



**ANDREW M. CUOMO**  
Governor

**MINUTES OF THE APRIL 14, 2016 MEETING OF THE  
ROOSEVELT ISLAND OPERATING CORPORATION  
BOARD OF DIRECTORS**

A meeting of the Board of Directors was held at the Manhattan Park, 548 Main Street, Roosevelt Island, New York, on April 14, 2016 at 5:30 p.m.<sup>1</sup>

**Directors Present:**

|                           |   |
|---------------------------|---|
| James S. Rubin            | RIOC Chair and Commissioner, the New York State Division of Housing and Community Renewal |
| Erica Levendosky          | Representing Robert F. Mujica, Director, the State of New York Division of Budget         |
| Fay Fryer Christian       | Director  |
| Dr. Katherine Teets Grimm | Director  |
| David Kraut               | Director  |
| Howard Polivy             | Director  |
| Michael Shinozaki         | Director  |
| Margaret Smith            | Director  |

**Officers and Staff Attending:**

|                     |  |
|---------------------|--|
| Susan G. Rosenthal  | Acting President/Chief Executive Officer/General Counsel |
| Shelton Haynes      | Vice President of Operations                             |
| John Bost           | Director of Engineering                                  |
| Christopher R. Dor  | Excelsior Service Fellow                                 |
| Arthur G. Eliav     | Associate General Counsel                                |
| Muneshwar Jagdharry | Comptroller  |
| Claudia McDade      | Director, Human Resources                                |
| John McManus        | Director, Public Safety                                  |
| Cyril Opperman      | Director of Operations                                   |
| Gretchen Robinson   | Compliance & Internal Controls Officer                   |
| Indrani Sanichar    | Director, Information Technology                         |
| Lada Stasko         | Assistant General Counsel                                |

**Others Present:**

|                     |  |
|---------------------|--|
| Richard Famiglietti | Area President – Branch Manager, Arthur J. Gallagher & Co. |
| Andrea Heon         | General Manager, Octagon                                   |

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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 Mr. Rubin called the Board meeting to order at 5:45 p.m. The roll was called and a quorum  
2 found to be assembled and present.

3  
4 \* \* \*

5  
6 **APPROVAL OF MINUTES**

7  
8 The first item of business was the approval of the minutes of the March 7, 2016 special  
9 meeting of the RIOC Board of Directors.

10  
11 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
12 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
13 Smith), the minutes were APPROVED, and ordered filed.

14  
15 \* \* \*

16  
17 The second item of business was the approval of the minutes of the March 10, 2016 meeting  
18 of the RIOC Board of Directors.

19  
20 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
21 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
22 Smith), the minutes were APPROVED, and ordered filed.

23  
24 \* \* \*

25  
26 **NEW BUSINESS ITEM #1**

27  
28 The first item of new business was the ratification of insurance binders for FY 2016-17.

29  
30 Mr. Jagdharry explained that all of RIOC's insurance policies have been renewed except  
31 for Public Officials Liability policy, which was extended for a month only. He explained the  
32 changes in RIOC's coverage for the upcoming year. Overall, the policies came out to a total of  
33 \$1.8 million in premiums compared to \$1.7 million from last year. Mr. Jagdharry believed it is a  
34 reasonable increase and recommended that the Board approve the ratification of insurance binders  
35 for FY 2016-17.

36  
37 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
38 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
39 Smith), the following resolution was ADOPTED:

40  
41 **RESOLUTION**

42  
43 **RATIFICATION OF INSURANCE BINDERS FOR FY 2016-17**

44  
45  
46 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
47 the State of New York, as follows:

- 1  
2 Section 1. that the insurance policy binders for the period of April 1, 2016 through March 31,  
3 2017, upon such terms and conditions substantially similar to those outlined in the  
4 Memorandum from Muneshwar Jagdharry to Susan G. Rosenthal/Board of  
5 Directors, dated April 7, 2016, attached hereto, are hereby ratified;  
6 Section 2. that the Acting President/Chief Executive Officer or her designee is hereby  
7 authorized to take such actions and execute such instruments as he deems necessary  
8 to effectuate the foregoing; and  
9  
10 Section 3. that this resolution shall take effect immediately.

