

**ROOSEVELT ISLAND  
OPERATING CORPORATION**  
of The State of New York



**Andrew M. Cuomo**  
Governor

**Charlene M. Indelicato**  
President/Chief Executive Officer

**Donald D. Lewis**  
Vice President/General Counsel

**Frances A. Walton**  
Vice President/Chief Financial Officer

**BOARD OF DIRECTORS**

Darryl C. Towns, Chairperson  
Fay Fryer Christian  
Dr. Katherine Teets Grimm  
David Kraut  
Mary Beth Labate  
Howard Polivy  
Michael Shinozaki  
Margaret Smith

**MINUTES OF THE FEBRUARY 26, 2015 MEETING OF THE  
ROOSEVELT ISLAND OPERATING CORPORATION  
BOARD OF DIRECTORS**

A meeting of the Board of Directors was held at the held at the Manhattan Park Community Center, 8 River Road, Roosevelt Island on February 26, 2015 at 5:30 p.m.<sup>1</sup>

**Directors Present:**

Meghan Anderson	Representing Darryl C. Towns, RIOC Chair and Commissioner, the New York State Division of Housing and Community Renewal
Erica Levendosky	Representing Mary Beth Labate, Director, the New York State Division of Budget
Fay Fryer Christian	Director
Howard Polivy	Director
Michael Shinozaki	Director
Margaret Smith	Director

**Directors Absent:**

Dr. Katherine Teets Grimm	Director
David Kraut	Director

**Officers and Staff Attending:**

Charlene M. Indelicato	President/Chief Executive Officer
Donald D. Lewis	Vice President/General Counsel
Frances A. Walton	Vice President/Chief Financial Officer
Arthur G. Eliav	Associate General Counsel
Muneshwar Jagdharry	Comptroller
John McManus	Director, Public Safety Department
Cyril Opperman	Director, Island Operations
Gretchen Robinson	Compliance Officer
Lada V. Stasko	Assistant General Counsel

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<sup>1</sup> The RIOC Board Meeting commenced following a public comment period. The public comment period was not part of the meeting.

1 Ms. Anderson called the Board meeting to order at 5:50 p.m. The roll was called and a  
2 quorum found to be assembled and present.

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4 Mr. Anderson noted that the order of the discussion will be modified, and that the next  
5 item to be discussed will be the President's Report.

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9 **PRESIDENT'S REPORT**

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11 Ms. Indelicato noted that she wants to address the Tram elevator issues raised by the  
12 residents. She stated that RIOC does believe it is important to fix the Tram elevators and is  
13 doing everything to resolve the issue as soon as possible.

14  
15 Ms. Indelicato noted that the contract for elevators services provides for 24 hours  
16 response from the contractors after the problem is reported. She stated that because of the  
17 unprecedented amount of snow and rain this winter, water has accumulated in the elevators parts.  
18 Ms. Indelicato noted that the contractor has determined that certain parts need to be replaced.  
19 According to Ms. Indelicato, RIOC is waiting for the parts, which are, in fact, due to arrive  
20 shortly.

21  
22 Ms. Indelicato also noted that ramp is not a feasible option at the Manhattan Tram station  
23 due to the station design, but RIOC intends to provide two ADA –compliant elevators.

24  
25 Finally, Ms. Indelicato stated that while she can not provide exact dates when the Tram  
26 elevators are repaired, she can assure the audience that RIOC has an obligation to the residents  
27 and is actively working to resolve this problem.

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31 **APPROVAL OF MINUTES**

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33 The first item of business was the approval of the minutes of the December 11, 2014  
34 meeting of the RIOC Board of Directors.

35  
36 The proposed draft of the December 11, 2014 Board meeting minutes had been  
37 previously distributed to all Board members for their consideration. Upon a motion duly made  
38 concerning the minutes of December 11, 2014 meeting, seconded and carried by unanimous vote  
39 in favor (Ms. Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms.  
40 Smith), the minutes were **APPROVED**, and ordered filed.

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42 \* \* \*

43 **NEW BUSINESS ITEM #1**

44  
45 The first item of new business was the presentation of the FY 2014-15 QTR 2  
46 Procurement Report.

47  
48 Mr. Jagdharry noted that the Procurement Report for the second quarter of the current  
49 fiscal year is included in the board package and provided a brief summary of the Report.

