

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETING  
January 12, 2023  
6:30 P.M.**

The CDA Board of Directors' Meeting was opened at 6:30 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Jarett Gandolfo and Maria Vidal. Present for the CDA were Executive Director James H. Bowers, Assistant Director Julia E. MacGibbon, Chief Financial Officer Renee Sumpter, Affordable Housing Director Robert M. Kuri and General Counsel Robert T. Fuchs.

1. **MINUTES OF MEETING** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo, the minutes of the Board of Directors meeting held December 8, 2022 were approved by all without change.
  
2. **AUTHORIZATION FOR THE GENERAL COUNSEL TO COMMENCE LAWSUITS** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was granted from the CDA Board of Director's for the General Counsel to commence lawsuits on behalf of the Town of Islip Community Development Agency with regard to landlord/tenant evictions, foreclosures and related actions.
  
3. **RE-AFFIRMATION OF THE DISCLOSURE AND POLICIES REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009: -**  
On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the Board re-affirmed the following attached 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
  
4. **AUTHORIZATION TO ENTER INTO A SNOW REMOVAL CONTRACT** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a two-year contract with a two-year renewal clause with B & B Maintenance Services Inc. for snow removal at all CDA owned properties. Pricing is based on per push and per inch.

5. **AUTHORIZATION TO ENTER INTO A PLUMBING AND HEATING CONTRACT** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a two-year contract with a two-year renewal clause with Dashing Dan’s Plumbing and Heating Inc. for all CDA owned properties. Pricing is per hour (prevailing wage) and material costs.
6. **AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT WITH GRAHAM ASSOCIATES** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a two-year contract with a two-year renewal clause with Graham Associates for architectural services for all CDA Projects. Fee Schedule Attached.
7. **AUTHORIZATION TO ENTER INTO A LANDSCAPING CONTRACT** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was granted for the Executive Director to enter into a two-year contract with a two-year renewal clause with Del Graz Enterprises, Inc. d/b/a R&R Landscaping in the amount of \$145,360 for the first year and \$148,270.00 for the second year.
8. **ADOPTION OF THE AMENDED 2020 ANNUAL PLAN AND BUDGET-** On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the CDA Board of Directors adopted the attached amendment to its 2020 Annual Plan and Budget under the Town of Islip’s 2020-2024 Consolidated Strategy and Plan Submission for Housing and Community Programs.

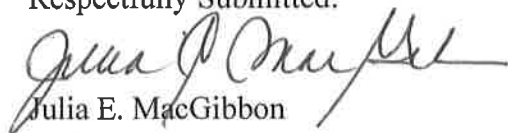
Discussion:

1. James H. Bowers informed the Board that he will be retiring from the Agency on February 28, 2023.
2. Robert M. Kuri informed the Board that he will be retiring from the Agency on March 31, 2023.
3. IDIS Training – The Assistant Director informed the Board that several staff members will be taking extensive training in all HUD related Programs with a private company.
4. HOME-ARP and Annual Action Plan – The Assistant Director informed the Board of the application deadlines and gave a brief description of what the Agency would like to accomplish for each plan.
5. CDA 2023 Board of Directors’ Meeting Schedule was accepted

6. Next CDA Board Meeting scheduled for February 9, 2023
7. CDA Annual Public Meeting to be held February 21, 2023 at 5:00 p.m. – All CDA Board Members are encouraged to attend.

There being no further business to come before the Board, on a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the CDA Board of Directors meeting was adjourned at 7:00 p.m.

Respectfully Submitted:

  
Julia E. MacGibbon  
Assistant Secretary

SEAL