

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on September 1, 2011.

1. Meeting was called to order at 7:07 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 July 7, 2011 were presented by M. Russo

Chair Reese stated that on page five Roman numeral VIII there was a motion that was carried but was not noted in the minutes.

Chair Reese asked the Board to approve the corrections as noted. D. Wachsmuth and E. Swinson made a motion to approve the minutes with the corrections of July 7, 2011. Motion was carried.

- i. Minutes if August 4, 2011 were presented by M. Russo.

Chair Reese stated that on page two under Roman numeral II there was a motion that was made that was carried but not noted in the minutes.

D. Wachsmuth and E. Swinson made a motion to approve the August 4, 2011 with the correction. Motion was carried.

3. Financial Report - report by M. Russo

M. Russo stated that she was not prepared to make a report at this month, but when she was completing the public authorities report they recommended that we have a section. Also, she would provide the report starting in October and that would include payments that she does not seek Board approval on such as payroll and Staples.

4. CDBG Project/ Budget Lines - report M. Russo.

- i. Fiscal Year 2012 CDBG budget process. M. Russo stated that generally Suffolk County Community Development holds a meeting to discuss what we need to do for the coming year budget. M. Russo stated that we have not received notification, but still needed to proceed for the 2012 budget process. M. Russo stated that she wanted to review what we needed to do and we needed to set a public hearing date for our Fiscal year 2012 budget, which was a requirement for our funding.

M. Russo stated that the Board had received a member book and there was a matrix code with eligible activities and would like to refer to that to possible projects. M. Russo stated that we can do projects in low to moderate income areas.

D. Wachsmuth asked M. Russo if we could fix mascot dock. M. Russo stated that could possibly be a project but it may be too large for the CDA to take on by ourselves.

M. Russo stated that in reviewing the code she found that there was a line that we could do emergency services.

M. Russo stated that the 2012 budget would be adopted at the November meeting.

M. Russo stated that generally we publish what the amount we were getting from the year before but was not sure if Suffolk County Community Development would let her do that. M. Russo stated that she was waiting to hear from the County. Also, she had to publish a notice by September 22nd for the public hearing.

Also, M. Russo stated that superintendent Dean had suggested that the Village Hall public bathrooms be rehabilitated. The bathrooms were not fully ADA

compliant.

M. Russo explained the budget process to the Board.

M. Russo stated that she would be seeking Board approval for a budget line for Housing Counseling.

J. Keyes asked M. Russo if she preferred having one large project. M. Russo stated yes.

T. Dean asked if we could continue the senior services. M. Russo stated that we could, but would like to see how it works out because it did not start yet because we did not get the signed contracts for Fiscal Year 2011 budget.

M. Russo asked the Board for a motion to set a public hearing date for October 6, 2011 for Fiscal Year 2012 Community Development Block Grant.

T. Dean and E. Swinson made a motion to set the public hearing for October 6, 2011 for the Fiscal Year 2012 Community development Block Grant. Motion carried.

ii. Bandshell -

M. Russo stated that she spoke with Andrew and he would be completed with the inside September 9th. M. Russo stated that she did not talk to him about the outside.

Chair Reese asked M. Russo if they sealed the area where it was leaking. M. Russo stated yes.

The Board liked how the mural was turning out.

M. Russo suggested doing a photo-op.

The Board agreed. M. Russo suggested doing it between this week and next week.

D. Wachsmuth asked M. Russo if Kelly Good was still involved. M. Russo stated that after she got it going she has not been involved.

D. Wachsmuth stated that perhaps with school starting again we could get in touch with her again.

T. Dean stated that she would contact her about the photo-op and painting the outside.

iii. Baffles

J. Keyes stated that there was one that came off from the hurricane but it was recovered.

Chair Reese stated that it looked like they move the baffles around and returned to the original spot.

M. Russo stated that they felt that moving them around wasn't effective. Also, she spoke with a local musician, Jay Scott and he said that he has played there enough and knows where to place equipment.

Chair Reese asked if our concern was for people who play there regularly or for new people playing there thinking that it was terrible.

M. Russo stated that she felt that our concern was that we built a bandshell that was not generally usable.

Chair Reese asked could we continue installing the baffles.

M. Russo stated that it would not be at the CDA cost but the Village.

iv. Security Cameras- report by E. Swinson

E. Swinson stated that some of the equipment did come down in price while other went up a little.

M. Russo stated that she had authorization at the last meeting to purchase the equipment up to \$2,000 and asked the Board if that still would be okay.

Board agreed.

M. Russo stated that she had concerns about leaving the DVR down there in the winter and asked if it could be removed.

E. Swinson stated that it would be just like removing a cable box.

J. Keyes stated that there would be signs that it was going to be monitored.

The board discussed how to heat the room were the DVR was going to be kept.

v. Roe Walkway - Report by M. Russo

M. Russo stated that the lighting was out right now and did not ask DPW yet. M. Russo stated that when M. Harris called they gave us a no cost option first which were shields to be placed inside the fixture.

M. Russo stated that she would contact the DPW to see when the two shields could be installed.

a. Concrete treatment and repair -

Chair Reese felt that the marks in the concrete was not noticeable but would like the Board to make a decision to what should be done.

D. Wachsmuth felt that the repair may look worse than what it looks like now and it may not match.

Chair Reese asked if E. Swinson had anything to add. E. Swinson stated no.

J. Keyes stated that he could make a motion and it would be up to the Board unless the Board wants to wait until next month so that T. Dean could look at it.

M. Russo asked the Board if they wanted to be polled for a decision. Board agreed.

M. Russo stated that she would contact them in a week from today.

T. Dean stated that if we wait another month it may be too cold to repair the concrete.

M. Russo stated that the engineer felt that we should have the contractor fix the concrete and her concern was that the walkway would be closed again for 10 days and felt that we inconvenienced the business owners for a long period of time and did not want to close the walkway for the level of damage that there is.

D. Wachsmuth asked M. Russo if the area that needed to be fixed could be blocked off. M. Russo stated that pedestrians would be able to get by and not the trucks.

b. Plantings

M. Russo stated that she did get an email from Paula Murphy that she would forward to the Board and that she did have some ideas.

vi. Theatre Walkway - Report by M. Russo

M. Russo stated that the mark out process was completed and the cost was \$1,250. M. Russo stated that they did find a storm water drain that was still being used and there was concern when we start ripping up the walkway, it could collapse.

M. Russo stated that she took Chair Reese's comments to heart about pushing this forward to get it done by the Fall, but we do really need to wait until the Spring so there was more time for the design. M. Russo stated that the engineer did forward her some designs elements, but was not happy with them. M. Russo stated that she was going to do some research on line for streetscapes on stamped concrete or brick or cobble stone that could be replicated in stamped concrete. Also, any type of furniture design.

M. Russo stated that there was a request to rename the walkway the Anne Swezey walkway after the former Village Historian, who was instrumental in the renovation of the Theatre. M. Russo stated that Lari Fiala from the Colony Shop had asked the Mayor and her. M. Russo stated that she told him that she would bring it to the Boards attention, but it would be a Village decision to rename the walkway. Also, they would like to put it on the archway.

J. Keyes asked M. Russo when we have to do it by. M. Russo stated that there was no timeframe, but they would like to name it Anne Swezey walkway.

M. Russo stated that she would like Michael Capobianco of Sidney B. Bowne & Son, LLP to attend our meeting to present some designs for the project. Also, she did receive an invoice from them for \$634.38 for engineering services for the walkway.

M. Russo stated that the invoice was below a certain amount and that she could approve payment.

M. Russo stated she also received two invoices from J.R. Holzmacher P.E., LLC one for \$1,165.50 and the second for \$1,635.30 for engineering services for Roe Walkway.

Chair Reese asked the Board for approval for the invoices presented by M. Russo.

J. Keyes and D. Wachsmuth made a motion to approve invoice number PchgV0902-13 from J.R. Holzmacher P.E., LLC. Motion was carried

E. Swinson and D. Wachsmuth made a motion o approve invoice number PchgV0902-12 from J.R. Holzmacher P.E. LLC. Motion was carried.

Chair Reese asked the Board for a motion to approve invoice number 263526 from Sidney B. Bowne & Son, LLP for \$634.38 for engineering services provided for the Theatre walkway. Motion was carried.

vii. Furman Square - Report by M. Russo

M. Russo stated that she met with the contractor that did the Oak Street sidewalks, Jadeco Construction Corp to discuss some designs ideas because she felt that we would not have to go to an engineer and bid it out since he was on the County contract.

M. Russo stated that he was going to come back with a book and we were going to discuss some design elements for that. Also, that it may cost a little more than

anticipated, but there was funding through the BID that they were willing to put in.

M. Russo stated that she was hoping that we could get a design by October. Also, she had looked at the design ideas and that it would be the same as the Theatre just streetscapes and we talked about sculptures or chess tables.

The Board liked the idea of the chess tables.

viii. Playground- status report by M. Russo

M. Russo stated she did see an invoice to add a bay for a swing set.

J. Keyes asked M. Russo if there were baby swings. M. Russo stated no, and that she did not think they were ordering baby swing. M. Russo suggested J. Keyes to talk to Maria Henderickson of the Village Recreation Department.

M. Russo stated that she had heard that there was no way to secure the child to the swing.

J. Keyes stated that he would contact Maria tomorrow.

ix. 2011 CDBG update - report by M. Russo

M. Russo stated that will still do not have a signed contract.

5. Section 8

i. Utilization Report - report by M. Russo

M. Russo stated that we have 167 vouchers leased up which was at 99% utilization, but there were two vouchers that ported out to another housing agency that we did not receive paperwork on that were not included in that number. Also, we do have new vouchers that were not leased up yet.

M. Russo stated that we had housing assistance payments in the amount of \$169,234.00 for September. Also, next month she would report on the Administrative fee report.

M. Russo stated that the Association of Long Island Housing Agencies did a poster contest and we had received eight posters. M. Russo stated that we had asked to draw a picture with the explanation what homes means to me.

M. Russo showed the posters to the Board and read some of the entries to the Board.

M. Russo stated that there was a meeting yesterday and the three winners were selected. Also, there will be a reception at Artspace on September 10th at 10 a.m. to award the three winners a \$50 gift card and since there were few entries we were going to give McDonalds gift certificates.

Next, M. Russo stated that the HAPPY software installation would take place in January.

6. Public Authority

Next, Chair Reese asked D. Wachsmuth for the Commissioners Manual for the Section 8 programs and gave it to E. Swinson to review.

7. Public to be heard - none.

8. Other Business -

Chair Reese stated that next month the Board will review the upcoming budget for the Fiscal Year 2012 CDBG budget and asked the Board to come up with some ideas for

projects.

9. Adjournment:

- i. Motion to adjourn T. Dean and E. Swinson. Motion carried. Meeting adjourned at 8:20 pm. Next meeting on October 6, 2011.

Respectfully submitted,

Marian H. Russo