



MEETING OF THE TOWN OF ISLIP  
ECONOMIC DEVELOPMENT CORPORATION

October 21, 2025

Minutes

1. Call the meeting of the **Town of Islip Economic Development Corporation** to order on a motion made by James O'Connor and seconded by Jorge Guadron. Chairwoman Angie Carpenter acknowledged that the motion passed and that a quorum was present. Members present in addition to Chairwoman Angie Carpenter were Councilmen James O'Connor, Jorge Guadron, John Lorenzo and Michael McElwee.
2. To consider the **Adoption of a Resolution** on Behalf of the **Town of Islip Economic Development Corporation** to approve the **Minutes** from the Meeting of the Members of the **Town of Economic Development Corporation** on January 28, 2025. On a motion by Jorge Guadron and seconded by John Lorenzo said motion was approved 5-0.
3. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt the **2026 EDC Budget**. On a motion by Michael McElwee and seconded by Jorge Guadron said motion was approved 5-0.0
4. To consider any other business that may come before the corporation, there being none the meeting adjourned on a motion by John Lorenzo and seconded by Angie Carpenter.



MEETING OF THE TOWN OF ISLIP  
ECONOMIC DEVELOPMENT CORPORATION

January 28, 2025

Minutes

1. Call the meeting of the Town of Islip Economic Development Corporation to order on a motion by James O'Connor and seconded by Chairwoman Angie Carpenter. Chairwoman Angie Carpenter acknowledges that a quorum was present. Members present in addition to Chairwoman Angie Carpenter were James O'Connor, Jorge Guadron and Michael McElwee. Councilman John Lorenzo was not in attendance.
2. To consider the adoption of a Resolution on Behalf of the Town of Islip Economic Development Corporation to approve the **Minutes** from the Meeting of the Members of the Town of Economic Development Corporation on December 17, 2024. On a motion by Michael McElwee and seconded by Jorge Guadron said motion was approved 4-0.
3. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt the **2025 EDC Meeting Schedule**. On a motion by James O'Connor and seconded by Michael McElwee said motion was approved.
4. To consider the adoption of a **Resolution to Appointing Officers** of the Town of Islip Economic Development Corporation as follows: John M. Lorenzo., Secretary to the Corporation, James P. O'Connor, Treasurer of the Corporation, John G. Walser Assistant Secretary of the Corporation, John G. Walser, Compliance Officer of the Corporation. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
5. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt an **Audit Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint *Michael J. Mc Elwee, John Lorenzo, and Anne Danziger* to that committee. On motion by Jorge Guadron and seconded by James O'Connor said motion was approved 4-0.
6. To consider the **Adoption of a Resolution** on Behalf of the **Town of Islip Economic Development Corporation** to adopt a **Finance Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint John M. Lorenzo., James O'Connor and Robert Kordic to that committee. On a motion by Jorge Guadron and seconded by James O'Connor said motion was approved 4-0.
7. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt a **Governance Committee** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint Jorge Guadron, John

Lorenzo and Taryn Jewell Esq. to that committee. On a motion by Jorge Guadron and seconded by James O'Connor said motion was approved 4-0.

8. To consider the **Adoption of a Resolution** on behalf of the Town of Islip Economic Development Corporation to adopt a **Code of Ethics Policy** in compliance with the Public Authority Accountability Act ("PAAA") and to appoint the Board of Ethics of the Economic Development Corporation as its Ethics Officer. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
9. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt an **Investment Policy** in compliance with the Public Authority Accountability Act ("PAAA") which shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Corporation. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
10. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt a **Procurement Policy** in compliance with the Public Authority Accountability Act ("PAAA") which will apply to the procurement for goods and services not subject to the competitive bidding requirements set forth in General Municipal Law Section 103, and which goods and services are paid for and used by the Corporation. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
11. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt a **Conflict-of-Interest Policy** in compliance with the Public Authority Accountability Act ("PAAA") and amending the by-laws of the Corporation. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
12. To consider the **Adoption a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt a **Property Disposition Policy** in compliance with the Public Authority Accountability Act ("PAAA"). On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
13. To consider the **Adoption of a Resolution** on behalf of the **Town of Islip Economic Development Corporation** to adopt the **Travel Authorization and Mileage Reimbursement** guidelines as stated in the Town of Islip Administrative Procedures Manual, Section 303, as recommended by the New York State Authorities Budget Office. On a motion by James O'Connor and seconded by Jorge Guadron said motion was approved 4-0.
14. To consider any other business that may come before the corporation, there being none the meeting adjourned on a motion by Angie Carpenter and seconded by James O'Connor.

October 21, 2025

WHEREAS the Public Authority Accountability Act of 2005 requires that all Economic Development Corporation submit an annual budget to the New York State Authority Budget Office

On a motion by, Michael McElwee

Seconded by, Jorge Guadron

RESOLVED, that the 2026 Operating Budget for the Town of Islip Economic Development Corporation in summary is hereby approved.

