

Donald R. Wachsmuth
Chairperson
Toni Dean
Susan Henke-Brinkman
Elizabeth Marino
Patrick McHeffey
Ryan McGarry*
*Alternate

Marian H. Russo, Esq.
Executive Director



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2018 MISSION STATEMENT AND PERFORMANCE MEASUREMENT REPORT

Name of Public Authority:

Patchogue Village Community Development Agency

Public Authority's Mission Statement:

The mission of the Village of Patchogue Community Development Agency (CDA) is to provide a suitable living environment and a viable community for all Village residents through the development of community improvement projects and to provide safe, decent and sanitary housing conditions for very low-income families.

Adopted: May 7, 2009; May 4, 2017, May 3, 2018

Performance Goals:

Support downtown revitalization and economic development in the central business district through funding of capital projects with Community Development Block Grant Funds; applying for and administering grants; participating in the Village of Patchogue planning; sharing services and resources with the Village of Patchogue and the Patchogue Business Improvement District.

To support downtown revitalization the Patchogue CDA completed the planting beds, walkways, and plantings for the East Main Street Parking Lot Beautification Project. An engineering firm was hired to complete the detail design for the Terry Street Parking Lot Walkway/Roe Walkway Extension for construction to be done in the summer of 2018.

Assist in recreational upgrades for the Community (Patchogue Village) as well as supplementing Public Arts and art programs as an important part of community revitalization efforts.

The CDA contracted with the Patchogue Arts Council as the Public Art Consultant to the CDA for the call for artists and selection of artists and artwork for the Terry Street Parking Lot Walkway. Eight artists from 45 submissions and the eight provided designs specifically for the project. From the eight designs four were selected to convert into Paverart for a distinctive public art installation. The Patchogue Arts Council completed

the Head Start Art program which exposed pre-school children from low-moderate income communities to learn about art and make art by working with professional artists.

Adhere to the regulations and requirements of the Community Development Block Grant (CDBG) program of the United States Department of Housing and Urban Development (HUD); whose funds are distributed through the Suffolk County Community Development Department (SCCD).

The CDA complied with requirements regarding bidding procedures by including in each bidding package the federal guidelines as supplied by the SCCD and following NYS and Village of Patchogue procurement rules. Project selection was done after all board members reviewed requirements for CDBG funded projects and viewing CDBG coding and allowed project examples. Expenditures were made in conformance with project descriptions and were approved by SCCD prior to disbursements. All requests from SCCD for information and appearances were complied with.

Administer the Section 8 program in compliance with requirements and standards of the U.S. Department of Housing and Urban Development providing rental subsidies to very-low income Section 8 participants residing in the Village of Patchogue.

Monthly reports were filed through the online HUD system for PIC and VMS. Enterprise Income Verification was done for all re-certifications. The Annual SEMAP report was filed.

Operate in a fiscally conscientious, transparent and responsible manner.

Project expenditures are approved by the CDA Board at public meetings. The budget is posted on the Authorities webpage. The CDA is using Novus Agenda for preparing meeting agendas making the agendas immediately available to the public through a link on the Village of Patchogue website. The minutes are included with the agenda for the following month and are readily available to the public. Meetings complied with the Public Meeting Law and were open to comment and review by Village residents.

Continuously assess the needs of the Village residents.

The CDA Board and the Executive Director continuously assess the needs of Village residents through regular tours of the Village, regularly meeting with stakeholders in the community, as well as through meetings

with elected representatives and department heads. The Executive Director leads the Greater Patchogue Community Organization Active in Disaster (GPCOAD) and the COAD has done trainings over the last year for the community.

Board Members are able to assess the needs of Village residents through their participation on committees and through their employment, specifically: Chairman Donald Wachsmuth volunteers on Village Committees; Member Dean is the Education Chair of the GPCOAD an Executive Board Member of Head Start of Long Island; Member Brinkmann is a Trustee on the Village Board; Former Member Carillo (term ended on March 31) is the Outreach Coordinator for St. Francis de Sales administering the food pantry and providing direct counseling and referral services to residents of the Village; Member Marino volunteers for the GPCOAD.

Strive to apply the Agency's resources in such a manner as to achieve the most benefit for the community.

The projects undertaken during the last year benefited the entire community through enhancing and improving the downtown streetscape and safety improvements.

Collaborate with local governmental and non-governmental organizations to bring additional resources and opportunities to the residents of the Village of Patchogue.

The CDA Executive Director meets regularly with the Mayor of the Village of Patchogue, Commissioner of Public Works, Executive Director of the Business Improvement District, Chamber of Commerce representatives and members of the Patchogue Arts Council.

Annually review the CDA's Mission Statement in order to ascertain achievement goals.

The Board Chair and Chair of the Governance Committee reviewed both the Mission Statement and Performance Goals and confirmed it represents the board's goals.

Conduct an annual review of the CDA's membership, committee structure and management effectiveness.

On August 28, 2017, the Village of Patchogue Board of Trustees accepted the resignation of Jason Volini as the Alternate for the CDA board and appointed Patrick McHeffey as the new Alternate.

On April 2, 2018, The Village of Patchogue Board of Trustees made the following changes to the CDA Board:

- **Accepted the resignation of Lizbeth Carrillo**
- **Appointed Patrick McHeffey as Member**
- **Appointed Ryan McGarry as Alternate.**

Upon Jason Volini's resignation from the Board, Patrick McHeffey became Chair of the Audit committee. As of April 2, 2018, Patrick McHeffey replaced Lizbeth Carrillo on the Governance Committee. The Audit Committee Chair is an accountant and has undertaken a review of the processes and procedures in the office and has advised the Executive Director on best practices and recommended changes. As our agency does not issue debt, the formation of a Finance Committee is not required.

Operate in compliance with the Public Authorities Law and the Authorities Budget Office.

The New Member of the Board will be completing his PAL training in the by December of 2018. New Member Ryan McGarry had training for another public authority he had served on. Members filed their financial disclosure statements to the Suffolk County Ethics Board. Each board member has the training manual as well as a copy of all documents adopted by the CDA in compliance with the Public Authorities Law.

Adopted: