

**Community Development Agency Meeting Minutes**  
**Tuesday, January 17, 2017**  
**7:30 PM; Common Council Chambers**

**Roll Call** – Joseph DeStefano , Paul Johnson, Thomas Burr, Jude Jean-Francois, Gerald Kleiner, Joseph Masi, J. Miguel Rodrigues, Kevin Witt.

Absent: Sande Sommers, Kate Ramkissoon

Also present: Maria Bruni, and Donald Paris, Patricia Racine

**Approval of Minutes** – 12/20/17

Motion to approve minutes made by Johnson; seconded by Masi

Motion Carried: 8-0

**Financial Report** – see attached

Don Paris presented the monthly financial report

Mr. Paris met Ed of E&A, the contracting firm working on the project, who said it was a pleasure working with the CDA rehab team.

Motion to accept made by Masi; seconded by Burr

Motion Carried: 8-0

**Executive Director's Report** –

The houses are progressing, new roofs are on all three homes siding is going on Amchir, this week and interior renovations have begun. Our final steps are completing the rehabs. All three clients are working with their banks to get final approvals. By our next meeting we will set sale prices for the three homes and then we can go to closing.

**Bills and Communications** –

Federal Express - \$26.67

Motion to approve made by Masi; seconded by Witt

Motion Carried: 8-0

**Old Business** –

**New Business** –

You have been provided with mission statement bylaws and polices for adoption at the next CDA meeting. At that meeting board members will also be asked to sign the Fiduciary Acknowledgments and Certificates of Independence forms.

Please review mission statement, bylaws and policies for adoption at the next CDA meeting. At that meeting Board members will also be asked to sign the Fiduciary Acknowledgments and Certificate of Independence forms.

The engagement letter from the auditor set the audit fee at \$3950

Resolution – authorize annual audit by Rouis and Company and chairman to sign the engagement letter

Motion made by Johnson; seconded by Masi

Motion carried 8-0

Resolution – Resolution to authorize preparation of the 2016 annual report for NYS through the Paris System

Motion made by Johnson; seconded by Burr

Motion carried 8-0

Board members are asked to fill out the board self-evaluation form and return it to the CDA office.

Alderman Masi complimented Mari Bruni on her appearance on Cable 6 News.

## **Adjournment**

Motion made by Burr; seconded by Johnson

Motion carried 8-0

Meeting adjourned: 7:37