

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
DECEMBER 10, 2015
6:00 P.M.**

The meeting was opened at 6:11 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Renee Ortiz, Steven Raccuglia, Ramon V. Colon and Manuel Troche. Present for the CDA were Executive Director Alison Karppi, 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 Steven Raccuglia, the minutes of the Board of Directors meeting held October 8, 2015 were approved by all without change.

2. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC.** – On a motion of Ramon Colon, seconded by Renee Ortiz, and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with Family Service League in the amount of \$80,000.00 under the 2015 Emergency Solutions Grant. The funds will be used for rapid re-housing and homelessness prevention.

3. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH L.I. AGAINST DOMESTIC VIOLENCE, INC.** – On a motion of Renee Ortiz, seconded by Steven Raccuglia, and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with Suffolk Coalition against Domestic Violence in the amount of \$16,121.45 under the 2015 Emergency Solutions Grant. The Funds will be used for homelessness prevention.

4. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH OPTIONS FOR COMMUNITY LIVING, INC.** – 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 sub-recipient agreement with Options for Community Living in the amount of \$34,039.00 under the 2015 Emergency Solutions Grant. The funds will be used for rapid re-housing and homelessness prevention.

5. **AUTHORIZATION TO ENTER INTO PROFESSIONAL SERVICE CONTRACT** – 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 two year professional services contract with Graham Associates, being the lowest responsible bidder, for the design and specification of renovations to CDA owned houses under Direct Sale and rent with Option to Buy Affordable Housing Programs. The contract will be for a fixed fee of \$4,666.66 per house. It is estimated that these services will be required for approximately ten houses in the next twenty-four months. (see attached)

6. **AUTHORIZATION TO SELL PROPERTY - DIRECT SALE PROGRAM** – On a motion of Ramon Colon, seconded by Renee Ortiz and approved by all, authorization was granted for the Executive Director to enter into a 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>
Jairo J. Mendes Maria Mendes	51 W. Adams St. East Islip	0500-321-01-061	\$290,000	1 st - 4%, 30 Years 2 nd -0%, Forgiven after 10 years 3 rd - Deferred

Discussion:

1. Up-date of current activities
2. 2016 Board Meeting Schedule was approved with no changes

There being no further business to come before the Board, on a motion of Ramon Colon, seconded by Renee Ortiz and approved by all, the meeting was adjourned at 6:48 p.m.

Respectfully Submitted,

Julia E. MacGibbon
Assistant Secretary

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