1 **NEW BUSINESS ITEM #2**  
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3 The second item of new business was the authorization to amend the contract with Singh  
4 Landscaping & Lawn Sprinkler Corp. for Good Shepherd Community Center plaza landscaping.  
5

6 Ms. Indelicato provided a brief background of the project and explained the need for  
7 additional sum of \$31,000 (including 10% contingency), to complete the work. She  
8 recommended amendment of contract with Singh Landscaping & Lawn Sprinkler Corp. for  
9 Board approval.  
10

11 In response to Mr. Shinozaki’s question, Ms. Indelicato noted that contractors are  
12 receiving prevailing wage.  
13

14 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms.  
15 Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms. Smith), the  
16 following resolution was ADOPTED:  
17

18 **RESOLUTION**  
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20 **AUTHORIZATION TO AMEND CONTRACT WITH**  
21 **SINGH LANDSCAPING & LAWN SPRINKLER CORP. FOR**  
22 **GOOD SHEPHERD COMMUNITY CENTER PLAZA LANDSCAPING**  
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26 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the  
27 State of New York (“RIOC”), as follows:  
28

29 Section 1. that RIOC is hereby authorized to amend the contract with Singh Landscaping &  
30 Lawn Sprinkler Corp. for Good Shepherd Community Center Plaza Landscaping,  
31 upon such terms and conditions substantially similar to those outlined in the  
32 Memorandum from Kay Hart to Charlene M. Indelicato/Board of Directors dated  
33 February 4, 2015, attached hereto;  
34

35 Section 2. that the President/Chief Executive Officer or her designee is hereby authorized to  
36 take such actions and execute such instruments as she deems necessary to  
37 effectuate the foregoing; and  
38

39 Section 3. that this resolution shall take effect immediately.  
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43 **NEW BUSINESS ITEM #3**  
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45 The third item of new business was the authorization to amend contract with Nelson &  
46 Pope Engineers & Surveyors for design and construction services in connection with permanent  
47 heating system for Sportspark.  
48

1 Ms. Indelicato stated that this is a request for \$5,820 for additional administrative filing  
2 and permits necessary to complete the project. She recommended amendment of contract with  
3 Nelson & Pope Engineers & Surveyors for Board approval.  
4

5 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms.  
6 Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms. Smith), the  
7 following resolution was ADOPTED:  
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9 **RESOLUTION**

10  
11 **AUTHORIZATION TO AMEND CONTRACT WITH NELSON & POPE ENGINEERS &  
12 SURVEYORS FOR DESIGN AND CONSTRUCTION SERVICES  
13 IN CONNECTION WITH PERMANENT HEATING SYSTEM FOR SPORTSPARK**  
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16  
17 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the  
18 State of New York (“RIOC”), as follows:  
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20 Section 1. that RIOC is hereby authorized to amend the contract with Nelson & Pope  
21 Engineers & Surveyors for Design and Construction Services in Connection with  
22 Permanent Heating System for Sportspark, upon such terms and conditions  
23 substantially similar to those outlined in the Memorandum from Kay Hart to  
24 Charlene M. Indelicato/Board of Directors dated February 5, 2015, attached  
25 hereto;  
26

27 Section 2. that the President/Chief Executive Officer or her designee is hereby authorized to  
28 take such actions and execute such instruments as she deems necessary to  
29 effectuate the foregoing; and  
30

31 Section 3. that this resolution shall take effect immediately.  
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35 **NEW BUSINESS ITEM #4**  
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37 The fourth item of new business was the authorization to enter into contract with Sprague  
38 Operating Resources LLC for the purchase of gasoline.  
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40 Mr. Opperman stated that this contract is similar in nature to the contract for the purchase  
41 of biodiesel approved by the Board in December 2014. He noted that Sprague Operating  
42 Resources LLC is a vendor pre-approved by the New York State Office of General Services.  
43 Mr. Opperman recommended contract for the purchase of gasoline for Board approval.  
44

45 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms.  
46 Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms. Smith), the  
47 following resolution was ADOPTED:  
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**RESOLUTION**

AUTHORIZATION TO ENTER INTO CONTRACT WITH  
SPRAGUE OPERATING RESOURCES LLC FOR THE PURCHASE OF GASOLINE

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**RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York (“RIOC”), as follows:

Section 1. that RIOC is hereby authorized to enter into contract with Sprague Operating Resources LLC for the purchase of gasoline, upon such terms and conditions substantially similar to those outlined in the Memorandum from Cyril Opperman to Charlene M. Indelicato/Board of Directors dated January 20, 2015, attached hereto;

Section 2. that the President/Chief Executive Officer or her designee is hereby authorized to take such actions and execute such instruments as she deems necessary to effectuate the foregoing; and

Section 3. that this resolution shall take effect immediately.

