

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on October 6, 2011.

1. Meeting was called to order at 7:00 p.m. by Chair David L. Reese, also present were Members Joseph E. Keyes, Jr., Toni Dean, Ernest C. Swinson, and Donald R. Wachsmuth. Also attending was, Executive Director Marian H. Russo. Chair Reese declared a quorum.
2. Minutes:
 - i. Minutes of September 1, 2011 were presented by M. Russo

Chair Reese asked the Board for approval of the September 1, 2011 minutes. J. Keyes and D. Wachsmuth made a motion to approve September 1, 2011 minutes. Motion was carried.
3. Financial Report - report by M. Russo
 - i. Vendor Activity Report- paid out of the Community Development Block Grant funds. M. Russo stated that there was payroll, engineering services, playground equipment that was purchased and plantings for the Roe Walkway for a total of \$26,388.79.

J. Keyes asked M. Russo if payrolls were considered vendor activity. M. Russo stated that any payments that are made out was considered vendor activity
 - ii. Section 8 HAP Payments - M. Russo stated that this was also on our utilization report. M. Russo stated that the total payments were \$169,596.
 - iii. Section 8 - Other Disbursements

M. Russo stated that this portion was paid out of our Administrative costs through the Section 8 Program and administrative costs that were earned from other housing agencies clients porting into our jurisdiction.

M. Russo stated that for our Section 8 program the disbursements totaled \$44,010.23 which included three months of payroll reimbursements to the Village. Also, \$6,653.51 was paid to the Village through administrative costs earned through portability.
 - i. Repayment Agreements - Report by M. Russo

M. Russo stated that we have four repayment agreements, which \$515.60 was received for October.

M. Russo stated that she had advised the Board in the past that HUD requires us to use the Enterprise Income Verification system so when we do that they network with social security and if you have any income from a new job.

M. Russo stated that when we collect the repayment agreements 50% goes to this agency in our unrestricted assets and the other 50% goes back to HUD.
4. CDBG Project/ Budget Lines - report M. Russo.
 - i. M. Russo stated that the Veronica Harris did update the budget sheets and did include Fiscal Year 2011. M. Russo stated that we did receive our signed contracts and that we still need release of funds.

J. Keyes asked M. Russo if the Fiscal Year 2011 CDBG includes the budget cut to \$188,700 from it being \$222,000. M. Russo stated yes.

M. Russo stated that she was advised from Suffolk County Community Development that for Fiscal Year 2012 CDBG budget to advertise for a \$100,000 budget because they do not know what the cuts were going to be from HUD.

M. Russo stated that she had received an email from Kisha Wright, Director of Suffolk County Community Development the formula that they were going to use

for allocating funds for each member of the County Consortium will become more transparent and standardized, which was not done in the past. M. Russo stated that she was going to take into consideration the timeliness and low to moderate income census numbers were regarding our low and moderate income community and then she would work out a percentage.

Chair Reese asked M. Russo if the Fiscal Year 2012 CDBG budget could be lower than the \$100,000. M. Russo stated that she did not know.

- ii. Fiscal Year 2012 CDBG Budget - M. Russo read public notice into the record:

**CITIZEN'S IDEAS WANTED
ON COMMUNITY DEVELOPMENT PROGRAM
ANNOUNCEMENT OF PUBLIC HEARING**

In June, 2012, the Village of Patchogue expects to receive approximately \$100,000 in Federal Community Development Block Grant Funds. These funds may be used, and have been previously used for a variety of projects to be selected by local officials. Eligible activities include:

Acquisition and demolition of blighted property
Housing Rehabilitation
Elimination of Physical Barriers for the Handicapped
Public Facilities and Improvements
Street Reconstruction
Code Enforcement
Public Water Projects
Economic Development
Public Services (Limited to 15%)

Village Resident are invited to attend a public hearing on October 6, 2011 at 7:00 p.m. at Patchogue Village Hall, 14 Baker Street, Patchogue, New York to express citizen views on local housing and community development needs to be met with these funds.

M. Russo stated that was published in the Long Island Advance two weeks ago.

M. Russo stated that stated we had to be prepared to submit for projects and she had requested a budget amount from Kisha Wright because she wanted to have the hearing now.

M. Russo stated that we should have the number of what we were getting in the next week.

Chair Reese asked M. Russo if we were going to receive \$100,000 how many projects could be done. M. Russo stated one or two.

Chair Reese the Board if there were any questions. There was no response.

- iii. Bandshell -

M. Russo stated that the mural was completed. Also, that the muralist, Andrew Silver stated that he could not put the name of the students because of the concrete he could not make the letters small enough. M. Russo stated that he thought perhaps we could do a plaque with the student names. Also, she would contact companies to get price quotes for the plaque.

Chair Reese asked M. Russo if there would be a honorarium for Andrew and the artists. M. Russo stated that she would have to check the procedures if we could do that. Also, if the Board would like to make a motion to give him an honorarium she would take the steps in order to make sure we are in compliant.

Chair Reese suggested to award Andrew Silver \$1,000 as a honorarium. The Board agreed.

Chair Reese asked the Board for a motion.

J. Keyes and E. Swinson made a motion to award Andrew Silver an honorarium of \$1,000. Motion carried.

J. Keyes stated that there was approximately \$10,000 left in Fiscal Year 2010 for the Bandshell and that the cameras were purchased. M. Russo stated that the cameras were purchased.

J. Keyes stated that the only other expense if we have to purchase more baffles and installing a drop ceiling. M. Russo agreed.

M. Russo stated that she was concerned that there was still funding for the Bandshell Project in Fiscal Year 2006.

Chair Reese asked M. Russo if that could be taken care of at the November meeting. M. Russo stated yes.

D. Wachsmuth stated that he knows where to put the \$10,000. D. Wachsmuth stated that the Fire Department has a 9-11 piece of steel and he spoke with Joseph Perry, Fire Chief and they have no funding to do something with it. D. Wachsmuth stated they had an idea to do some type of fountain and have cement work and that the rough cost would be approximately \$5,700 not including the cement. D. Wachsmuth stated that he spoke with Joseph Perry who spoke with the Mayor and he indicated that perhaps DPW could do the cement work but if they do not it would be \$4,000 to \$5,000.

M. Russo stated that she thought the CDA could do that and if we were to move the money tonight we would have to publish and Suffolk County would have to approve it, we would not have use of the money until December. Also, the cement work would have to be done in the Spring.

M. Russo stated since the work had to be done in the Spring, perhaps we could include that project in our Fiscal Year 2012 budget.

Chair Reese asked M. Russo if Joseph Perry would come in to present something. M. Russo stated that it would be up to the Board.

Chair Reese stated that he would like Mr. Perry to attend a meeting.

T. Dean that if Mr. Perry came to a meeting he would have a plan what he wanted to do.

Chair Reese asked M. Russo if she would like to move the funding to a different line at the next meeting. M. Russo stated yes.

J. Keyes asked M. Russo if she would like Mr. Perry attend our November meeting. M. Russo stated yes and that he doesn't have an exact plan but explain to the Board what he would like to get done.

iv. Cameras

Chair Reese stated that the cameras were received and asked when they would be installed. J. Keyes stated that it was on the list for DPW and would give an update to the Board at the next meeting.

5. Roe Walkway - Report by M. Russo

M. Russo stated the planting were done and the lights were fixed and that they had to reattach them. M. Russo stated that the lights were not on and spoke with Superintendent Dean and he stated that the electrician was coming this week. M. Russo stated that he also gave him the shields for the lights and was not sure if DPW installed them.

M. Russo stated that if the shields do not work we would have to change the ballast.

M. Russo stated that there was 150 watt now and asked the Board if they had any recommendation to go down to 75 or 50 watt.

The Board agreed with the 75 watt.

a. Concrete treatment and repair -

Chair Reese stated that he would like the Board to vote as to their preference having the contractor fix the piece of concrete that has graffiti.

D. Wachsmuth and T. Dean made a motion to require the contractor to replace the damaged concrete at his cost. Motion carried.

b. Plantings

M. Russo stated that she approved the purchase of the plantings which was \$825.00 but she also received an invoice from Rolling Rock Landscaping, Inc. to install the plantings for \$1,250.00. M. Russo asked the Board for approval to pay the invoice upon receipt of a voucher.

J. Keyes and D. Wachsmuth made a motion to approve payment to Rolling Rock Landscaping, Inc. for \$1,250.00 upon receipt of voucher.

Chair Reese asked if there was any discussion on the motion.

T. Dean asked M. Russo if there was any guarantee if they do not make it through the winter. M. Russo stated that she would contact Paula Murphy.

Chair Reese asked if there was any more discussion on the motion. There being none, motion carried.

v. Theatre Walkway - Report by M. Russo

M. Russo stated that she had a meeting with the engineer from, Sidney B. Bowne & Son, in addition last week she met with Dennis Smith from the BID met with an architect from Baldassano Architecture who designed the YMCA. M. Russo stated that he had agreed to assist us with some projects.

M. Russo stated that the engineer from Sidney Bowne will be working with Baldassano Architecture to come up with a design.

M. Russo asked the Board when they have a chance to look behind 31 West Main Street to look at the area that they designed.

M. Russo stated that when she attended a Grants Committee meeting, Barbara Kane, Chair of the Theatre Board, expressed concern that the restaurants have their garbage, grease and also rinse their garbage cans and mats and throw the water on the walkway.

Chair Reese stated that it could be a Health Department concern.

D. Wachsmuth stated that the restaurants should not be doing it.

M. Russo asked the Board for approval for a motion to pay voucher dated September 16, 2011 from Sidney B. Bowne & Son for \$1,441.32.

T. Dean and D. Wachsmuth made a motion to approve the invoice dated September 16, 2011 from Sidney B. Bowne & Son for \$1,441.32. Motion was carried.

T. Dean stated that there was a utility pole leaning and asked M. Russo to see if the utility pole that was there could be fixed before the work to walkway starts.

vi. Furman Square - Report by M. Russo

M. Russo stated that the Mayor had asked her to put the project on hold because the Village was looking at that location to put in a sewer pump station. M. Russo stated that the Village was examining the idea and that no decision was made.

vii. Playground- status report by M. Russo

M. Russo stated we did receive delivery of the additional bay of swings and the exercise equipment for adults and that it was also on the list for DPW.

M. Russo stated that New York State came out with a new consolidated funding application and she was considering putting in an application putting in an extension of the playground for older children.

M. Russo stated that she spoke with the Mayor who also felt that it was a good idea and he said he had an idea where we could get the funding match.

Chair Reese asked M. Russo if she knew the cost. M. Russo stated that she did not know.

viii. 2011 CDBG update - report by M. Russo

M. Russo stated that we have signed contracts and that we were waiting for release of funds.

ix. Program Income

M. Russo stated that we had a repayment of a home improvement loan in the amount of \$22,280 and the Board needed to allocate the program income to a project line.

M. Russo asked the Board for a motion to allocate the program income in the amount of \$22,280 to Fiscal Year 2011 Downtown Public Improvement Program project line.

M. Russo stated that she was asking the Board for the motion because the grant was received for the archway at south end of Roe Walkway and this could be the match for that.

J. Keyes and D. Wachsmuth made a motion to allocate the program income in the sum of \$22,280 to Fiscal Year 2011 Downtown Public Improvement Program. Motion was carried.

6. Section 8 report - none

7. Public Authority - none

8. Other Business -

- a) M. Russo stated that Chair Reese asked that the November meeting be on November 1st.

Chair Reese asked the Board for a motion to approve the next meeting to November 1, 2011. E. Swinson and D. Wachsmuth made a motion to approve the next meeting on November 1, 2011. Motion was carried.

- b) M. Russo stated that every three years we select our engineers and she is seeking a motion for her to issue an RFQ for engineering and design services.

D. Wachsmuth and T. Dean made a motion to authorize the Executive Director to

issue a request for qualification for Professional Engineering, Architects, and Landscape Designers. Motion was carried.

- c) M. Russo stated that she was setting the dedication of Roe Walkway on October 14, 2011 at 3:00 p.m.

9. Public to be heard - none

10. Adjournment:

- i. Motion to adjourn J. Keyes and D. Wachsmuth. Motion carried. Meeting adjourned at 7:55 pm. .

Respectfully submitted,

Marian H. Russo