11 \* \* \*

12  
13  
14 **NEW BUSINESS ITEM #2**

15  
16 The second item of new business was the approval of amendments to Procurement  
17 Guidelines.

18  
19 Mr. Jagdharry explained that Article 17-B of the New York State Executive Law titled  
20 Services-Disabled Veteran-Owned Business Act (“SDVOB Act”) was adopted to offer services to  
21 eligible Veteran business owners. He briefly discussed the proposed amendments to RIOC’s  
22 Procurement Guidelines. Mr. Jagdharry further stated that State authorities must comply with the  
23 standards of the Act for the Fiscal Year 2016-17, including the 6% State goal of SDVOB’s  
24 utilization in State contracts.

25  
26 Mr. Rubin clarified that the 6% goal may or may not be reached.

27  
28 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
29 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
30 Smith), the following resolution was ADOPTED:

31  
32 **RESOLUTION**

33  
34 **APPROVAL OF AMENDMENTS TO PROCUREMENT GUIDELINES**

35  
36  
37 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
38 the State of New York, as follows:

- 39  
40 Section 1. that the amendments to Procurement Guidelines substantially as set forth in the  
41 attachment to the Memorandum from Muneshwar Jagdharry to the RIOC Board of  
42 Directors dated April 7, 2016, attached hereto are hereby approved;  
43 Section 2. that the Acting President/Chief Executive Officer or her designee is hereby  
44 authorized to take such actions and execute such instruments as he deems necessary  
45 to effectuate the foregoing; and  
46  
47 Section 3. that this resolution shall take effect immediately.

1  
2 \* \* \*  
3

4 **NEW BUSINESS ITEM #3**  
5

6 The third item of new business was the approval of extension of the FY 2015-16 Public  
7 Purpose Grants period.  
8

9 Mr. Singh explained that the primary purpose of the proposed grant period extension is to  
10 give sufficient time to the grantees to finish using the funds within the year 2016. He further  
11 discussed the Public Purpose Funds distribution statistics for 2015-16.  
12

13 Ms. Smith questioned why the organizations were only given 50% of the funds instead of  
14 the entire amount. Mr. Singh explained that 50% is typically given at the start of the grant period  
15 and the final 50% is given upon receiving an accounting for the amounts expended.  
16

17 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
18 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
19 Smith), the following resolution was ADOPTED:  
20

21 **RESOLUTION**  
22

23 APPROVAL OF EXTENSION OF  
24 THE FY 2015-16 PUBLIC PURPOSE GRANTS PERIOD  
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26  
27 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
28 the State of New York, as follows:  
29

- 30 Section 1. that the extension of the FY 2015-16 Public Purpose Grants Period substantially as  
31 set forth in the Memorandum from Sean Singh to Susan G. Rosenthal/Board of  
32 Directors dated April 1, 2016, is hereby approved;  
33 Section 2. that the Acting President/Chief Executive Officer or her designee is hereby  
34 authorized to take such actions and execute such instruments as he deems necessary  
35 to effectuate the foregoing; and  
36  
37 Section 3. that this resolution shall take effect immediately.  
38

39 \* \* \*  
40

41 **NEW BUSINESS ITEM #4**  
42

43 The fourth item of new business was the authorization to amend the contract with Saratoga  
44 Associates Landscape Architects, Architects, Engineers and Planners, P.C. (“Saratoga  
45 Associates”) in connection with the Blackwell House Interior Restoration Project.  
46

47 Mr. Bost explained that Saratoga Associates is the architect of record for the Blackwell  
House Interior Restoration Project. On April 30, 2014, they received approval to give estimates

1 for the renovations of Blackwell House. Concurrently, RIOC was in negotiations with NYC  
2 Department of Cultural Affairs to secure a \$364,000 grant for the Blackwell House restoration.  
3 Mr. Bost stated that due to the amount of time it took to finalize funding, RIOC is now required to  
4 revise and refile construction permits. Mr. Bost requested a change order in the amount of  
5 \$109,362.88, including 15% contingency amount, for the contract amendment.

