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Chairperson

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Marian H. Russo, Esq.
Executive Director



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2017 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

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 contracted to have 7 surveillance cameras and a monitoring system installed for purposes of crime prevention and protection of Village residents. The concept design for the East Main Street Parking lot was completed and construction will take place in the fall of 2017.

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 provided funding, engineering, and project management for the installation of the Roe Walkway Arch. The CDA will be contracting with the Patchogue Arts Council for a Head Start Art program. The Executive Director is on the Park Planning Committee.

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 both PIC and SEMAP. Enterprise Income Verification was done for all new selections and re-certifications.

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 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; Member Carillo 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; Alternate Member Volini is the Treasurer for the Greater Patchogue Chamber of Commerce.

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.

The Village of Patchogue Board of Trustees reviewed the CDA membership in April 2017 and reappointed all members and alternate. The established Audit and Governance Committees were reviewed changes were deemed unnecessary. Management effectiveness is under ongoing review by the Chair of the Board. The Audit Committee Chair is a Certified Public 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 two members of the board were unable to complete the required Board Member Training on Public Authority Law within 12 months because of schedule conflicts, but have committed to complete the training within the first 90 days of the new fiscal year. All current members have filed their financial disclosure statements to the Suffolk County Ethics Board. The Executive Director provided individual training to the two board members. 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: June 1, 2017