Upon a vote taken the result was: Approved 5-0.

# TOWN OF ISLIP

## Budget Preparation Report

Fiscal Year: 2026 Period From: 1 To: 12

Account	Description	2023 Actual	2024 Actual	Original 2025 Budget	Adjusted 2025 Budget	2025 Actual Per 1-12	2026 PREL BUD Stage	Variance To PREL BUD Stage
<b>Type R Group</b>	<b>Revenue</b>							
E.0000.02401.04	INTEREST.	481.95	1,772.17	0.00	0.00	25.70	0.00	0.00%
E.0000.02416.04	EDC FEES.	500.00	1,000.00	5,500.00	5,500.00	1,000.00	6,000.00	9.09%
E.0000.03008.09.NYEDA	MISCELLANEOUS	0.00	218,299.00	0.00	20,694.24	181,701.00	0.00	0.00%
	GRANTS.GENERAL							
	AL.NYS EDA							
	TOURISM GRANT							
<b>total Group</b>		(981.95)	(221,071.17)	(5,500.00)	(26,194.24)	(182,726.70)	(6,000.00)	9.09%
<b>total Dept 0000</b>		(981.95)	(221,071.17)	(5,500.00)	(26,194.24)	(182,726.70)	(6,000.00)	9.09%
<b>total Type R</b>	<b>Revenue</b>	(981.95)	(221,071.17)	(5,500.00)	(26,194.24)	(182,726.70)	(6,000.00)	9.09%
<b>Type E</b>	<b>Expense</b>							
Dept 6410	ECONOMIC DEVELOPMENT							
Group 4	CONTRACTUAL EXPENSE							
E.6410.45050	AUDITING FEES..	5,000.00	5,500.00	5,500.00	5,500.00	0.00	6,000.00	9.09%
<b>total Group 4</b>	<b>CONTRACTUAL EXPENSE</b>	5,000.00	5,500.00	5,500.00	5,500.00	0.00	6,000.00	9.09%
<b>Group</b>								
E.6410.45000.00.NYEDA	OUTSIDE PROFESSIONAL NYS EDA	0.00	218,298.23	0.00	181,701.77	181,701.77	0.00	0.00%
<b>total Group</b>		0.00	218,298.23	0.00	181,701.77	181,701.77	0.00	0.00%
<b>total Dept 6410</b>	<b>ECONOMIC DEVELOPMENT</b>	5,000.00	223,798.23	5,500.00	187,201.77	181,701.77	6,000.00	9.09%
<b>total Type E</b>	<b>Expense</b>	5,000.00	223,798.23	5,500.00	187,201.77	181,701.77	6,000.00	9.09%
<b>Grand Total</b>		4,018.05	2,727.06	0.00	161,007.53	(1,024.93)	0.00	0.00%

## Budget Preparation Report Parameters

Report ID: 3 Stage Only: Yes  
 Version Code: EDC Print Saved Report Description: Yes  
 Period: 1 Year: 2026  
           2 To: 12  
 Column 1 Stage: TENT BUD Column 2 Stage: PREL BUD  
 Column 3 Stage: Column 4 Stage: Column 1 Stage  
 Variance: Original Budget Against: Column 1 Stage  
 Memo Date: To: Use Alt Fund: No  
 Description: Display Acct Status: Active  
 Summary Only: No Column: None  
 Spacing: Single Prior Yr Orig Budget: GL Posted  
 Print: Zeroes Print Detail: No Include Accts From Version Only: Yes Suppress Zero Accts: Yes

Account Table:

Alt. Sort Table:

Sort	Subtotal	Page Break	Subheading
1	Yes	Yes	Yes
2	Yes	Yes	Yes
3	Yes	No	Yes

Print Display Description:

# TOWN OF ISLIP

## Budget Preparation Report

Fiscal Year: 2026 Period From: 1 To: 12

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<b>Type R</b>	<b>Revenue</b>							
<b>Group</b>								
YE.0000.02401.04	INTEREST.	481.95	1,772.17	0.00	0.00	25.70	0.00	0.00%
YE.0000.02416.04	EDC FEES.	500.00	1,000.00	5,500.00	5,500.00	1,000.00	6,000.00	9.09%
YE.0000.03008.09.NYEDA	MISCELLANEOU S	0.00	218,299.00	0.00	20,694.24	181,701.00	0.00	0.00%
	GRANTS.GENER AL.NYS EDA TOURISM GRANT							
<b>Total Group</b>		(981.95)	(221,071.17)	(5,500.00)	(26,194.24)	(182,726.70)	(6,000.00)	9.09%
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<b>Total Type R</b>	<b>Revenue</b>	(981.95)	(221,071.17)	(5,500.00)	(26,194.24)	(182,726.70)	(6,000.00)	9.09%