6  
7 Mr. Shinozaki questioned why RIOC was delayed in its filing. Mr. Bost explained that  
8 RIOC was waiting for the grant request to be approved.

9  
10 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
11 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
12 Smith), the following resolution was ADOPTED:

13  
14 **RESOLUTION**

15  
16 **AUTHORIZATION TO AMEND THE CONTRACT WITH SARATOGA ASSOCIATES**  
17 **LANDSCAPE ARCHITECTS, ARCHITECTS, ENGINEERS AND PLANNERS, P.C. IN**  
18 **CONNECTION WITH THE BLACKWELL HOUSE INTERIOR RESTORATION PROJECT**  
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20  
21 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
22 the State of New York (“RIOC”), as follows:

23 Section 1. that RIOC is hereby authorized to amend the contract with Saratoga Associates  
24 Landscape Architects, Architects, Engineers and Planners, P.C. in Connection with  
25 the Blackwell House Interior Restoration Project, upon such terms and conditions  
26 substantially similar to those outlined in the Memorandum from Robert Greene to  
27 Susan G. Rosenthal/Board of Directors dated April 6, 2016, attached hereto;

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

31  
32 Section 3. that this resolution shall take effect immediately.

33  
34 \* \* \*

35  
36 **NEW BUSINESS ITEM #5**

37  
38 The fifth item of new business was for the authorization to enter into Amendment of the  
39 License Agreement for Octagon composting area.

40  
41 Mr. Eliav explained that there is a small area near the Octagon development that is mostly  
42 a composting area and a small garden. He noted that the last three-year permit has expired and  
43 Octagon now seeks to renew its License Agreement for another three years. Mr. Eliav

1 recommended the Amendment of the License Agreement for Octagon composting area for Board  
2 approval.

3  
4 Andrea Heon, General Manager of Octagon, present at the meeting, thanked the Board  
5 members for consideration and support.

6  
7 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
8 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
9 Smith), the following resolution was ADOPTED:

10  
11 **RESOLUTION**

12  
13 **AUTHORIZATION TO ENTER INTO AMENDMENT OF**  
14 **LICENSE AGREEMENT FOR OCTAGON COMPOSTING AREA**  
15

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16  
17 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
18 the State of New York (“RIOC”), as follows:

19  
20 Section 1. that RIOC is hereby authorized to negotiate and enter into an amendment of the  
21 license agreement for Octagon composting area, upon such terms and conditions  
22 substantially similar to those outlined in the Memorandum from Arthur G. Eliav to  
23 the RIOC Board of Directors dated April 6, 2016, attached hereto;

24  
25 Section 2. that the Acting President/Chief Executive Officer or her designee is hereby  
26 authorized to take such actions and execute such instruments as he deems necessary  
27 to effectuate the foregoing; and

28  
29 Section 3. that this resolution shall take effect immediately.

30  
31 \* \* \*

32  
33 **NEW BUSINESS ITEM #6**

34  
35 The sixth item of new business was for the authorization to amend the contract with U.  
36 Arias, Corp. for landscaping and maintenance services.

37  
38 Mr. Opperman explained that in February 2015 RIOC published an RFP requesting  
39 landscaping services. U. Arias, Corp. won the bid for one year at a price of \$61,506. Mr. Opperman  
40 stated that this contract expired on December 11, 2015. RIOC was pleased with the work and Mr.

1 Opperman now recommends that the contract be extended for the remaining two one-year terms  
2 for \$61, 506 for each year.

3  
4 Ms. Rosenthal added that prior to signing the renewal, RIOC has expressed to the  
5 contractor exactly what work and maintenance should be modified for future work.

