

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2013
5:00 P.M.**

The meeting was opened at 5:04 p.m. by Chairman Christopher D. Bodkin. Present for the Board of Directors were Ramon V. Colon, Debra Cavanagh and Manuel Troche. Present for the Town was Councilman John Cochrane, Jr. Present for the CDA were Executive Director Paul Fink, General Counsel Robert T. Fuchs, Affordable Housing Director Robert M. Kuri and Director of Administrative Services Julia E. MacGibbon. Also present was Douglas Zimmerman from Toski & Company.

1. **MINUTES OF MEETING** – On a motion of Debra Cavanagh, seconded by Manuel Troche, the minutes of the Board of Directors meeting held January 10, 2013 were approved by all without change.
2. **AUTHORIZATION TO MODIFY RESOLUTION 5 FROM THE FEBRUARY 17, 2011 CDA BOARD MEETING** – On a motion by Debra Cavanagh, seconded by Manuel Troche, and approved by all, the Executive Director was authorized to modify the HOME CHDO Agreement with Nassau/Suffolk Housing Development Fund Company, Inc. for five subsidies in the amount of \$25,000.00 each to first-time home buyers who are purchasing homes at Courthouse Commons in Central Islip. The original resolution was for four subsidies.
3. **AUTHORIZATION TO ADOPT NEW ADMINISTRATIVE PROCEDURES MANUAL** – On a motion of Manuel Troche, seconded by Debra Cavanagh, and approved by all, authorization was granted for the Board to adopt the new CDA Administrative Procedures Manual.
4. **RE-AFFIRMATION OF THE DISCLOSURE AND POLICIES REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Manuel Troche, seconded by Debra Cavanagh, and approved by all, the Board re-affirmed 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

5. **COMMITTEE APPOINTMENT** – On a motion of Manuel Troche, seconded by Debra **Cavanagh**, and approved by all the Board appointed (or re-appointed) all Board members to the following committees:
 - Audit Committee
 - Finance Committee
 - Governance Committee

6. **AUTHORIZATION TO ACCEPT THE DRAFT OF THE 2012 FINANCIAL STATEMENT AS PRESENTED BY TOSKI & COMPANY** – On a motion of Ramon Colon, seconded by Debra Cavanagh, and approved by all, the Board accepted the draft 2012 Financial Statement as presented by Douglas Zimmerman from Toski & Company.

7. **AUTHORIZATION TO FUND THE ROBERTO CLEMENTE POOL REHABILITATION PROJECT** – On a motion of Debra Cavanagh, seconded by Ramon Colon, and approved by all, the Executive Director was authorized to fund the Roberto Clemente Pool Rehabilitation Project through an amendment to the CDBG program. Funds of up to \$300,000 will be used to assist the Town of Islip Department of Parks, Recreation and Cultural Affairs with the rehabilitation of the pool facility, including the pools, filtration system, pool building, concrete deck, sun awnings and fencing. Funding is subject to obtaining documentation of project eligibility from HUD.

8. **AUTHORIZATION TO FUND THE CASAMENTO POOL REHABILITATION PROJECT** – On a motion of Manuel Troche, seconded by Ramon Colon, and approved by all, the Executive Director was authorized to fund the Casamento Pool Rehabilitation Project through an amendment to the CDBG program. Funds of up to \$200,000 will be used to assist the Town of Islip Parks, Recreation and Cultural Affairs with the rehabilitation of the pool facility, including the main pool, wave pool, pumps and motor. Funding is subject to obtaining documentation of project eligibility from HUD.

Discussion:

1. Douglas Zimmerman stated that during their audit Toski & Co., CPA PC did not detect any uncorrected misstatements and did not encounter any disagreements with management. He also stated that the Agency currently does not have a going concern issue. Mr. Zimmerman was complimentary to Paul Fink and to the Agency's Management in particular Salvatore Matera, the Chief Financial Officer, as to the fact that his firms independent audit resulted in no findings against the Agency. He further stated that of the hundreds of audits his firm completes only a handful result in "no finding" against the audited entity. He went on to say that the information provided to Toski and Co., CPA PC proved to be essential to such a finding.

There were many questions from the Board members, as well as discussion about budget trends. The Executive Director reminded members that due to federal budget cuts, a time may come when the Agency may have to sell houses in order to pay retiree health insurance benefits. The Board then voted to accept the draft 2012 Financial Statements. (see Resolution 6)

2. Foreclosures – The Executive Director summarized the overall status of foreclosures and lis pendens within the Town of Islip for January 2013.
3. Annual Plan Timetable – The Executive Director went over the Annual Plan timetable and reminded the Board about the Annual Public Meeting on February 27, 2013 at 5:00 p.m. at Town Hall.
4. Monitoring's – The Executive Director explained that additional responses had been sent to HUD regarding the HOME and CDBG monitoring from 2012, and that he expected most or all of the funding and concerns to be closed shortly.
5. Potential Public Works Projects - The Executive Director discussed the possibility of assisting the Town with major rehabilitation of the Roberto Clemente and Casamento Pool Facilities. After presenting the details and significant discussion, resolutions number 7 and 8, above were proposed and passed.

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 6:12 p.m.

Respectfully submitted,

Julia E. MacGibbon
Assistant Secretary

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