

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
DECEMBER 12, 2013  
5:30 P.M.**

The meeting was opened at 5:31 p.m. by Chairperson Debra Cavanagh. Present for the Board of Directors were Ramon Colon, Renee Ortiz, Manuel Troche and Steven Raccuglia. Present for the CDA were Acting Executive 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. Councilman Cochrane left the meeting at 5:55 p.m.

1. **MINUTES OF MEETING** – On motion of Steven Raccuglia, seconded by Renee Ortiz and approved by all the minutes of the Board of Directors’ meeting held October 10, 2013 were approved without change.
2. **AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE TOWN OF ISLIP** – On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, authorization was granted for the Assistant Director to enter into an agreement with the Town of Islip whereby the Town will provide certain services relating to code enforcement in designated areas, and the CDA will provide \$75,000.00 annually toward payroll.
3. **RESIGNATION OF EXECUTIVE DIRECTOR** - On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, the Board accepted Paul Fink’s letter of resignation as Executive Director of the CDA effective November 30, 2013.
4. **SEVERANCE AND COMPENSATED ABSENCES** – On a motion of Steven Raccuglia, seconded by Renee Ortiz and approved by all, the Board agreed to pay Paul Fink two month’s severance pay so long as a Separation Agreement and General Release of all claims is signed by all parties in a form acceptable to the General Counsel within 45 days and additionally to pay-out his compensated absences as allowed by the rules and regulations outlined in the CDA Employee Policy Manual and his current pension plan.
5. **APPOINTMENT OF NEW EXECUTIVE DIRECTOR** – On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by Debra Cavanagh, with Renee Ortiz and Ramon Colon abstaining, the Board appointed Alison Karppi as Executive Director contingent upon the successful completion of a three month probationary period. The Executive Directors’ salary will be \$90,000.00.

6. **AUTHORINATION TO ADD SIGNATORY TO PAYROLL ACCOUNT** – On a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all, the Board authorized Julia E. MacGibbon to be added as a signatory on the Payroll account.

Please note there was an Executive Session which opened at 6:00 and closed at 6:28 which the CDA staff was asked to leave. The staff returned at 6:28, answered several questions and were asked to leave again at 6:35 and Alison Karppi was asked to come in for an interview. The staff returned at 6:45 and the meeting continued.

Discussion:

1. The Councilman, John Cochrane discussed several College Woods issues involving illegal rentals and parking issues. Julia MacGibbon will set up an appointment with the Councilman to discuss these issues in further detail.
2. 2014 CDA Board Meeting schedule was discussed and will be finalized and sent to the Board for approval.

There being no further business to come before the Board, on a motion of Manuel Troche, seconded by Steven Raccuglia and approved by all the meeting was adjourned at 7:18 p.m.

Respectfully Submitted,

Julia E. MacGibbon  
Assistant Secretary

S  
E  
A  
L