6  
7 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
8 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
9 Smith), the following resolution was ADOPTED:

10  
11 **RESOLUTION**

12  
13 **AUTHORIZATION TO AMEND THE CONTRACT WITH**  
14 **U. ARIAS, CORP FOR LANDSCAPING AND MAINTENANCE SERVICES**  
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16  
17 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of  
18 the State of New York (“RIOC”), as follows:

19 Section 1. that RIOC is hereby authorized to amend the contract with U. Arias, Corp for  
20 landscaping and maintenance services, upon such terms and conditions  
21 substantially similar to those outlined in the Memorandum from Cyril Opperman  
22 to RIOC Board of Directors dated April 8, 2016, attached hereto;

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

26  
27 Section 3. that this resolution shall take effect immediately.

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29 \* \* \*

30  
31 **PRESIDENT’S REPORT**

32  
33 Ms. Rosenthal stated that it has been one month since she has taken over as Acting  
34 President/CEO, and it has been an exciting experience. She went on to discuss the various repairs  
35 and capital improvements happening on Roosevelt Island. Ms. Rosenthal then discussed the Blue  
36 Dragon sculpture which has been donated to Roosevelt Island and expressed her anticipation for  
37 the unveiling ceremony later in the month.

38  
39 Ms. Rosenthal stated that the first stakeholders meeting for Southpoint Open Space  
40 development will take place on April 28, 2016. She explained that a schedule for the project will  
41 be created by the end of this year. Ms. Rosenthal discussed both the Cherry Blossom Festival,  
42 commencing on April 30, 2016, and the upcoming Tram 40<sup>th</sup> Anniversary, set for May 17, 2016.  
43 She also mentioned that there will be repairs of the potholes on the helix ramp leading to Roosevelt  
44 Island, which was deteriorating due to an increase in the number of construction trucks entering  
45 and exiting the island.

1 Ms. Rosenthal informed the Board that the plans for the new boiler and new roof at  
2 Sportspark have been submitted to RIOC. She stated that the work for Sportspark will begin on  
3 August 15, 2016, which will lead to the closing of Sportspark for the interim construction time.  
4 Another project moving forward is the Tram Elevator. There was a presentation to the Board on  
5 April 12, 2016 showing drawings. A full presentation will be done for the community board at a  
6 later date. Ms. Rosenthal noted that the construction is to begin in September 2016. It will take  
7 roughly one year to complete the project.  
8

9 Ms. Rosenthal further stated that FDR Four Freedoms Park conservancy will donate new  
10 bike racks to be installed in Southpoint Open Space near the entrance to the Four Freedoms Park.  
11 Finally, Ms. Rosenthal briefly discussed future projects that include a bike path on the helix ramp  
12 leading to the Island and upgrades to the Youth Center. She thanked the staff for their support  
13 during her first month in her new capacity.  
14

15 \* \* \*

16  
17 **COMMITTEE REPORTS**

18  
19 **OPERATIONS ADVISORY COMMITTEE**

20  
21 Mr. Shinozaki stated that the Operations Advisory Committee did not meet.  
22

23 **AUDIT COMMITTEE**

24  
25 Mr. Polivy stated that the Audit Committee did not meet.  
26

27 **GOVERNANCE COMMITTEE**

28  
29 Ms. Smith stated that the Governance Committee did not meet.  
30

31 **REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE**

32  
33 Mr. Polivy stated that the Real Estate Development Advisory Committee did not meet.  
34

35 **PUBLIC SAFETY REPORT**

36  
37 Mr. Rubin noted that the Public Safety Report was included in the Board package.  
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39 \* \* \*

40  
41 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Rubin,  
42 Ms. Levendosky, Ms. Christian, Dr. Grimm, Mr. Kraut, Mr. Polivy, Mr. Shinozaki, and Ms.  
43 Smith), the meeting was adjourned at 6:30 p.m.  
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46 \_\_\_\_\_  
Susan G. Rosenthal, Secretary