

**MINTUES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
OCTOBER 10, 2013
5:30 P.M.**

The meeting was opened at 5:35 p.m. by Chairperson Debra Cavanagh. Present for the Board of Directors were Manuel Troche and Steven Raccuglia via video and arrived at approximately 6:10 and reconfirmed all of his actions prior to his arrival. Present for the CDA were Executive Director Paul Fink, Assistant Director Salvatore Matera, General Counsel Robert T. Fuchs, Affordable Housing Director Robert Kuri and Director of Administrative Services Julia MacGibbon. Present for the Town Board was John Cochrane. Present for Town of Islip Code Enforcement was Jason Mistretta.

1. **MINUTES OF MEETING** – On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, the minutes of the Board of Directors meeting held August 8, 2013 were approved without change.
2. **APPROVAL TO ADOPT THE AMENDED FISCAL YEAR 2011 BUDGET-** On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, authorization was granted for the Board to adopt the amended Fiscal 2011 Annual Plan and Budget under the Town of Islip’s 2010-2014 Consolidated Strategy and Plan Submission for Housing and Community Programs. Please see attached amended budget.
3. **AUTHORIZATION TO FUND CAPITAL IMPROVEMENT PROJECTS-** On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all authorization was granted for the Executive Director to enter into Sub-recipient agreements and provide interest free 20 year loans from Community Development Block Grant funds for the following capital improvement projects in the amounts listed:

1. Transitional Service of New York for Long Island, Inc.	\$30,000
2. United Cerebral Palsy Association of Greater Suffolk, Inc.	\$30,000
3. Mercy Haven, Inc.	\$38,000

All funds will be used to make improvements to existing scattered site homes serving very low income clients.
4. **AUTHORIZATION TO ENTER INTO A NEW SUB-RECEIPIENT AGREEMENT WITH UNITED WAY OF LONG ISLAND, Inc.** – On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, authorization was granted for the Executive Director to enter into a new sub-recipient agreement with United Way of Long Island, Inc., in the amount of \$1,634,426.72 to continue their role as HOPWA Program sponsor from July 1, 2013 to June 30, 2014. All but \$114,410.00 will be passed through to direct housing providers.

Discussion:

1. College Woods Property Management - There was an extensive discussion regarding the Central Islip Civic Council's contracts. The Executive Director gave the Board the information that the Civic Council provided and gave them a brief update on what had been done. Board members Manuel Troche and Steven Raccuglia asked how the contract was awarded and whether or not a RFP was done. The Executive Director explained how the Civic Council came to be the property managers from the inception of the project back in the early 90' s and that there has never been an RFP. The Board members instructed the CDA staff to start to consider other possibilities for the management of the units including doing the work in-house. John Cochrane asked how the Civic Council is funded and wanted to know about their office in Central Islip. The Executive Director explained that the Civic Council is funded by other sources besides the CDA and that the Agency holds the mortgage on the Civic Council office. The Director of Administrative Services asked the Board to look over the overall budget lines and see what is actually being used for maintenance and building up-keep and suggested that there are some areas that could be adjusted. The discussion was concluded with the Board instructing the Executive Director and staff to meet again with the Civic Council and to consider all other options available to the Agency including but not limited to having the Agency absorb the work and publishing an RFP.
2. Green Jobs Green New York - The Executive Director explained that the program was coming to end and that there was a possibility of some additional funding but not enough to warrant keeping on a staff person. Kathleen Williams' last day will be October 31, 2013.
3. Foreclosures – The Executive Director stated that the foreclosures and lis pendens are still increasing.
4. Affordable Housing Marketing - The Executive Director explained that with the current economy and market, the CDA would like to start listing our affordable housing properties on line through multiple listing services, and move towards a first come first served system. Procedures will be prepared for the Board to review.
5. Code Enforcement in College Woods - The Executive Director explained that recently there have been inquiries into how the CDA handles properties located in College Woods that are in violation of owner occupancy and no rent restrictions. The Executive Director explained that while there is a right of reversion in the covenant and restrictions on the properties in College Woods, it is very difficult and expensive to execute. The Executive Director invited Jason Mistretta, Acting Chief Investigator of the Town of Islip Code Enforcement Department, to speak at the meeting. Mr. Mistretta explained their

procedures and how difficult it can be to prove, prosecute and convict a property owner. The Department of Code Enforcement is funded annually by the CDA to handle such efforts.

6. The Executive Director informed the Board of Long Island Youth Mentoring's decision to turn down 2013 CDBG funding due to intrusive and onerous reporting requirements.
7. Next CDA Board Meeting is scheduled for December 12, 2013-November's meeting has been canceled due to a conflict in the Executive Director's schedule.

There being no further business to come before the Board, on a motion of Steven Raccuglia, seconded by Manuel Troche and approved by all the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Julia E. MacGibbon
Assistant Secretary

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