

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on August 4, 2011.

1. Meeting was called to order at 7:01 p.m. by Chair David L. Reese, also present were Members Joseph E. Keyes, Jr., Ernest C. Swinson, and Donald R. Wachsmuth. Also attending was, Executive Director Marian H. Russo. Chair Reese declared a quorum.
2. Chair Reese read the public Safety Statement
3. Minutes:
 - i. Chair Reese stated that the approval of the July 7, 2011 minutes will be moved to the September 1, 2011.
4. CDBG Project/ Budget Lines - report M. Russo.
 - i. Bandshell Mural. M. Russo stated that there was one issue on the mural regarding some water seeping through the Bandshell into where the mural is on the north side. M. Russo stated that they believe it is due to some cracks in the concrete and the fact the public works department had removed the rubberized coating on the outside. M. Russo stated that the engineer had looked at it and that it was going to be treated. Also, she was hoping that the muralist would just repaint it and was waiting for him to contact her.

Chair Reese asked M. Russo if she had any feedback on the mural other than the members of the Board. M. Russo stated that she had not received any feedback, but other people have had feedback that they liked it.

D. Wachsmuth stated that we would have to get the coating first for the outside of the mural before the mural was started.

M. Russo stated that the muralist was going to paint on the rubberized coating and then put a clear coat on that. M. Russo stated that the public works department may not have really understood the purpose of the coating.

Chair Reese stated that the rubberized coating needed to be done and asked M. Russo to ask the muralist of a time frame because the mural needed to be completed. M. Russo stated that she would contact him and give him a deadline.

- ii. Baffles -

Chair Reese stated that he thought they looked great and asked E. Swinson if he looked at them. E. Swinson stated yes and was up there to see how well they were working.

Chair Reese stated that the deeper he got into the stage the less echo there was.

E. Swinson stated that there was a reduction to where the problem was, but it had shifted. Also, that it was an improvement but felt that it needed more improvement.

Chair Reese asked E. Swinson what he would recommend. E. Swinson stated that he would put more baffles, and would put larger baffles and they would be justified more toward the rear of the dome.

M. Russo stated that it was used for two performances and she did see one and it was for a camp in western Suffolk that where they do a Glee camp, and they did a performance of 10 songs. M. Russo stated that it was very nice.

Chair Reese asked if she could contact the performer to get their feedback. M. Russo stated that she could contact Jim Faith who was the promoter.

J. Keyes stated that what the Village Public Work Department was going to do was turn the baffles that were there to see if that helps.

M. Russo stated that there was another option, they have silk fabric panels that

could be placed in the dome and perhaps it could be put up just when the season starts.

Discussion ensued regarding the fabric panels and that the CDA could not fund that because they would not be permanent.

J. Keyes stated that the Village was going to try less expensive ways first to resolve the sound problem.

Chair Reese asked J. Keyes when the CDA Board could expect the baffles be turned. J. Keyes stayed that he would discuss it with Superintendent Dean tomorrow to discuss it.

iii. Security Cameras - Report by J. Keyes

J. Keyes stated that the cameras that were looked out would suffice and that the electrician would be able to install them. J. Keyes asked M. Russo if the Board could approve the purchase of the cameras not to exceed \$2,000. M. Russo stated yes.

Chair Reese asked the Board to approve the purchase of the security cameras and security system not to exceed \$2,000. E. Swinson and D. Wachsmuth made a motion to approve the purchase of the security cameras and security system not to exceed \$2,000. Motion carried.

J. Keyes asked E. Swinson if he would be able to select the security system. E. Swinson stated that he would.

iv. Roe Walkway - Report by M. Russo

M. Russo stated that she was happy how the lighting came out, but the lights were too bright and that she received a complaint that they were too bright. M. Russo stated that complaint came from Public House 49 that the lights on the north end shine in their window and could not see their customer's faces when they walk in the door. Also, in addition the residents at Artspace some of them who's apartment are right in line with the walkway, the lights are very bright and shine into their apartments. M. Russo stated that she spoke with the engineer and he provided two options, a refractor that which would cost \$45 per light and it goes inside on top each light. M. Russo stated that if we do those it would be a less expensive fix. M. Russo stated that if that does not work we would have to change the ballast and change the wattage on each bulb which would cost a little over \$100 per light and we have 10 lights on the walkway.

Chair Reese asked when we would be able to get the refractor. M. Russo stated that she would ask Veronica Harris to order it.

Chair Reese asked M. Russo if that was something that the Village Department of Public Works would be able to do. M. Russo stated yes.

The Board agreed to purchase two refractors first to see if that helps.

a. Concrete treatment and repair -

Chair Reese stated that there were some Board Members that would like to voice their opinion.

J. Keyes stated that he walked through the walkway from Terry Street in, the second pad in, someone had written in the concrete.

Chair Reese asked J. Keyes what he thought should be done. J. Keyes that it would be his opinion that it was the contractor's responsibility to see that the concrete would be protected until it was fully cured so this would not happen. J. Keyes stated that he would recommend that the contractor replace that pad.

M. Russo stated that the engineer support J. Keyes opinion and that the contractor should have made sure that it was protected. M. Russo stated that she would not have a problem with that except to the extent the engineer would require the walkway be closed for 10 days. M. Russo stated that we have had the businesses have the walkway closed for six months and felt that it would be a burden for something that was just a cosmetic mark to close it again for another full 10 days. Also, it doesn't have to be the entire panel, the engineer felt that it could be saw cut.

Chair Reese stated that he thought that when you walk into the walkway from the Terry Street parking lot and without any plantings there I feel that your eyes were drawn to Main Street. Chair Reese felt that it was noticeable to us, but felt that it would not be to anyone else. Also with the plantings in you would not notice it. Chair Reese stated that there was already paint that was spilled on it and after a winter, he felt that we would not notice it and that it would go away.

Chair Reese stated that he thought it was some feeling of some Board members that it was not the right thing to do that we should have the contractor come back and redo it.

M. Russo stated that it was the contractor's responsibility to make sure no one got to the concreted before it fully cured and that it was in his contract.

J. Keyes stated that he understood the Executive Director and the Chairman's position and that this has been going on for 14 months.

M. Russo stated that he has been under a year, and that the contractors were not signed until October.

Chair Reese asked the Board if there were any other opinions.

D. Wachsmuth asked if the part was cut out and repoured would it match the other concrete. M. Russo stated that he would be obligated to match the concrete as close as possible. Also, that he would antique it.

M. Russo stated that the antiquing that was already done came out great. J. Keyes agreed.

Chair Reese asked M. Russo if we were under time constraints and if we went ahead with the planting and still felt that the concrete needed to be fixed would we be able to do that. M. Russo stated that the contract was not completed. Also, that most of the work was completed; there were a few items that needed to be finished.

Chair Reese wanted to go ahead with the plantings and asked M. Russo when they could be done. M. Russo stated that she would contact Paula Murphy to see if they could be done by our September meeting. Also, that the Board could make a decision at the September meeting and then we could give the contractor until the end of September to fix the concrete.

b. Plantings

M. Russo stated that she would contact Paula Murphy to see what her plan was and forward it to the Board.

v. Theatre Walkway - Report by M. Russo

M. Russo stated that she started that mark out process and was advised to call the one call center first which she did and there was nothing in the walkway, they just marked out two gas lines on Main Street. Also, so we have a private mark out company coming on Tuesday, August 9th.

Chair Reese asked M. Russo what happens after that. M. Russo stated that once we receive that, we report it to the engineer and the engineer was also at the same time he has one of their engineers doing some field work. Also, that person was going to be in contact with Joseph Dean to go over what was underneath those manhole covers because Joe Dean was going to pull them all up and draw a map. M. Russo stated that is was all storm water drainage. M. Russo stated she was trying to push the engineer to get a design by September.

Chair Reese asked M Russo if there were any electric, or cables. M. Russo stated that she did not know because the one call center not from LIPA.

Chair Reese stated that there was a big box. M. Russo stated that it was not from LIPA and that was why we were doing the private mark out.

M. Russo stated that the only thing that we may not be able to find was we had word that there was some preparation to put in a fountain back there when they did the walkway, but we do not know where exactly it is. Also, the other item that came up at the last meeting was that the restaurants wanted to know if we could do the walkway one side at a time and still have access. M. Russo stated that the engineer did say that he has done that in the past and required the contractor to make sure there would be access. M. Russo stated that the engineer would make sure that would be in the contact.

M. Russo felt that one of the lessons from the Roe Walkway was whatever colors we pick, etcetera, she thought we would have put as an alternate and would like the final finish, the antiquing or whatever it is that brings out the color out of the concrete. M. Russo stated that we don't want it to have it look exactly the same but felt that the antiquing made a big difference and would like to go with that if it was within budget.

Chair Reese asked M. Russo if she had a scheduled meeting on August 11th, with the engineer to discuss design elements. M. Russo said she had to get in touch with the engineer to confirm the date because he was away this week.