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<b>Total Group 4</b>	<b>CONTRACTUAL EXPENSE</b>	<b>5,000.00</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>9.09%</b>
Group								
YE.6410.45000.00.NYEDA	OUTSIDE PROFESSIONAL. NYS.EDA TOURISM GRANT	0.00	218,298.23	0.00	181,701.77	181,701.77	0.00	0.00%
<b>Total Group</b>		<b>0.00</b>	<b>218,298.23</b>	<b>0.00</b>	<b>181,701.77</b>	<b>181,701.77</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Dept 6410</b>	<b>ECONOMIC DEVELOPMENT</b>	<b>5,000.00</b>	<b>223,798.23</b>	<b>5,500.00</b>	<b>187,201.77</b>	<b>181,701.77</b>	<b>6,000.00</b>	<b>9.09%</b>
<b>Total Type E</b>	<b>Expense</b>	<b>5,000.00</b>	<b>223,798.23</b>	<b>5,500.00</b>	<b>187,201.77</b>	<b>181,701.77</b>	<b>6,000.00</b>	<b>9.09%</b>
<b>Grand Total</b>		<b>4,018.05</b>	<b>2,727.06</b>	<b>0.00</b>	<b>161,007.53</b>	<b>(1,024.93)</b>	<b>0.00</b>	<b>0.00%</b>



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Total Type E	Expense	5,000.00	223,798.23	5,500.00	187,201.77	181,701.77	6,000.00	9.09%
		5,000.00	223,798.23	5,500.00	187,201.77	181,701.77	6,000.00	9.09%

**TOWN OF ISLIP  
SPONSOR'S MEMORANDUM  
FOR ADD-ON TOWN BOARD  
RESOLUTIONS**

**INSTRUCTIONS:** All add-on submissions for placement on the Town Board Meeting agenda must be accompanied by a sponsor's memorandum for add-on Town Board resolutions. All add-on agenda submissions shall be reported to the Town Attorney no later than 3 p.m. on the Tuesday following the Closing Date, which is seven (7) calendar days prior to the scheduled Town Board meeting.

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

To be in compliance with the Public Authorities Accountability Act, the 2026 Economic Development Corp. needs to have its budget adopted no less than 60 days prior to fiscal year end, which is December.

**SPECIFY WHERE APPLICABLE:**

1. Entity or individual benefitted by resolution: EDC
2. Site or location effected by resolution: N/A
3. Cost: N/A
4. Budget Line: N/A
5. Amount and source of outside funding: N/A

**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(c), number 26 . SEQR review complete.
- Action not listed as Type I or Type II under Part 617 of the NYCRR. Short EAF required.

\_\_\_\_\_  
Signature of Commissioner/Department Head Sponsor

10/14/25  
Date

\_\_\_\_\_  
Signature of Town Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Board Member

\_\_\_\_\_  
Date

TOWN OF ISLIP  
SPONSOR'S MEMORANDUM  
FOR ADD-ON TOWN BOARD  
RESOLUTIONS

**INSTRUCTIONS:** All add-on submissions for placement on the Town Board Meeting agenda must be accompanied by a sponsor's memorandum for add-on Town Board resolutions. All add-on agenda submissions shall be reported to the Town Attorney no later than 3 p.m. on the Tuesday following the Closing Date, which is seven (7) calendar days prior to the scheduled Town Board meeting.

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- Type 2 action under 6 NYCRR, Section 617.5(c), number 26 . SEQR review complete.
- Action not listed as Type I or Type II under Part 617 of the NYCRR. Short EAF required.

Signature of Commissioner/Department Head Sponsor

*Andrew M. Carpenter*

Signature of Town Board Member

Signature of Town Board Member

10/14/25  
Date

Date

Date

TOWN OF ISLIP  
SPONSOR'S MEMORANDUM  
FOR ADD-ON TOWN BOARD  
RESOLUTIONS

**INSTRUCTIONS:** All add-on submissions for placement on the Town Board Meeting agenda must be accompanied by a sponsor's memorandum for add-on Town Board resolutions. All add-on agenda submissions shall be reported to the Town Attorney no later than 3 p.m. on the Tuesday following the Closing Date, which is seven (7) calendar days prior to the scheduled Town Board meeting.

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

To be in compliance with the Public Authorities Accountability Act, the 2026 Economic Development Corp. needs to have its budget adopted no less than 60 days prior to fiscal year end, which is December.

**SPECIFY WHERE APPLICABLE:**

- 1. Entity or individual benefitted by resolution: EDC
- 2. Site or location effected by resolution: N/A
- 3. Cost: N/A
- 4. Budget Line: N/A
- 5. Amount and source of outside funding: N/A

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

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\_\_\_\_\_  
Signature of Commissioner/Department Head Sponsor

10/14/25  
Date

\_\_\_\_\_  
Signature of Town Board Member

10/14/25  
Date

\_\_\_\_\_  
Signature of Town Board Member

\_\_\_\_\_  
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