

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
JANUARY 10, 2019  
6:30 P.M.**

The meeting was opened at 6:38 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Jarett Gandolfo and Manuel Troche. Present for the CDA were Executive Director James Bowers, Chief Financial Officer Salvatore Matera, General Counsel Robert T. Fuchs, Director of Affordable Housing Robert Kuri and Assistant Director Julia MacGibbon.

1. **MINUTES OF MEETING** – On a motion of Jarett Gandolfo, seconded by Manuel Troche, the minutes of the Board of Directors meeting held December 13, 2018 were approved by all without change.
  
2. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC.**- On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted the Executive Director to enter into a Sub-recipient with Family Service League, Inc. in the amount of \$137,184.90 under the 2018 Emergency Solutions Grant. The funds will be used for rapid re-housing and homelessness prevention.
  
3. **AUTHORIZATION TO SELL PROPERTY – DIRECT SALE PROGRAM** On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into contract with the following first-time home buyer in the Direct Sale Program:

<u>Name</u>	<u>Address</u>	<u>Tax Map #</u>	<u>Sales Price</u>	<u>Mortgage Terms</u>
Dana Alfredson	1407 Potters Blvd. Bay Shore, NY	0500-289-03-25	\$363,000	1 <sup>st</sup> - 4%, 30 Years 2 <sup>nd</sup> - 0% Deferred 3 <sup>nd</sup> -0%, Forgiven after 15 years

Discussion:

1. Up-date of current activities-
  - a. The Executive Director informed the Board of the new hire for the Senior Rehabilitation Specialist position – Scott Phillips.
  
2. DRI Grant - \$600,000 – The Executive Director explained to the Board that the Town of Islip has requested that the CDA administer a grant from the State as part of the Central Islip DRI. The Board requested that the Executive Director get a preliminary Contract or Agreement from the Town and/or the State outlining exactly what would be expected of the Town and the CDA, what the overall requirements would be and bring it back to the Board in February for further discussion.
  
3. Next CDA Board Meeting – February 14, 2019 at 6:30 p.m.

On a motion of Jarett Gandolfo, seconded by Manuel Troche and approved by all, the Board went into Executive Session at 7:10 p.m. to discuss the proposed employment contract for the Executive Director. On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the Board went back into regular session at 7:20 p.m.

**4. ADDED: AUTHORIZATION TO ENTER INTO AN EMPLOYMENT CONTRACT**

On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Agency to enter into a three year Employment Contract with James H. Bowers as Executive Director with a salary increase of 5.4%. The contract will be effective on March 1, 2019.

There being no further business to come before the Board, on a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Julia E. MacGibbon  
Assistant Secretary

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