

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on April 7, 2011.

1. Meeting was called to order at 7:02 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, Housing Counselor, Nadia Iniguez. Chair Reese declared a quorum.

2. Chair Reese read the public safety notice.

3. Minutes:

i. Minutes of March 3, 2011 were presented by Chair Reese.

Motion by D. Wachsmuth and T. Dean to approve March 3, 2011 minutes with the minor corrections. Motion was carried.

4. CDBG Project/ Budget Lines - report by Chair Reese.

i. Report on meeting with Director of Suffolk County Community Development (SCCD) - D. Reese stated that Marian Russo had prepared a memo for the updates on the CDBG project lines and would refer to the memo when he gives the update to the board.

Chair Reese stated that Marian Russo and Veronica Harris had met with Kisha Wright, the new Director of Suffolk County Community Development. Also present at the meeting was Mary Wingate and William Kandell. Chair Reese stated that the purpose of the meeting was to meet Ms. Wright and to go over the new requirement of HUD. Chair Reese stated that we were all aware of the changes in Washington and we expect a number of changes from HUD because of financial constraints.

ii. Timeliness Requirements - Report by Chair Reese

Chair Reese stated that pursuant to HUD regulations CDBG funds have to be expended within 18 months. D. Reese stated each month SCCD issues a timeliness report to let us know if there were funds that we needed to expend. Chair Reese stated that Marian Russo did not supply a copy to the Board because it did not appear to be necessary for the administration of the CDBG projects. Chair Reese stated that in the Board packets the current expenditure report was supplied and it shows that we exceeded our expenditures.

Chair Reese asked the Board to refer to their packets.

iii. FY2011 Projects - Report by Chair Reese

Chair Reese stated that the contracts for FY2011 will be delayed because Congress has not passed the budget for fiscal 2011, approximately 60 days after the budget passed SCCD should receive their contracts and then our contracts would issue. Also, regardless of when we receive the contracts we have 18 months from April 1, 2011 to expend funding.

Chair Reese stated that it was anticipated that our CDBG budget will be cut and reduced for Fiscal Year 2011.

iv. Bandshell Project

Chair Reese stated that there was a meeting last week at the Bandshell and Andrew Silver from Patchogue Medford High School.

J. Keyes stated that Andrew Silver was an outside muralist who was going to design the mural.

D. Wachsmuth stated that he believed Mr. Silver was not part of the school.

T. Dean stated that Mr. Silver was working with the students to design murals.

Chair Reese stated that he thought the art department was going to be doing this.

T. Dean stated that in one of Ms. Good's email she stated that she was going to have an artist come in and work with the students.

a. Scaffolding - report by Chair Reese

Chair Reese stated that during the meeting at the Bandshell it was mentioned that scaffolding would be needed and perhaps we could rent the scaffolding. Chair Reese stated that in the board packets there is a copy of an email from Joe Dean to Marian Russo and in the email there was a depiction of the scaffolding. Chair Reese stated that it was a standard single wide span called an upright aluminum scaffold.

J. Keyes stated that he would talk with J. Dean tomorrow about the scaffolding and the planking.

b. Soundproofing -

Chair Reese asked D. Wachsmuth if he had anything to add from the email he had sent regard to soundproofing.

D. Wachsmuth stated he had looked into some spray on materials and spoke with someone in Southampton who does surface, acoustic preparation and he said that the K13 material would not be adequate for outside use and had recommended to contact an acoustic engineering company. D. Wachsmuth stated that he spoke with the acoustic engineering company about the sound problem we were having and she had suggested doing a survey. Also, it was her opinion that the hanging of panels would not be the way to go. D. Wachsmuth stated that the cost of the survey would be \$2,000.

E. Swinson asked D. Wachsmuth if the representative gave an explanation as to why the baffles would not work. D. Wachsmuth stated that it was her opinion.

D. Wachsmuth stated that she was very confident that she could determine what could be done.

Chair Reese asked D. Wachsmuth if the engineering report would have to be done first. D. Wachsmuth stated yes.

D. Wachsmuth stated that the person he talked to was Bonnie Schnitta of Sound Sense, LLC and they could do the engineer report. Also, that he was recommended to contact her by the people who do the application of the acoustic treatments.

