance Tickets and Violations, Case Reports, Rental Occupancy Applications for 1-2 Family Dwellings, Violation Searches, Enforcement Case Files
Comptroller	Claim Vouchers, Budget Documentation, Bond Offerings, Town Bank Accounts, Vendor Reports, Income/Expense Reports, Balance Sheet Reports,

	Audited Financial Statements, Tax Extension Calculation, Capital Projects Reports, Single Audit Reports
Department of Environmental Control	Animal Shelter Records, Animal Control Records, Dangerous Dog Records, Bids/Contracts, Purchase Orders, Request for Proposals/Quotations, Sanitation Records/Carter Records, Landfill Records, Landfill Log Reports/Receipts, Monthly and Annual Reports, Recycling Center Data, Scale Tickets, Solids sampling data, Waste Collection Reports, Waste Oil Records, Waste Yard Composting Facility Records, Ground Water Treatment Reports and Bay Bottom Leases
Department of Public Works	Road Dedication Records, Drainage Records, Maps, Right of Way Permits, Complaints, Work Permits, Traffic Safety/Highway Records, Snow Removal Records, Brush Reports and Road Openings
Economic Development	Annual Reports, Industrial Development Agency Project Files, Minutes
Engineering	Site Plans, Maps, Surveys, Subdivision Records, Road Opening Applications, Contracts, Site Work Only Permits (after 2021), Dewatering Permits, and Storm Water Pollution Protection Plans (SWPPP)
Fire Marshall	Fire Reports, Inspection Reports, Posting Orders, Permits, Fire Sprinkler Plans and Fire Prevention Violation Records, hazmat storage and storage tanks, Rental Permits for 3+ Family Dwellings, Multi-Complex Rentals and Commercial Properties, Hazmat Records
Long Island MacArthur Airport	Capital Project Records, Accident Reports, Equipment and Maintenance Records, Advertising Revenue Records, Vehicle/Equipment Auction Records, Bids/Contracts, Purchase Orders, Claim Vouchers, Requests for Proposals/Quotations, Requests for Qualifications (RFQ's), 14 CFR Part 139 Airport Certification documentation, 14 CFR Part 77 Safe Efficient Use and Preservation of Navigable Airspace documentation; 49 CFR Part 1542 Airport Security documentation; Airport Security – Tickets and Violation Notices; Airport Property Map – FAA Exhibit "A"
Parks & Recreation	Machinery and Equipment Records, Recreational Facilities and Parks Records, Work Orders, Contracts, Requests for Proposals/Quotes, Fee Schedules, Snow Removal Records, Boat Berth Applications/Waiting Lists, Grant Applications; Project Records; incident/accident records; personnel records; payroll records; program records/applications; inspection reports; Constituent Complaints/Letters; Handicap Permit Information/applications
Parking Violations	Parking Summonses, Notices for Hearing Dates
Payroll/Personnel	Applications for Employment, Arbitration and Grievance Records, Payroll Records, Civil Service Records, Benefit Records, Employee Assistance Program Records, Employee Personnel files, Employee Safety Records, Employee Timesheets, Health Insurance Records, NYS Retirement System Records, Union Contracts, Job Posting Notices, Schedule of Positions, Workers Compensation Records

Planning	Restrictive Covenant Records, Historical Property Designations, Land Use Applications, Traffic Studies, Environmental Impact Studies, Wetland Records, Land Clearing Records, Planning Board Meeting Minutes, Planning Board Decisions, Change of Zone and Special Permit Applications, Zoning Code, Grant Applications, Floodplain Management, Comprehensive Plans/Amendments/Hamlet Studies and Monthly Revenue Reports
Public Safety	Daily Log Sheets, Field Reports, Impound records, Officer Assignment Sheets
Purchasing	Purchase Orders, Claim Vouchers, Bid Documents/Awards
Town Attorney	Notice of Claims, Accident/Incident Reports, Foils, District Court Records, Collection Records, Condemnation Records, Employee Complaints, Labor Relations Files, Litigation Records, Property Acquisition records, Property Maintenance/Unsafe Premises records, subpoenas, Tax Certiorari Records, Financial Disclosures, Board of Ethics Opinions/Decisions, Town Attorney Files, Noise Complaints, Ambulance Agreements, Fire District Records, Over-sand Vehicle Permits, Easements, Dedications and Deeds
Town Clerk	Birth, Death and Marriage Certificates, Marriage License Application, Marriage Record Application Vital Record Request/Applications, Contracts/Agreements/Leases, Election Records, Deeds, Historic Records, Oaths of Office, Ordinance and Local Law Records, Permits & Licenses, Special District Files, Change of Zone Application Files, Town Board Meeting Minutes and Meeting Records; Uniform Traffic Code & Amendments, Village Incorporation/Annexation Records, Passport Applications, Dog Licenses, Taxi Licenses, Taxi Businesses, Peddlers Licenses, Garage Sales, Bingo Licenses, Block Party Applications, Commercial Boat Haulers Application, Carnival-Circuses-Concerts-Outdoor Events Application, Collateral Loan Broker Application, Dog Identification Tag Replacement Application, Freedom of Information Law (FOIL) Application, Freedom of Information Law (FOIL) Affidavit, Holiday Horticulture Sale License, Junkyard License/Scrap Metal License, Shellfish Applications, Solicitor /Canvasser Permit & License Application, Tow Truck Business & Medallion Applications, Tow Truck Rosters, Public Hearing Notices for Fire District Budgets and Elections, Oaths of Elected Officials, Budgets -Preliminary and Final, Emergency Orders, Notice of Claims, Prior Written Notices of Defects, Road Dedications
Tax Receiver	Tax Bills (current and four years prior), records of payments of Real Estate Taxes
Zoning Board of Appeals	Applications and Plans, Decisions, Variances, Special Exceptions, Minutes/Transcripts of Hearings

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 Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_, be it

RESOLVED, that Angie M. Carpenter, Olga H. Murray, Karen Santana, Rosa Torres, Patricia Curci, and Lissette Barrios-Reyes all being duly qualified, are hereby appointed as Marriage Officers effective immediately through January 4, 2023, 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:

**TOWN OF ISLIP  
SPONSOR'S MEMORANDUM  
FOR TOWN BOARD RESOLUTIONS**

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**INSTRUCTIONS:** All submissions for placement on the Town Board Meeting agenda must be accompanied by a sponsor's memorandum, which shall be the covering document. All agenda submissions shall be reported to the Town Attorney no later than 14 days prior to the scheduled Town Board meeting.

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**PURPOSE:** Describe the essence of the attached resolution and give a brief background. Explain any policy implication, whether this item has previously been before the Board, and if any similar resolutions have previously been passed or denied by the Board.

By this resolution, the Town Board authorizes the Supervisor to enter into agreements with up to ten (10) individuals, to provide housekeeping services and to receive the required training hours for the EISEP Program pursuant to the terms set forth in the SCOFA Agreement. The contract will be for a maximum of 17.5 hours per week (could increase to 19.5 hours provided we stay within budgetary constraints), Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., excluding Saturdays, Sundays, and holidays, at the rate of approximately \$17.00 per hour for the period of January 1, 2022 through December 31, 2022. The hourly rate shall always at a minimum, equal the Suffolk County Living Wage Rate, for the period 1/1/22 - 12/31/22. Agreements are contingent upon grant funding.

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**SPECIFY WHERE APPLICABLE:**

1. **Entity or individual benefitted by resolution:** Town of Islip senior citizen residents
  2. **Site or location effected by resolution:** Clients' homes in the Town of Islip
  3. **Cost:** Approximately \$51.00 per returning housekeeper and an additional \$221.00 per new hire (training hours are not reimbursed by Suffolk County Office of the Aging)
  4. **Budget Line:** A.7633.4.5000
  5. **Amount and source of outside funding:** Approximately \$85,000 – Suffolk County Office of the Aging  
Approximately \$5000 – Cost Share Fees
- 

**ENVIRONMENTAL IMPACT:** What type of action is being authorized by this resolution?

Type 1 action under 6 NYCRR, Section 617.4(b), number \_\_\_\_\_. Full EAF required.

Type 2 action under 6 NYCRR, Section 617.5©, number 26. SEQR review complete.

Action not listed as Type I or Type II under Part 617 of the NYCRR. Short EAF required.

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Signature of Commissioner/Department Head Sponsor

Date

12/13/2021

**WHEREAS**, the New York State Expanded In-Home Services to the Elderly Program (“EISEP”) provides services for people aged 60 and older who require assistance with everyday activities, want to remain at home, and are not eligible for Medicaid; and

**WHEREAS**, the Town of Islip (“the Town”) receives grant funding for the provision of non-medical in-home services under EISEP, including housekeeping; and

**WHEREAS**, the Town’s Division of Senior Citizen Services is requesting authorization to enter into agreements with up to ten (10) individuals during the time period January 1, 2022 through December 31, 2022; and

**WHEREAS**, the rate of pay shall be approximately \$17.00 per hour for a maximum of 17.5 hours per week (with a possible increase to 19.5 hours per week, provided that the Town stays within budgetary constraints), and shall always be no less than the Suffolk County Living Wage Rate; and

**WHEREAS**, the Town currently wishes to enter into agreements with Loretta Bochicchio, Gloria Dugin, Mary E. Blanton, Rose M. Ramunto and Debra Riolo, to provide housekeeping services under EISEP and to undergo three (3) hours of mandatory training, and new hires receive an additional thirteen (13) hours within the first year, as required by the EISEP agreement (“the EISEP Agreement”) between the Town and the Suffolk County Office for the Aging (“SCOFA”);

**NOW, THEREFORE**, on motion of \_\_\_\_\_

seconded by \_\_\_\_\_, be it

**RESOLVED**, that the Town Supervisor is hereby authorized to enter into agreements with up to ten (10) individuals to provide housekeeping services under EISEP during the time period January 1, 2022 through December 31, 2022, the form and content of which shall be subject to the approval of the Town Attorney; and be it further

**RESOLVED**, that in the event that any of the EISEP service agreements are terminated, the Supervisor is authorized to enter into agreements with replacement service providers for the remainder of the 1/1/2022 - 12/31/2022 period, the form and content of which shall be subject to the approval of the Town Attorney; and be it further

**RESOLVED**, that the Comptroller is hereby authorized to make the accounting entries necessary to amend the budget in accordance with the terms of EISEP service agreements

**UPON A VOTE BEING TAKEN**, the result was: