

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on June 2, 2011.

1. Meeting was called to order at 7:13 p.m. by Chair David L. Reese, also present were Members Joseph E. Keyes, Jr., Ernest C. Swinson, Toni Dean, and Donald R. Wachsmuth. Also attending was, Executive Director Marian H. Russo. Chair Reese declared a quorum.
2. Minutes:
 - i. Minutes of May 5, 2011 were presented by M. Russo.

Motion by D. Wachsmuth and E. Swinson to approve May 5, 2011 minutes.
Motion was carried.
3. CDBG Project/ Budget Lines - report M. Russo.
 - i. Bandshell Mural. M. Russo stated that the mural will be started tomorrow. Also, that the paint was ordered and she was meeting with the muralist at Sherwin Williams to pick up any other equipment he may need. Also, she spoke with Joseph Dean from Public Works and we had decided to use his scaffolding first to see if that works first.

ii. Baffles - Report by J. Keyes.

J. Keyes presented samples to the board. J. Keyes stated he met with Joe Dean and felt that there was a 15 foot by 20 foot area that has the echo and perhaps concentrate on that area first to see if that works.

E. Swinson asked if the baffles would be installed with an adhesive. J. Keyes stated that Joe Dean felt that he would be able to make brackets for them.

Board discussed the positioning of the baffles.

J. Keyes asked for Board approval for the purchase.

M. Russo stated that there was enough funding in the 2010 budget line.

Chair Reese asked the Board for a motion to approve the purchase of 10 baffles that will be assembled and put together for the Bandshell. E. Swinson and D. Wachsmuth made a motion to approve the purchase of 10 baffles. Motion was carried.

J. Keyes asked E. Swinson if the thicker one would be better. E. Swinson felt that the thicker one would be better.

T. Dean felt white baffles would be better.

M. Russo recommended the color be selected by Joseph Dean since he would have to maintain them.

J. Keyes T. Dean made a motion to allow Joseph Dean to select color. Motion carried.
 - iii. Security Cameras - Report by J. Keyes

J. Keyes stated that he did have an electrician come and felt to hold on the cameras until the sound issue was resolved.

D. Reese stated that we will wait until the baffles and mural was completed if the Board felt that the cameras were needed we can revisit that.

M. Russo stated that we had to spend the 2006 Bandshell funding by the end of the year. Also, that if the funding is not used as of August it does take approximately 60 days to transfer the funds to a different project.

Chair Reese asked M. Russo to please put the 2006 Bandshell funding on the agenda so that the Board could make a final decision.

T. Dean felt that the Board should think about it as a preventative measure.

J. Keyes stated that at the last meeting someone had asked him to check into not using the security tape during the music festival. J. Keyes stated that he spoke with Trustee Hilton and he was going to talk to the people from the Great South Bay Music Festival people to see if there was another way.

iv. Bay Avenue Community Center - Report by M. Russo

M. Russo stated that the project was completed. M. Russo stated that we have remaining in project delivery costs of \$14,482.82 and then there is \$37,026.31 left for the project. M. Russo recommended to the Board to transfer the funds to a new Project line, Fiscal Year 2007 Downtown Public Improvements Program.

J. Keyes and E. Swinson made a motion to open a project line in Fiscal Year 2007 Downtown Public Improvement Program and to transfer \$3,960.13 from Fiscal Year 2007 Bay Avenue Community Center to Fiscal Year 2007 Downtown Public Improvement Program.

Chair Reese asked for any discussion. M. Russo stated that she was recommending doing the Downtown Public Improvement Program because that is what we have done in the past. Also, that she would prepare a new project description and would forward the description to the Board before submitting it to Suffolk County Community Development.

Chair Reese asked if there was any further discussion. There being none, motion was carried.

T. Dean and D. Wachsmuth made a motion to transfer \$47,549.00 Fiscal Year 2007 Program Income to Fiscal Year 2007 Downtown Public Improvement Program. Motion carried.

v. Roe Walkway - report by M. Russo

M. Russo stated that the punch list was submitted to the contractor and he will work on it next week.

M. Russo asked the Board to refer to the email that was sent her regarding payment request. M. Russo stated that she did not have the actual payment voucher but would ask the Board for a motion to approve payment to H & A Landscape of LI, Inc. for \$52,400 less retainage of \$2,620 for a total of \$49,788 subject to receiving payment request and certified payrolls.

E. Swinson and D. Wachsmuth made a motion to approve payment of invoice of H & A Landscape of LI, Inc. in the sum of \$49,780 pending approval from the Engineer. Motion carried.

Chair Reese stated that he really liked how the walkway looks.

M. Russo stated that she did a grant application to Suffolk County for the archway.

vi. Theatre Walkway - report by M. Russo

M. Russo stated that we have received the proposal from Bowne Engineering for engineering and design service for a fee of \$14,800.

D. Wachsmuth and T. Dean made a motion to appoint Bowne Engineering for engineering and design of the Theatre Walkway project at a proposed fee of \$14,800 for design and bidder services. Motion was carried.

vii. Furman Square - report by M. Russo

M. Russo stated that she contacted the owner of the Chinese Restaurant John Zing, because he would need to do some work before we could do any work. M. Russo stated that they had a meeting with Dennis Smith of the Business Improvement District (BID) to go over the grant process and application for the building. M. Russo stated that John will be submitting an application to do the front, back and side of the building to prepare for the mural.

viii. Shorefront Park Playground - report by M. Russo

M. Russo stated that she had included in the Board packets an estimate from American Recreational Product for a sum of \$21,448.45 for another bay to the swing set with the necessary mats.

M. Russo recommended transferring funds from the Shorefront Park Bathrooms to the Playground project.

T. Dean and E. Swinson made a motion to transfer \$1,000 from Fiscal year 2009 Shorefront Park Bathrooms to Fiscal Year 2009 Shorefront Park Playground. Motion carried.

ix. 2011 CDBG Budget - report by M. Russo

M. Russo stated that we still do not know how much funding we have. M. Russo stated that she was notified that the budget would be reduced to 13.5 percent instead of 16.85 percent. M. Russo stated that we do not have final numbers or contracts and was still waiting.

4. Section 8

i. Utilization Report - report by M. Russo

M. Russo stated that we were up to 171 leased but then one of our participants passed away and another had went to a nursing home. M. Russo stated that we will be able to give out new vouchers.

ii. Fiscal Year 2011 HUD Budget - report by M. Russo

M. Russo stated that we do not have our budget finalized from HUD.

iii. HAPPY training report -

M. Russo stated Carmen Maldonado and herself attending the HAPPY training in Orlando, Florida and we had found out that there will be coming out with a new program. Also, that we did learn that the new software would have more connectivity between the accounting and administration.

M. Russo stated that Veronica Harris had an online training with a representative from HAPPY and was working with them to see if module would work for the office.

M. Russo stated that this was not something that we were purchasing today or the next six months. The cost of purchase of the program along the training comes to approximately \$7,000. That includes a full day of hands on training and that is only to have on two computers and there would be another fee for the accounting, also provide a paperless system.

5. Public Authority

i. Governance Committee - Report by D. Wachsmuth

D. Wachsmuth stated that prior to the CDA meeting the Governance Committee meeting was held and in attendance was T. Dean, J. Keyes, E. Swinson, D. Reese, M. Russo and himself.

D. Wachsmuth stated that the purpose of the meeting was to discuss the responsibilities of the Governance Committee in respect to the Patchogue Village CDA.

ii. Audit Committee - Report by T. Dean

T. Dean stated that the Audit Committee met today prior to the CDA meeting and in attendance were D. Wachsmuth, J. Keyes, E. Swinson, D. Reese, M. Russo and herself.

T. Dean stated that we had discussed the responsibility of the Audit Committee and the listing of items we should be aware of in making decisions and reviewing financial updates and budget projections and matching budgets with paperwork. Also, questions regarding selecting auditors were discussed and developing and understanding policies. T. Dean stated that keeping a good avenue of communication between management and the Board and what we would like to do it meet again in the fall with the auditor and have the auditor discuss his findings for the budget and to explain in detail how an audit is done. T. Dean stated that the Audit committee met at approximately 6:45pm.

6. Other Business

Chair Reese asked the Board for a motion to enter into executive session to discuss payroll for one of the CDA employees.

E. Swinson and D. Wachsmuth made a motion to enter into executive session to discuss payroll for one of the CDA employees.

E. Swinson and D. Wachsmuth made a motion to re-enter into Public Meeting.

Chair Reese asked the Board for a motion to approve the salary increase for Carmen Maldonado, Section 8 Program Administrator as the same as the covered employees of the union contract effective June 1, 2011.

T. Dean and D. Wachsmuth made a motion to approve the salary increase for Carmen Maldonado, Section 8 Program Administrator as the same as the covered employees of the union contract effective June 1, 2011.

M. Russo presented a proposal for a sum of \$1,500.00 to the Board for a new computer for the office. M. Russo stated that there was sufficient funding for the purchase of a new computer.

E. Swinson and T. Dean made a motion to approve purchase of a computer as proposed by Total Computer in the amount of \$1,500.

7. Public to be heard- none.

8. Adjournment:

- i. Motion to adjourn D. Wachsmuth and T. Dean. Motion carried. Meeting adjourned at 8:20 pm. Next meeting on July 7, 2011.

Respectfully submitted,

Marian H. Russo

