

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS**

March 9, 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 from the Board of Directors were Timothy Morris, Manuel Troche and Maria Vidal. Present from the CDA were the Assistant Director Julia E. MacGibbon, Chief Financial Officer Renee Sumpter, Affordable Housing Director Robert M. Kuri and General Counsel Robert T. Fuchs.

Executive Session:

On a motion of Timothy Morris, seconded by Manuel Troche and approved by all, the Board went into Executive Session at 6:39 to interview for the Director of Affordable Housing and Program Development position. On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, the Board went back into regular session at 7:05 p.m.

1. **MINUTES OF MEETING:** - On a motion of Manuel Troche, seconded by Maria Vidal, the minutes of the Board of Directors' meeting held January 12, 2023 were approved by all without change.
2. **MINUTES OF CDA ANNUAL PUBLIC HEARING:** - On a motion of Manuel Troche, seconded by Debra Cavanagh, the minutes of the CDA Annual Public Hearing held February 21, 2023 were approved by all without change.
3. **APPOINTMENT OF THE AGENCY'S AUDIT AND FINANCE COMMITTEE MEMBERS PURSUANT TO THE PUBLIC AUTHORITIES ACT:** - On a motion of Manuel Troche, seconded by Maria Vidal and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors appointed Debra Cavanagh, Chairperson, Jarett Gandolfo, Manuel Troche, Timothy Morris and Maria Vidal to the Committee.
4. **APPOINTMENT OF THE AGENCY'S GOVERNANCE COMMITTEE MEMBERS PURSUANT TO THE PUBLIC AUTHORITIES ACT:** - On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors appointed Debra Cavanagh, Chairperson, Jarett Gandolfo, Manuel Troche, Timothy Morris and Maria Vidal to the Committee.
5. **ADOPTION OF THE BY-LAWS REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Manuel Troche, seconded by Maria Vidal and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the By- Laws attached hereto.

6. **ADOPTION OF THE CODE OF ETHICS REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Code of Ethics Policy attached hereto.
7. **ADOPTION OF THE COMPENSATION, REIMBURSEMENT AND ATTENDANCE POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Maria Vidal, seconded by Manuel Troche and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Compensation, Reimbursement and Attendance Policy attached hereto.
8. **ADOPTION OF THE DEFENSE AND INDEMNIFICATION POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Defense and Indemnification Policy attached hereto.
9. **ADOPTION OF THE FREEDOM OF INFORMATION POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Timothy Morris, seconded by Maria Vidal and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Freedom of Information Policy attached hereto.
10. **ADOPTION OF THE INVESTMENT POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Timothy Morris, seconded by Manuel Troche and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Investment Policy attached hereto.
11. **ADOPTION OF THE WHISTLEBLOWER POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Timothy Morris, seconded by Manuel Troche and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Whistleblower Policy attached hereto.
12. **ADOPTION OF THE PROCUREMENT POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Maria Vidal, seconded by Timothy Morris and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009 as well as applicable federal laws and regulations which will apply to the procurement of goods and services not subject to the competitive bidding requirements set forth in General Municipal Law Section 103 and which goods and services are paid for and used by the Agency, the Board of Directors adopted the Procurement Policy attached hereto.

13. **ADOPTION OF THE DISPOSITION POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Timothy Morris, seconded by Maria Vidal and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Disposition Policy Code of Ethics attached hereto.
14. **ADOPTION OF THE CONFLICT OF INTEREST POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009:** - On a motion of Manuel Troche, seconded by Maria Vidal and approved by all, as mandated by the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009, the Board of Directors adopted the Conflict of Interest Policy attached hereto.
15. **AUTHORIZATION IS REQUESTED FOR THE BOARD TO ADOPT THE 2023 TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY'S BOARD MEETING SCHEDULE** – On a motion of Timothy Morris, seconded by Manuel Troche and approved by all, the Board to adopted the 2023 Town of Islip Community Development Agency's Board Meeting Schedule.
16. **AUTHORIZATION TO APPOINT SECRETARY AND ASSISTANT SECRETARY TO THE TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY'S BOARD OF DIRECTORS** – On a motion of Maria Vidal, seconded by Timothy Morris and approved by all, authorization was granted for the Board to appoint Manuel Troche as Secretary of the Agency's Board of Directors and Renee Sumpter as Assistant Secretary to the Agency's Board of Directors.
17. **AUTHORIZATION TO APPOINT NEW EXECUTIVE DIRECTOR:** On a motion of Maria Vidal, seconded by Timothy Morris and approved by all, authorization was granted for the Board to appoint Julia E. MacGibbon as Executive Director of the Agency and to amend her current contract to reflect the change of position. In addition, authorization was granted for the Chairperson/Chief Financial Officer to sign an amended contract.

