

MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
August 30, 2012
8:00AM

The meeting was opened at 8:08 a.m. by Chairman Christopher Bodkin. Present for the Board of Directors were Joseph A. DeVincent, Ramon V. Colon, and Renee Ortiz. Present for the CDA were Executive Director Paul Fink, Assistant Director Salvatore Matera, and General Counsel Robert T. Fuchs.

1. **MINUTES OF MEETING** – On a motion of Joseph DeVincent, seconded by Ramon V. Colon, the minutes of the Board of Directors meeting held July 12, 2012 were approved by all without change.

2. **AUTHORIZATION TO ENTER INTO A PROFESSIONAL EMPLOYMENT CONTRACT** – On a motion of Ramon V. Colon, seconded by Joseph DeVincent, and approved by all, the Board of Directors authorized the Chairman to enter into a Professional Employment Contract with Robert T. Fuchs as General Counsel. The contract will enable the Agency to retain its continuity of legal representation and establishes a predicable payroll cost. The contract will be for a period of four years commencing on August 30, 2012 and expiring on August 31, 2016. The Contract will retain the current hourly rate of \$65.00 with no escalation clause. The weekly employment schedule will not be less than 30 hours, nor exceed 35 hours.

3. **AUTHORIZATION TO FUND PUBLIC SERVICE PROJECTS** – On a motion of Renee Ortiz, seconded by Ramon V. Colon, and approved by all, except for the abstention of Joseph DeVincent on Long Island Youth Mentoring only, authorization was granted for the Executive Director to enter into Sub-recipient agreements and provide grants from Community Development Block Grant funds for the following public service providers in the amounts listed:

Grantee	Amount
Adelante of Suffolk County	\$19,250
Central Islip Civic Council (Lowell)	\$11,550
Economic Opportunity Council (SNAP)	\$5,000
Family Service League of Suffolk County	\$46,200
Great South Bay YMCA	\$10,000
Long Island Gay and Lesbian Youth	\$7,700
Long Island Housing Services, Inc.	\$10,000
Long Island Youth Mentoring	\$10,000
Mercy Haven, Inc.	\$11,550
Unlock the Possibilities (DNA)	\$7,700
Youth Enrichment Services	\$40,400
Total	\$179,350

4. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECIPIENT AGREEMENT WITH SUBURBAN HOUSING AND DEVELOPMENT RESEARCH, INC.** – On a motion of Joseph DeVincent, seconded by Renee Ortiz, and approved by all, authorization was granted for the Executive Director to enter into a new sub-recipient agreement with Suburban Housing and Development Research, Inc., to provide up to \$56,000 in shelter operations and \$24,000 in essential services under the 2012 Emergency Solutions Grant. Authorization was also granted to rescind \$674.45 in 2011 ESG funds, due to new formulas published in the HUD ESG regulations subsequent to award of the 2011 sub-recipient agreement.
5. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECIPIENT AGREEMENT WITH UNITED VETERANS BEACON HOUSE, INC.** – On a motion of Ramon V. Colon, seconded by Renee Ortiz, and approved by all, authorization was granted for the Executive Director to enter into a new sub-recipient agreement with United Veterans Beacon House, Inc., to provide up to \$47,501 in homelessness prevention and rapid re-housing services under the 2011 Emergency Solutions Grant supplemental allocation.
6. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC.** – On a motion of Renee Ortiz, seconded by Joseph DeVincent, and approved by all, authorization was granted for the Executive Director to enter into a new sub-recipient agreement with Family Service League, Inc., to provide up to \$68,181 in homelessness prevention and rapid re-housing services under the 2012 Emergency Solutions Grant.
7. **AUTHORIZATION TO APPROVE THE AGENCY'S DEFERRED COMPENSATION PLAN PROVIDERS** – On a motion of Renee Ortiz, seconded by Ramon V. Colon, and approved by all, the Board of Directors approved the Agency's Deferred Compensation Committee's recommendation, after receipt of competitive proposals, of both ICMA Retirement Corp. and The Hartford as deferred compensation plan providers, and to enter into new five (5) year contracts with both.
8. **AUTHORIZATION TO ENTER INTO PROFESSIONAL SERVICE CONTRACT** – On a motion of Renee Ortiz, seconded by Joseph DeVincent, 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 \$4,885.00 per house. It is estimated that these services will be required for approximately ten to fifteen houses in the next twelve months.
9. **AUTHORIZATION TO ENTER INTO A NEW HOME CHDO AGREEMENT WITH CDCLI HOUSING DEVELOPMENT FUND CORPORATION** – On a motion of Joseph DeVincent, seconded by Ramon V. Colon, and approved by all, authorization was granted for the Executive Director to enter into a HOME CHDO agreement with CDCLI Housing Development Fund Corporation for renovation costs for 54 Redmond Avenue in Bay Shore. The loan amount will not exceed \$30,000.00 and will be for a period of 30 years at 0%.

10. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECIPIENT AGREEMENT WITH CDCLI HOUSING DEVELOPMENT FUND CORPORATION** – On a motion of Renee Ortiz, seconded by Joseph DeVincent, and approved by all, authorization was granted for the Executive Director to enter into a sub-recipient agreement with CDCLI Housing Development Fund Corporation to provide CDBG funding for the purchase and renovation of a home for permanent affordable rental housing of formerly homeless families. The loan amount will not exceed \$200,000.00 and will be for a period of 30 years at 0%.
11. **AUTHORIZATION TO AMEND THE FISCAL YEAR 2010 BUDGET** – On a motion of Renee Ortiz, seconded by Joseph DeVincent, and approved by all, the Board of Directors adopted the amended 2010 CDBG budget reflecting actual expenditures and program income received during the 2010 Program Year.

Discussion:

1. **Monitoring**
The Executive Director briefed the Board on the Agency's recent HUD monitoring. He stated that there has been a vast increase in the amount of required documentation prior to the disbursement of Federal Grant Funds, and that the Agency's written administrative procedures must be updated. The Executive Director also stated that we have received the monitoring letter and it contains 11 (eleven) findings, all of which are not critical. A formal response letter with corrective action is due on September 7, 2012.

Ramon V. Colon stated he would like copies of both letters. (Note: They were sent by the Executive Director to Board Members by e-mail on August 31, 2012.)
2. **Foreclosures**
The Executive Director summarized the current status of foreclosures and lis pendens within the Town of Islip as of July 2012. Both foreclosures and lis pendens have decreased when compared to July 2011. The Executive Director stated that it appears that banks are not forcing homeowners to vacate, and are instead waiting until short sales are finalized.
3. **EECBG Program Update**
The Executive Director informed the Board that to date the EECBG Program has completed approximately 115 home energy audits and efficiencies repairs.
4. **NSP3 (and HFH)**
The Executive Director summarized the following regarding the NSP3 Grant:
 - a. Two homes have been purchased
 - b. One more short sale has been approved – awaiting a closing date
 - c. Habitat for Humanity will only be able to complete two homes of the projected four
 - d. Two additional homes will be completed by another non-profit, but this will require an amendment to the original plan
 - e. 50% of grant funds must be expended by March 2013

5. Ultimate Game Sports

The Board had an extensive discussion regarding the possibility of issuing Agency bonds for this proposed project stating:

- a. Process has been going on for approximately four to five years
- b. Developer is considering purchasing the Town owned land and requesting CDA Bond Financing to do so
- c. In order to do so, the Town would need to guarantee the bonds

All Board members and the Executive Director stated the Agency and/or the Town should be extremely cautious about getting involved with the project financing.

6. Bus Tour of CDA Projects to be scheduled and held immediately following the September 27, 2012 Board of Directors Meeting.

There being no further business to come before the Board, on a motion of Joseph DeVincent, seconded by Ramon V. Colon, and approved by all, the meeting was adjourned at 8:54 a.m.

Respectfully submitted,

Salvatore Matera

Acting Assistant Secretary for August 30, 2012 Meeting Only