

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on January 5, 2012.

1. Meeting was called to order at 7:03 p.m. by Chair David L. Reese, also present were Members Joseph E. Keyes, Jr., Toni Dean, and Ernie Swinson. Also attending was, Executive Director Marian H. Russo. Chair Reese declared a quorum.

2. Minutes:

i. Minutes of December 1, 2011 were presented by M. Russo.

Chair Reese asked the Board for approval of the December 1, 2011 minutes. T. Dean and E. Swinson made a motion to approve December 1, 2011 minutes. Motion was carried.

3. Financial Report -M. Russo stated that she would go through the report when we go through the project lines.

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

a) Bandshell - M. Russo stated that there was no report at this time.

b) Roe Walkway - Report by M. Russo

M. Russo stated that we received the shields and spoke with J. Dean to have them installed.

a) Concrete treatment and repair

M. Russo stated that the contractor will repair the concrete in the Spring.

c) Theatre Walkway - Report by M. Russo

M. Russo stated that she was hoping by the February meeting that she will have the plans for the board to approve to go out to bid.

M. Russo presented an invoice from Smith, Jung & Gills Surveyors for metes and bounds description and plot plan for County Easement for \$300.

D. Wachsmuth and T. Dean made a motion to approve payment of invoice from Smith, Jung & Gillis Surveyors for \$300. Motion was carried.

d) Oak Street Sidewalks - Report by M. Russo

M. Russo stated that the sidewalks were complete and asked the Board to approve payment for an invoice from Jadeco Construction Corp. for \$27,749.40. T. Dean and D. Wachsmuth made a motion to approve payment of invoice from Jadeco Construction Corp. for \$27,749.40. Motion was carried.

Chair Reese asked what the temperature has to be in order to pour concrete. M. Russo stated that it has to be above 40 degrees.

Chair Reese asked if the concrete would have to be done in the next two weeks. M. Russo stated yes.

e) Senior Citizen Case Worker - Family Service League

M. Russo stated that the case worker, Tegan Hulse started in the office and she already made some home visits and we had one client come into the office looking for services. M. Russo stated that Ms. Hulse will assist Village of Patchogue residents over the age of 60. Also, we will be distributing flyers. M. Russo stated that Ms. Hulse works Tuesday's 9:00 a.m. to 1:00 p.m.

f) Community Garden

M. Russo stated that she had no report at this point.

5. Section 8 report - Report by M. Russo

M. Russo stated that we are undergoing the HAPPY Software conversion and the training will be January 23rd and 24th which the office will be closed for those two days. M. Russo stated that she had notified the Mayor and the Village Clerk. Also, a notice was sent out with the landlord's checks and a newsletter will be sent out to all participants that the office will be closed for those two days.

M. Russo stated that we will not be available on January 20th because that is when everything will be changed over. M. Russo stated that training would be the 23rd and 24th.

Chair Reese asked M. Russo if she was aware of any training for the Board Member. M. Russo stated not locally but if the Board was interested in being trained as commissioners and there was training for housing choice voucher and public housing agencies. M. Russo stated that there was a company that may be worth exploring, the membership would be \$600 and there was a lot of free training.

Chair Reese asked if M. Russo could follow up with that. M. Russo stated that she would contact them.

M. Russo stated that we did 100 percent on utilization of our funds through the year and we did 97 percent on our annual lease up.

6. Other Business -

- a) J. Keyes wanted to mention that M. Russo was appointed Treasurer of the Long Island Community Development Official Organization. Board congratulated M. Russo.
- b) Chair Reese reminded the Board before the February meeting the Governance Committee meeting and Audit Committee meeting will be held at 6:30 p.m.

7. Public to be heard - none

8. Adjournment:

- i. Motion to adjourn J. Keyes and D. Wachsmuth. Motion carried. Meeting adjourned at 7:19 pm. Next meeting February 2, 2012.

Respectfully submitted,

Marian H. Russo