

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS
June 8, 2023
6:30 P.M.**

The CDA Board of Directors' Meeting was opened at 6:36 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Manuel Troche and Maria Vidal. Present for the CDA were the Executive Director, Julia E. MacGibbon and Chief Financial Officer, Renee Sumpter, Affordable Housing and Project Development Director, Kevin Crean and General Counsel, Robert T. Fuchs.

1. **MINUTES OF MEETING** - On a motion of Manuel Troche, seconded by Maria Vidal, the minutes of the Board of Directors meeting held May 11, 2023 were approved by all without change.
2. **AUTHORIZATION TO AMEND THE HOME CHDO AGREEMENT WITH SUBURBAN HOUSING DEVELOPMENT AND RESEARCH, INC.** - On a motion of Manuel Troche, seconded by Maria Vidal, and approved by all, the Board of Directors authorized the Executive Director to amend the HOME CHDO Agreement for Suburban Housing Development and Research, Inc. by extending the agreement from June 30, 2023 to March 31, 2024. This grant, for an amount not to exceed \$296,106.15, will provide financial assistance for renovation and rehabilitation of CHDO-owned single-family home(s) located within the Township of Islip. The home(s) will continue to be used as permanent affordable rental housing for formerly homeless families.
3. **AUTHORIZATION TO AMEND SUBRECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC.** - On a motion of Manuel Troche, seconded by Maria Vidal, and approved by all, the Board of Directors authorized the Executive Director to amend the Subrecipient Agreements with Family Service League, Inc. by extending the 2019, 2020, 2021 and 2022 Agreements to January 31, 2024. The funds will be used for Rapid Re-housing, Homelessness Prevention and costs associated with Emergency Shelter Operations.
4. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC.** - On a motion of Manuel Troche, seconded by Maria Vidal, and approved by all, the Board of Directors authorized the Executive Director to enter into a Subrecipient Agreement with Family Service League, Inc. for the period of July 1, 2023 through June 30, 2025 in the amount of \$155,528.57. The funds will be used for Rapid Re-housing, Homelessness Prevention and costs associated with Emergency Shelter Operations.
5. **AUTHORIZATION TO ENTER INTO A NEW SUBRECIPIENT AGREEMENT WITH UNITED WAY OF LONG ISLAND, INC.** - On a motion of Manuel Troche, seconded by Maria Vidal, and approved by all, the Board of Directors authorized the Executive Director to enter into a new Subrecipient Agreement with United Way of Long Island, Inc. in the amount of \$1,174,519.38 to continue their role as HOPWA Program sponsor from July 1, 2023 to June 30, 2024, using program income generated from HOPWA properties sales repurposed for alternative use.

6. **AUTHORIZATION TO AMEND THE DEVELOPER AGREEMENT WITH HABITAT FOR HUMANITY OF LONG ISLAND, INC.** - On a motion of Manuel Troche, seconded by Debra Cavanagh, and approved by all, the Board of Directors authorized the Executive Director to amend the developer agreement (previously a subrecipient agreement) with Habitat for Humanity of Long Island, Inc. to extend the terms for an additional six months through June 30, 2024. This agreement, originally authorized by the Board at the May 12, 2022 meeting, and amended at the April 13, 2023 meeting was for the transfer title of a CDA-owned lot located at 144 Wicks Road, Brentwood and to provide financial assistance for the construction and soft mortgage costs to develop a single-family house using 3-D technology. In the event that the use of 3-D technology cannot meet the timing deadline imposed by HUD, a single-family house will still be constructed as a standard build.

7. **AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT WITH USI CONSULTING GROUP** - On a motion of Manuel Troche, seconded by Debra Cavanagh, and approved by all, the Board of Directors authorized the Executive Director to enter into a professional service contract with USI Consulting Group for the preparation of a full valuation of post-retirement welfare benefits including the determination of the CDA's annual cost and liabilities that meet the requirements of GASB Statement No. 74 and 75 for the years ended June 30, 2023 through June 30, 2025.

8. **AUTHORIZATION TO SELL PROPERTY - RENT WITH OPTION TO BUY PROGRAM** - On a motion of Manuel Troche, seconded by Debra Cavanagh, and approved by all, the Board of Directors authorized 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>
Ricardo Bermudez	75 Amityville Street	0500-230-01-030	\$486,000.00	1 st 3 %, 30 Years
Barbara Bermudez	Islip Terrace, NY			\$346,000.00
				2 nd 0% deferred
				\$75,000.00
				3 rd 0% Forgiven
				After 15 years
				\$60,000
				\$5,000 DPA

OTHER MATTERS:

Although the Board of Directors approved the extension of existing contracts and authorization to enter into a new contract with Family Service League, Inc. there were concerns raised by Board Members as to the safety of residents in outside areas, in particular those that are walking to local shopping areas where there is no sidewalk. There was also a question raised as to the collection of income from those clients that are working. The Executive Director explained that the Shelter Operations grants were going to be used to enhance the safety of the residents (i.e., exterior lighting, traffic control gate, bollards and guard booth, ADA compliance curbs, areas susceptible for tripping hazards). However, it was suggested that the Town of Islip Community Development Agency Board of Directors and management set up a tour of the facility and meet with Family Service League.

Update of activities:

- Discussion on lease renewal for 111 West Main Street - It was discussed that the current lessee is up for renewal as of October 31, 2023. This tenant is interested in purchasing 111 West Main Street or having a clause added to the new lease for the right of first refusal if the Board of Directors decides to sell such property. The Board of Directors indicated there is no interest to sell this property or add a right of first refusal in the new lease at this time.
- Discussion on the Town of Islip's Central Islip Community Park project - The Executive Director and the Affordable Housing and Project Development Director met with the Town's Parks, Recreation and Cultural Affairs Department members to discuss possibility of granting funds for the paving of a parking lot. The Board of Directors supports this project and looks forward to discussing further as more information becomes available.

Board of Directors' updates:

- Manuel Troche discussed correspondence he received related to request for funding for the Brentwood Fire Department's training facilities. The Community Development Agency does not have any grants that would be available for use of this type of project.
- Manuel Troche discussed correspondence he received related to the local Boy Scouts building of a sign in the Town. The Community Development Agency does not have any grants that would be available for use of this type of project however the Executive Director will reach out to the Town to see if there is any assistance they can provide.

There being no further business to come before the CDA Board, on a motion of Manuel Troche, seconded by Debra Cavanagh and approved by all, the CDA Board of Directors meeting adjourned at 7:41 p.m.

Respectfully Submitted:



Renee Sumpter
Assistant Secretary

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