

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
JULY 13, 2017
6:00 P.M.**

The meeting was opened at 6:00 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Ramon V. Colon, Renee Ortiz and Manuel Troche. Present for the CDA were Assistant Director Salvatore Matera, Affordable Housing Director Robert Kuri and Director of Administrative Services Julia MacGibbon.

1. **MINUTES OF MEETING** – On a motion of Manuel Troche, seconded by Renee Ortiz the minutes of the Board of Directors meeting held June 8, 2017 were approved by all without change.
2. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECIPIENT AGREEMENT WITH UNITED WAY OF LONG ISLAND, INC.** – On a motion of Manuel Troche, seconded by Renee Ortiz and approved by all, authorization was granted for the Assistant Director to enter into a new sub-recipient agreement with United Way of Long Island, Inc. in the amount of \$1,697,372.93 to continue their role as HOPWA Program sponsor for the July 1, 2017 to June 30, 2018.
3. **AUTHORIZATION TO ENTER INTO A PLUMBING/HVAC CONTRACT** – On a motion of Renee Ortiz, seconded by Manuel Troche and approved by all, authorization was granted for the Assistant Director to enter into a two year contract with Dashing Dan’s Plumbing and Heating Inc. located at 258 Higbie Lane, West Islip, NY 11795. Please review the attached bid tabulation for detailed information.
4. **AUTHORIZATION TO ADD SIGNATORY** – On a motion of Renee Ortiz, seconded by Ramon Colon and approved by all, authorization was granted for the Director of Administrative Services, Julia E. MacGibbon, to sign all Agency related documents.
5. **AUTHORIZATION FOR BOARD TO ADVERTISE FOR EXECUTIVE DIRECTOR POSITION** – On a motion of Renee Ortiz, seconded by Ramon Colon and approved by all, authorization was granted the Board of Directors to advertise for the position of Executive Director.

Minutes

On a motion of Manuel Troche, seconded by Renee Ortiz and approved by all, the Board went into Executive Session at 6:11 p.m. to discuss General Counsel's Employment Contract and salary increase.

1. **AUTHORIZATION TO AMEND GENERAL COUNSEL EMPLOYMENT CONTRACT** – On a motion of Manuel Troche, seconded by Ramon Colon and approved by all, authorization was granted for the Assistant Director to extend the original/amended General Counsel's Employment Contract adding three (3) years to current contract (Original/Amended Contract Term - September 1, 2012 through August 31, 2019) with an escalation clause commencing on July 16, 2017 of an additional \$4.00 per hour. The new expiration date is now set at August 31, 2022. All other term and conditions of said contract will remain in full force and effect.
2. **AUTORIZAZION FOR SALRY INCREASE** – The Board authorized the Assistant Director to give the Affordable Housing Director a salary increase for additional work to be performed.

On a motion of Debra Cavanagh, seconded by Renee Ortiz, and approved by all, the Board closed the Executive Session and re-entered into Public Session. There being no further business to come before the Board, on a motion of Renee Ortiz, seconded by Manuel Troche and approved by all, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Julia E. MacGibbon
Assistant Secretary

Discussion:

1. Up-date of current activities
2. Next Board Meeting August 10, 2017

S
E
A
L