

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2016  
6:15 P.M.**

The meeting was opened at 6:15 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Renee Ortiz and Manuel Troche. Present for the CDA were Executive Director Alison Karppi, Assistant Director Salvatore Matera, Affordable Housing Director Robert Kuri, General Counsel Robert T. Fuchs and Director of Administrative Services Julia MacGibbon

1. **MINUTES OF MEETING** – On a motion of Renee Ortiz, seconded by Manuel Troche, the minutes of the Board of Directors meeting held September 8, 2016 were approved by all without change.
  
2. **AUTHORIZATIN TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE TOWN OF ISLIP**– On a motion of Manuel Troche, seconded by Renee Ortiz and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with the Town of Islip whereby the Town will provide comprehensive enforcement of code violation services within designated areas in the hamlets of Bay Shore, Brentwood and Central Islip. The CDA will provide an annual \$75,000 in 2015 CDBG grant funds toward payroll for the 2016 calendar year.
  
3. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH SUBURBAN HOUSING DEVELOPMENT AND RESEARCH, INC.** – On a motion of Manuel Troche, seconded by Renee Ortiz and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with Suburban Housing Development and Research, Inc. for the acquisition of a single family house, not to exceed \$200,000. The home will be used for permanent affordable rental housing for formerly homeless families. CDBG funding will be provided in the form of a loan, secured by a mortgage and amortized monthly over a period of 30 years at 0% interest.
  
4. **AUTHORIZATION TO ENTER INTO A CONTRACT FOR EXTERMINATING SERVICES** – On a motion of Manuel Troche, seconded by Debra Cavanagh and approved by all, authorization was granted for the Executive Director to enter into a two year contract with Long Island Exterminating Company, Inc.
  
5. **AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT** - On a motion by Renee Ortiz, seconded by Manuel Troche and approved by all, authorization was granted, as per the recommendation of the Audit Committee, for Executive Director to enter into a professional service contract with BST & Company, CPAs, LLP to perform Agency audits for the periods ending June 30, 2016, June 30, 2017, and June 30, 2018.

Discussion:

The Board was given an update on the following:

1. Exterminating Bid - Original low bid was withdrawn because of lack of proper insurance - Agency will contract with the second lowest responsible bidder- Long Island Exterminating Company, Inc. as reflected in Resolution #5.
2. The management staff recommended to the Board to close 911 Lowell Avenue because of vacancies and the loss of revenue. The Agency is exploring the option of renovating the premise to make the units more accommodating for prospective clients. The Board was in agreement.
3. There was a discussion of retaining a Social Worker on a case by case basis to assist with families requiring services that are beyond the Agency's function.
4. An Affordable Housing Lottery will be held sometime in December in the Town Hall Board Room. There are approximately 40 applications that need to be reviewed for eligibility. The Agency has six homes that will be offered for direct sale or rent with the option to buy.

Next Board meeting is scheduled for November 10, 2016.

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 6:30 p.m.

Respectfully submitted,

Julia E. MacGibbon  
Assistant Secretary

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