

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS  
January 11, 2024  
6:30 P.M.**

The CDA Board of Directors' Meeting was opened at 6:34 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Jarett Gandolfo and Timothy Morris. Present for the CDA were the Executive Director, Julia E. MacGibbon, Chief Financial Officer, Renee Sumpter, and General Counsel, Robert T. Fuchs.

1. **MINUTES OF MEETING** - On a motion of Jarett Gandolfo, seconded by Timothy Morris, the minutes of the Board of Directors' meeting held on October 12, 2023 were approved by all without change.
2. **AUTHORIZATION FOR THE GENERAL COUNSEL TO COMMENCE LAWSUITS** - On a motion of Jarett Gandolfo, seconded by Timothy Morris, and approved by all, the Board of Directors authorized 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. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE TOWN OF ISLIP FOR A NEW HVAC SYSTEM AT THE CENTRAL ISLIP SENIOR CENTER** - On a motion of Timothy Morris, seconded by Jarett Gandolfo, and approved by all, the Board of Directors authorized the Executive Director to enter into a Sub-recipient Agreement with the Town of Islip in an amount not to exceed \$500,000 to be used for a new HVAC system for the Central Islip Senior Center. The funding, to be allocated from available CDBG-COVID monies, will permit the Senior Center to re-open and provide an improved environment for local seniors to gather and engage in social activities. The work meets the CDBG-CV eligibility by preparing the facility to address the potential future spread of coronavirus in a vulnerable population.
4. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE TOWN OF ISLIP FOR PAVING OF PARKING LOT AT THE CENTRAL ISLIP SENIOR CENTER** - On a motion of Jarett Gandolfo, seconded by Timothy Morris, and approved by all, the Board of Directors authorized the Executive Director to enter into a Sub-recipient Agreement with the Town of Islip in an amount not to exceed \$300,000 to be used for the regrading and resurfacing of the Town parking lots serving the Central Islip Senior Center and Town Recreation Center. The service area of two facilities includes a population that is primarily low and moderate income according to U.S. Census data supplied by HUD.
5. **APPOINTMENT OF THE AGENCY'S AUDIT AND FINANCE COMMITTEE MEMBERS PURSUANT TO THE PUBLIC AUTHORITIES ACT** - On a motion of Jarett Gandolfo, 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, Chairwoman, Jarett Gandolfo, Manuel Troche, Timothy Morris and Maria Vidal to the Committee.

6. **APPOINTMENT OF THE AGENCY'S GOVERNANCE COMMITTEE MEMBERS PURSUANT TO THE PUBLIC AUTHORITIES ACT** - On a motion of Jarett Gandolfo, 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, Chairwoman, Jarett Gandolfo, Manuel Troche, Timothy Morris and Maria Vidal to the Committee.

On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the Board of Directors, went into the Audit and Finance Committee Meeting at 6:40 p.m. On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all the Audit and Finance Committee, the Committee meeting was adjourned at 6:43 p.m. See the attached Minutes of Meeting.

On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all, the Board of Directors went into the Governance Committee Meeting at 6:43 p.m. On a motion of Timothy Morris, seconded by Jarett Gandolfo and approved by all the Governance Committee meeting, the Committee meeting was adjourned at 6:48 p.m. See the attached Minutes of Meeting.

On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the Board of Directors went back into the public session at 6:48 p.m.

7. **ADOPTION OF THE BY-LAWS REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Jarett Gandolfo, 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 By- Laws attached hereto.
8. **ADOPTION OF THE CODE OF ETHICS REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
9. **ADOPTION OF THE COMPENSATION, REIMBURSEMENT AND ATTENDANCE POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
10. **ADOPTION OF THE DEFENSE AND INDEMNIFICATION POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.

11. **ADOPTION OF THE FREEDOM OF INFORMATION POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, 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 Freedom of Information Policy attached hereto.
12. **ADOPTION OF THE INVESTMENT POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
13. **ADOPTION OF THE WHISTLEBLOWER POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
14. **ADOPTION OF THE PROCUREMENT POLICY UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
15. **ADOPTION OF THE DISPOSITION POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, seconded by Jarett Gandolfo 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.
16. **ADOPTION OF THE CONFLICT OF INTEREST POLICY REQUIRED UNDER THE PUBLIC AUTHORITIES REFORM ACT OF 2009** - On a motion of Debra Cavanagh, 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 Conflict of Interest Policy attached hereto.
17. **AUTHORIZATION IS REQUESTED FOR THE BOARD TO ADOPT THE 2024 TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY'S BOARD MEETING SCHEDULE** - On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all, the Board adopted the 2024 Town of Islip Community Development Agency's Board Meeting Schedule.

Discussion:

1. Update of activities:
  - a. 144 Wicks Road 3-D build - Scheduled to start March 2024
  - b. Family Service League Agreement - ESG-CV funds approved for elevator repairs
  - c. Purchase of Neighborly Software for certain grant programs
  - d. Update on the CDA's annual financial statement audit
2. Annual Public Hearing February 7, 2024 at 5:00 p.m.
3. Next CDA Board Meeting scheduled for February 8, 2024

The Board went into Executive Session at approximately 6:55 p.m. with the Executive Director to discuss personnel matters. Upon reconvening into the public session at approximately 7:04 p.m., on a motion of Debra Cavanagh, seconded by Timothy Morris, and approved by all, the Board of Directors approved the personnel matter.

There being no further business to come before the CDA Board, on a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the CDA Board of Directors meeting adjourned at 7:08 p.m.

Respectfully Submitted:



Renee Sumpter  
Assistant Secretary

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