E. Swinson, J. Keyes and D. Wachsmuth stated that they would be available August 11th at 4:30 to meet with the engineer.

vi. Furman Square - Report by M. Russo

Chair Reese announced that J. Keyes had to leave meeting

M. Russo stated that the BID had streetscape funding and were willing to partner with us to do Furman Square and that we would looking at \$20,000 total funding including CDA. M. Russo stated that she would like to do more than planting and would like to speak with the Mayor to discuss if we could remove the Village seal and maybe change the furniture that was there. Also, she found a website called project for public spaces and they have research studies, and it talks about what you could do to update a pocket park.

vii. Playground- status report by M. Russo

M. Russo stated the extra swing was ordered and the adult exercise equipment. Also, she was visited by Trustee Devlin who wanted to address the lack of garbage receptacles and told her that we could do one at the playground and two at the bandshell. M. Russo stated that they were approximately \$500. M. Russo stated that went quicker before she could bring it to the board because Trustee Devlin had ordered them the next we she spoke with her.

viii. 2011 CDBG update - report by M. Russo

M. Russo stated that she did not yet receive contract, but they were moving along. M. Russo stated that Suffolk County Community Development had a special

meeting with the Suffolk County Legislator's office this week allowing to expedite the contracts. M. Russo stated that generally the contracts are signed by to this office than returned to County and then they are signed the County attorney and the County executive which takes four to six weeks. M. Russo stated with them expediting first then having us sign hopefully it would mean that we would receive the contracts quicker.

M. Russo stated that in the Board packets there is a vendor activity report for the CDA which shows invoices paid since the last meeting. M. Russo stated that there were some invoices paid that she not necessarily present to the Board, for example to the Village of Patchogue, which were reimbursements for payrolls. M. Russo stated that we have to account, the CDA and the Section 8. M. Russo stated that she will be providing this to the Board each meeting.

Chair Reese asked M. Russo in the information she had sent us, under the public authority he had noticed that we had two bank accounts through Bank of America and asked if we were covered under the FDIC. M. Russo stated yes and that she would find out more information.

5. Section 8

i. Utilization Report - report by M. Russo

M. Russo stated that in June we had 172 leased and we had used 102% of funding and for each voucher we have leased we receive administrative fees of \$77.17 for each voucher that pays for payrolls, supplies, etc. which was 79% reimbursement of administrative fee costs. M. Russo stated that we were not 100% funding for administrative fees. M. Russo stated for August we had 164 leased up.

M. Russo stated that we have one family that was issued a voucher and that we were hoping that they would lease up by September. Also, we have three people waiting for their final papers and she had asked Carmen Maldonado to absorb four households.

ii. Commissioner Training by HUD

M. Russo stated that there was Commissioner Training in New Jersey on September 7, 2011 through HUD regarding accounting measures.

iii. Poster Contest

M. Russo stated that she was the President of Association of Long Island Housing Agencies (ALIHA) and was having a poster contest which was a national contest for National Association of Housing and Redevelopment Officials.

M. Russo showed the flyer to the Board. M. Russo stated that the flyer was sent to our Section 8 participants with school age children and was opening up to the children that live at Artspace.

M. Russo stated that the posters had to be in by August 19th and the Artspace resident would be helping with the judging. Also there would be an award ceremony.

M. Russo stated that this was for all of Long Island and new that Community Development Corporation of Long Island and Riverhead were participating.

Chair Reese asked M. Russo if the CDA had funded this. M. Russo stated no, that the association had funding.

6. Public Authority

i. Annual report - report by M. Russo

M. Russo stated that the annual report was due at the end of this month and that Veronica Harris was entering the financial information. M. Russo stated that she had to enter the Board and the operations of the Board and she had to respond to

numerous questions. M. Russo stated that in order for her to do that we had to do our annual report, which she forwarded to the Board.

M. Russo stated that Chair Reese and D. Wachsmuth had worked on the Public Authority's Mission Statement and Performance Goals. M. Russo stated that she did not receive any comments back so she could assume acceptable.

Chair Reese complimented M. Russo for being efficient and the timeliness that she took to get this done and thank D. Wachsmuth for his input and his time that he put into this.

M. Russo stated that she did provide the Board with her review of our internal controls and felt that it was an ongoing project.

Chair Reese stated resolve to adopt the following:

WHEREAS under the Public Authority Law all public authorities must prepare a Report on Operations and Accomplishments, a Performance Measures Report and a Statement of Assessment of Authorities Internal Control Structure and Procedures and post same on its website; it is hereby

RESOLVED to adopt the following:

- Performance Measures and Mission Statement
- 2011 Report on Operations and Accomplishments
- 2011 Performance Measures Report
- 2011 Statement of Assessment of Authorities Internal Control Structure and Procedures

RESOLVED, the Executive Director of the Agency is directed to have same posted to the CDA Webpage and notification provided to the Authorities Budget Office through the submission of the Annual Report

Chair Reese asked the Board all in favor please respond Aye. E. Swinson Aye, D. Wachsmuth, Aye. Resolution was adopted.

7. Public to be heard - none.

8. Other Business - none

9. Adjournment:

- i. Motion to adjourn D. Wachsmuth and E. Swinson. Motion carried. Meeting adjourned at 8:18 pm. Next meeting on September 1, 2011.

Respectfully submitted,

Marian H. Russo