

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
OCTOBER 11, 2018  
6:00 P.M.**

Public portion of the meeting was opened at 6:08 p.m. by Chairwoman Debra Cavanagh but there were no requests to address the Board.

The regular portion of the meeting was opened at 6:09 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Jarett Gandolfo, Timothy Morris and Manuel Troche. Present for the CDA were Executive Director James Bowers, Chief Financial Officer Salvatore Matera, General Counsel Robert T. Fuchs and Assistant Director/Secretary Julia MacGibbon.

1. **MINUTES OF MEETING** – On a motion of Manuel Troche, seconded by Jarett Gandolfo, the minutes of the Board of Directors’ meeting held August 16, 2018 were approved by all without change.
2. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH UNITED VETERAN’S BEACON HOUSE, INC.** - On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a Subrecipient Agreement with United Veteran’s Beacon House, Inc. to provide financial assistance for the acquisition, renovation, rehabilitation, soft and closing costs of a single-family house located within the jurisdiction of the Town of Islip. The home will be used for permanent affordable rental housing for formerly homeless families. CDBG funding shall not exceed \$250,000 and will be secured by a first mortgage loan, amortized monthly over a period of 30 years at 0% interest.
3. **AUTHORIZATION TO TRANSFER PROPERTY TO THE TOWN OF ISLIP/SUFFOK COUNTY** - On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to transfer one vacant, non-buildable parcel located at 00 Harrison Place, Bay Shore (500-367-02-074) to the Town of Islip/Suffolk County. This property was conveyed to the Town/CDA under Suffolk County’s 72-H Affordable Housing Program but cannot be developed.
4. **AUTHORIZATION TO TRANSFER PROPERTY TO THE TOWN OF ISLIP** - On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to transfer property located at 00 Fifth Avenue, Bay Shore (500-392-01-42) to the Town of Islip. This property was conveyed to the Town/CDA from Suffolk County for no consideration and must be used for governmental purposes therefore cannot be developed by the CDA. It is a parking lot and can be used by the Town of Islip.

5. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE INCORPORATED VILLAGE OF BRIGHTWATERS** – On a motion of Manuel Troche, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with the Incorporated Village of Brightwaters for the construction of a handicap ramp. The grant amount will not to exceed \$15,000.00.
6. **AUTHORIZATION TO ENTER INTO A LEASE AGREEMENT** – On a motion of Manuel Troche, seconded by Jarett Gandolfo 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. for Suite 113 in the Applied Technology Center located at 111 West Main Street, Bay Shore.

Discussion:

1. The Executive Director discussed the following:
  - a. Agency in contract to purchase three homes for the Affordable Housing Program
  - b. Suffolk County properties located at 499 Smith Street and 45 Orange Street in Central Islip will not be given to the CDA
  - c. Roberto Clemente Park Grant - \$300,000 to now be used for new parking lot, sidewalks and curbing
  - d. Tenant Briefing for East Islip Congregate and 911 Lowell Avenue, Central Islip Senior Housing
  - e. College Woods Homeowner affidavits, violations and Code Enforcement's role

The Chairwoman explained about the Central Islip Downtown Revitalization Initiative and requested that a recent meeting packet from the Local Planning Committee be copied and sent to each of the Board members.

2. Public Authorities Board Member Training requirements – Executive Director reminded the Board members that they have one year from date of appointment to fulfill the requirements.
3. Town of Islip Code Enforcement Complaint Report for CDA's Target Zone Areas of Bay Shore, Brentwood and Central Islip (Please see attached)
4. Next Board Meeting will be held on November 8, 2018 at 6:00 p.m. **(canceled)**

There being no further business to come before the Board, on a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, the meeting was adjourned at 6:47 p.m.

Respectfully Submitted:

Julia E. MacGibbon  
Assistant Secretary

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