NOTE: THE BOARD OF DIRECTORS WILL ENTER INTO THE AUDIT AND FINANCE COMMITTEE MEETING AND THE GOVERNANCE COMMITTEE MEETING

On a motion of Debra Cavanagh, seconded by Maria Vidal and approved by all the CDA Board of Directors, the Board went into the Audit and Finance Committee Meeting at 7:15p.m. – On a motion of Maria Vidal, seconded by Manuel Troche and approved by all the Audit and Finance Committee, the Committee meeting was adjourned at 7:50 p.m. See the attached Minutes of Meeting.

On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all the CDA Board of Directors, the Board went into the Governance Committee Meeting at 7:50 p.m. – On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all the Governance Committee meeting, the Committee meeting was adjourned at 7:55 p.m. See the attached Minutes of Meeting.

18. **AUTHORIZATION IS REQUESTED FOR THE BOARD TO ACCEPT THE JUNE 30, 2022 AUDITED FINANCIAL STATEMENTS:** - On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, authorization was granted for the Board to accept the June 30, 2022 Audited Financial Statements and the Single Audit Reports for year ended June 30, 2022 as prepared by BST & Co. CPA's, LLP and reviewed by Renee Sumpter, CFO.
19. **AUTHORIZATION TO EXTEND PROFESSIONAL SERVICES CONTRACT TO PERFORM CDA AUDIT:** - On a motion of Maria Vidal, seconded by Manuel Troche and approved by all, authorization was granted for the Executive Director to extend the current professional services contract with the same accounting firm (BST & Co. CPA's, LLP, lowest responsible bidder) the Town of Islip CDA Board selected through an RFP process to audit the financial statements of CDA for the periods ended/ending June 30, 2022 and June 30, 2023.
20. **AUTHORIZATION TO SELL PROPERTY – DIRECT SALE PROGRAM:** - On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, authorization was granted for the Executive Director to enter into contract with the following first-time home buyer in the Direct Sale Program:

<u>Name</u>	<u>Address</u>	<u>Tax Map #</u>	<u>Sales Price</u>	<u>Mortgage Terms</u>
Ana Elena Poppe	393 Evergreen Avenue Central Islip, NY	0500-097-02-035	\$486,000.00	1 st - 3%, 30 Years \$246,000.00 2 nd - 0% Deferred \$170,000.00 3 rd -0%, Forgiven after 15 years \$60,000.00 \$5,000.00 DPA \$5,000.00 DP

21. **AUTHORIZATION TO SELL PROPERTY - RENT WITH OPTION TO BUY PROGRAM:** - Authorization is requested for the Executive Director to enter into contract with the following first-time home buyer in the Rent with Option to Buy Program:

<u>Name</u>	<u>Address</u>	<u>Tax Map #</u>	<u>Sales Price</u>	<u>Mortgage Terms</u>
Mansur Sanchez Iralis Cardozo de Sanchez	28 E. Elm Street Central Islip, NY	0500-143-01-069	\$486,000.00	1 st - 3 %, 30 Years \$271,000.00 2 nd 0% deferred \$150,000.00 3 rd 0% Forgiven After 15 years \$60,000 \$5,000 DPA

22. **AUTHORIZATION TO SELL PROPERTY UNDER THE DIRECT SALE PROGRAM:** - On a motion of Manuel Troche, seconded by Timothy Morris and approved by all, authorization was granted for the Executive Director to enter into a contract with the following first-time home-buyer in the Direct Sale Program:

<u>Name</u>	<u>Address</u>	<u>Tax Map #</u>	<u>Sales Price</u>	<u>Mortgage Terms</u>
Maria A. Workman	24A Peters Blvd. Central Islip, NY	0500-094-03-095	\$486,000.00	1 st 3 %, 30 Years \$321,000.00 2 nd 0% Deferred \$100,000.00 3 rd 0% Forgiven After 15 years \$60,000.00 \$5,000.00 DPA

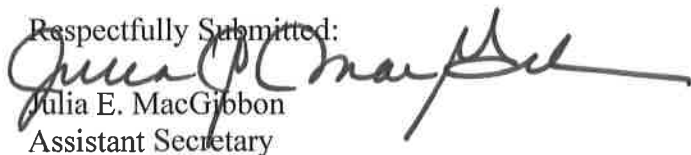
23. **ADDED RESOLUTION: AUTHORIZATION TO HIRE DIRECTOR OF AFFORDABLE HOUSING AND PROGRAM DEVELOPMENT:** - On motion of Manuel Troche, seconded by Timothy Morris and approved by all, authorization was granted for the Chairwoman to hire Kevin Crean as Director of Affordable Housing and Program Development at a starting salary of \$130,000.00.

Discussion:

1. Interview for Director of Affordable Housing and Project Development position
2. Next CDA Board of Directors' Meeting is April 13, 2023.

There being no further business to come before the CDA Board, on a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, the CDA Board of Directors meeting adjourned at 8:10 p.m.

Respectfully Submitted:


Julia E. MacGibbon
Assistant Secretary

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