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**NEW BUSINESS ITEM #5**

The fifth item of new business was the authorization to adopt Policy for Personally Owned Vehicle Usage.

Ms. Robinson stated that the proposed policy regulates usage of personally owned vehicles while in the course of state employment. She noted that Policy for Personally Owned Vehicle Usage mirrors the statewide fleet policy and recommended it for Board approval.

In response to Mr. Shinozaki’s question, Ms. Robinson responded that currently, RIOC employees do not use their personal vehicles for RIOC’s business purposes. Mr. Lewis noted that regardless, this policy should be in place because RIOC employees might use their personal vehicles for RIOC’s business in the future. He further explained that the proposed Policy for Personally Owned Vehicle Usage should not be confused with RIOC’s Policy for the Use of State Vehicles, which remains in effect.

Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms. Smith), the following resolution was ADOPTED:

**RESOLUTION**

AUTHORIZATION TO ADOPT POLICY  
FOR PERSONALLY OWNED VEHICLE USAGE

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1 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the  
2 State of New York (“RIOC”), as follows:

3  
4 Section 1. that Policy for Personally Owned Vehicle Usage substantially as set forth in the  
5 attachment to the Memorandum from Gretchen K. Robinson to the Board of  
6 Directors dated February 4, 2015, attached hereto is hereby adopted;

7  
8 Section 2. that the President/Chief Executive Officer or her designee shall take such actions  
9 and/or execute such instruments as necessary to effectuate the foregoing;

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11 Section 3. that this resolution shall take effect immediately.

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15 **NEW BUSINESS ITEM #6**

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17 The sixth item of new business was the authorization to adopt Project Sunlight Policy.

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19 Ms. Robinson stated that Project Sunlight, an important component of the Public Integrity  
20 Reform Act of 2011, is a public database that provides information on individuals and entities  
21 involved in certain interactions with government decision-makers. As the project Sunlight  
22 applies to every state entity, RIOC has to report certain appearances to the state to ensure  
23 corporation’s transparency and integrity. In response to questions from the Directors, Ms.  
24 Robinson explained the type of contacts and matters that need to be reported under this policy.  
25 She further stated that the proposed policy complies with the state requirements of Project  
26 Sunlight and recommended it for Board approval.

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28 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms.  
29 Anderson, Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki  
30 and Ms. Smith), the following resolution was ADOPTED:

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32 **RESOLUTION**

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34 **AUTHORIZATION TO ADOPT PROJECT SUNLIGHT POLICY**

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37 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the  
38 State of New York (“RIOC”), as follows:

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40 Section 1. that Project Sunlight Policy substantially as set forth in the attachment to the  
41 Memorandum from Gretchen K. Robinson to the Board of Directors dated  
42 February 19, 2015, attached hereto is hereby adopted;

43  
44 Section 2. that the President/Chief Executive Officer or her designee shall take such actions  
45 and/or execute such instruments as necessary to effectuate the foregoing;

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47 Section 3. that this resolution shall take effect immediately.  
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1 **COMMITTEE REPORTS**

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3 **AUDIT COMMITTEE**

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5 Mr. Polivy stated that the Audit Committee did not meet.

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7 **GOVERNANCE COMMITTEE**

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9 Ms. Smith stated that the Governance Committee did not meet.

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11 **OPERATIONS ADVISORY COMMITTEE**

12  
13 Mr. Shinozaki stated that the Operations Advisory Committee met on February 9, 2015.  
14 The Committee discussed status of general projects, events planning and advantage of  
15 volunteering on the Island.

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17 **REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE**

18  
19 Ms. Polivy stated that the Real Estate Development Advisory Committee met on January  
20 29, 2015. The Committee received an update from Ms. Sacks of Hudson/Related on retail  
21 Master Lease progress and discussed Island wayfinding signage.

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24 **PUBLIC SAFETY REPORT**

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26 Ms. Anderson noted that the Public Safety Report was included in the Board package.

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30 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms.  
31 Anderson, Ms. Levendosky, Ms. Christian, Mr. Polivy, Mr. Shinozaki and Ms. Smith), the  
32 meeting was adjourned at 7:00 p.m.

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Donald D. Lewis, Secretary