

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
MARCH 10, 2016  
6:00 P.M.**

The meeting was opened at 6:04 p.m. by Chairperson Debra Cavanagh. Other members present for the Board of Directors were Steven Raccuglia, Ramon V. Colon, Renee Ortiz (entering meeting during Agenda item# 4) and Manuel Troche (entering meeting during discussion session). Present for the CDA were Executive Director Alison Karppi, Assistant Director Salvatore Matera, Affordable Housing Program Director Robert Kuri, and General Counsel Robert T. Fuchs.

1. **MINUTES OF MEETING** – On a motion of Steven Raccuglia, seconded by Ramon Colon, the minutes of the Board of Directors meeting held January 14, 2016 were approved by all without change.
2. **MINUTES OF MEETING** – On a motion of Ramon Colon, seconded by Steven Raccuglia, the minutes of the Board of Directors Annual Public Hearing held February 25, 2016 were approved by all without change.
3. **AUTHORIZATION TO RESCIND RESOLUTION #2 OF THE JULY 28, 2011 MINUTES** – On a motion of Steven Raccuglia, seconded by Ramon Colon and approved by all, authorization was granted by the Board to rescind Resolution #2 of the July 28, 2011 minutes authorizing the CDA to transfer 29 Church Street, Central Islip to the Central Islip Civic Council, Inc.
4. **AUTHORIZATION TO ENTER INTO A HOME CHDO AGREEMENT WITH CENTRAL ISLIP CIVIC COUNCIL, INC.** – On a motion of Ramon Colon, seconded by Steven Raccuglia and approved by all, authorization was granted for the Executive Director to enter into a HOME CHDO Agreement with Central Islip Civic Council, Inc. in the amount of \$10,000.00 to be used for down payment assistance of a newly constructed home at 34 Cypress Street in Central Islip. The CDA will hold a \$10,000.00 non-amortized, non-interest bearing deferred mortgage on the property for an eligible first-time individual or family meeting all HUD guidelines.
5. **AUTHORIZATION TO ENTER INTO A LEASE AGREEMENT** – On a motion of Steven Raccuglia, seconded by Ramon Colon and approved by all, authorization was granted for the Executive Director to enter into a new five year lease agreement with Jet Direct Funding Corp. and Spano Management Group, Inc. DBA Think Tank 111 for four suites in the Applied Technology Center located at 111 West Main Street, Bay Shore. Client has been a tenant for over five years. Please see attached payment schedule.
6. **RE-AFFIRMATION OF THE DISCLOSURE AND POLICIES REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Ramon Colon, seconded by Steven Raccuglia and approved by all, the Board re-affirm the following documents:

- By-Laws
- Code of Ethics
- Compensation, Reimbursement and Attendance Policy
- Defense and Indemnification Policy
- Freedom of Information Policy
- Investment Policy
- Whistleblower Policy
- Procurement Procedures
- Disposition Procedures

Discussion:

Executive Director thanked the Board Members for attending Public Hearing. Annual Public Hearing was attended by Eleven (11) organizations seeking future grant funding.

Executive Director summarized Fiscal Year 2016 Grant Funding Appropriations.

The Board was informed that our Draft Annual Plan will be made available for review and public comment in two (2) weeks.

Executive Director updated the Board regarding the eviction proceeding on 11 Cypress. The Agency is hopeful that occupant(s) will vacate premises by May 1, 2016.

Chairperson informed the staff on the foreclosure status of 46 Beech, and would like the property boarded-up. Chairperson was directed to contact the Town of Islip directly.

Board self-evaluation forms were distributed to all Board Members to be completed and submitted to Chairperson at next Board meeting.

Next Board of Directors meeting is scheduled for April 14, 2016.

There being no further business to come before the Board, on a motion of Steven Raccuglia, seconded by Manuel Troche and approved by all, the meeting was adjourned at 6:18 p.m.

Respectfully Submitted,

Salvatore Matera, Assistant Director

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