D. Wachsmuth stated that it was Ms. Schnitta's opinion that a survey would have to be completed first.

Chair Reese stated that it does not seem unreasonable that a survey was the proper way to go; it seems logical to get it done but was afraid it could take an entire season and it would not be completed in a timely fashion.

J. Keyes stated that he would rather not rush it so that it could be done correctly.

J. Keyes asked D. Wachsmuth if Sound Sense, LLC completes the acoustic engineer report were they the ones to fix the problem also. D. Wachsmuth stated no, that she could direct somebody or the company that recommended Sound Sense would be able to spray on an application if that was the remedy to the acoustic problem.

E. Swinson stated that that he was not sure how Ms. Schnitta phrased it, but he did not think initially with the projection of sound it's not an issue to focus it. E. Swinson stated that what was happening with the Bandshell was that the sound was getting refocused because of the shape and that it was just bouncing wherever

and coming back to these random spots on the stage.

Chair Reese asked the Board what they felt should be done.

E. Swinson stated that we had discussed this several times in the last couple of months. E. Swinson stated that he spoke with several companies and only three of them had products that they would recommend and would stand by their guarantee. E. Swinson stated that he spoke to someone regarding the recycled glass panels with sound absorbing qualities that could be affixed by using an adhesive but would be concerned with vandalism.

Chair Reese felt that we should get an expert point of view do get it done properly. Also, does not want to make a decision without Marian Russo being here.

Chair Reese asked D. Wachsmuth if he could call Sound Sense, LLC to see if they could give an estimate for the acoustic engineer report.

T. Dean asked E. Swinson what the cost would be for the glass panel. E. Swinson stated that for one 2 inch thick, 2 by 4 panel it would be \$75. Chair Reese asked E. Swinson if he could contact the company for the glass panels regarding what the installation cost would be.

c. Security Cameras

D. Wachsmuth stated that looking around the Village the graffiti artist seem to have respect for murals. D. Wachsmuth stated that looking at the Bandshell area he doesn't see any graffiti other than where the murals were going to be and felt perhaps we do not need the security cameras.

D. Wachsmuth stated that he did not want us to see us spend money on cameras that may not be able to go outside if we do not need them.

J. Keyes agreed that the mural may be the deterrent for the vandalism. Also, suggested the Board to focus on the mural and to keep researching on the baffles.

Chair Reese stated that he was comfortable focusing on the mural for now and to keep researching on the sound absorption. Chair Reese stated that if we need cameras at a later date we could address the issue.

T. Dean asked the Board if the only reason for the cameras was for the graffiti issue or was there a safety issue.

J. Keyes stated that it was for the graffiti and he had no knowledge of any safety concerns.

The Board agreed to move forward with the mural and not let the acoustic situation affect it.

v. Bay Avenue Community Center -

D. Reese stated that the sheetrock was up and the plumbing and electric roughed in.

vi. Roe Walkway Project -

Chair Reese stated that the walkway part of the project was completed.

T. Dean stated that the temporary fencing was still around the walkway.

Chair Reese stated that there was one negative response from Mr. Stanley because his trucks can no longer turn around and the fence running south from his building prohibits him from walking around the rear of his building.

Chair Reese stated M. Russo met with Paula Murphy of the Greater Patchogue

Foundation Beautification Committee and the Patchogue Garden Club to discuss the plantings. Chair Reese stated that Paula Murphy will prepare a plan for the plantings beds as well as provide ideas for the planters and plantings for the north end of the walkway. Also, Paula and M. Russo also discussed the public art grant allocated in the 2009 budget, and Ms. Murphy would like to use it in the Roe Walkway. Chair Reese stated that M. Russo and Ms. Murphy discussed coordinating everything with the renovation of the Library mural which should take place in May. Also, the plantings will go in after the mural is completed. Chair Reese stated that Ms. Murphy suggested we contact the Business Improvement District to have the planting beds added to their watering route.

Chair Reese asked the board for a motion to approve payment of the invoice from J.R. Holzmacher Engineers in the sum of \$721.50.

E. Swinson and D. Wachsmuth made a motion to approve payment of the invoice from J.R. Holzmacher Engineers in the sum of \$721.50. Motion was carried.

vii. Theatre Walkway

Chair Reese stated that at the last meeting it was discussed the walkway would continue going north. The survey should be delivered within the next few days and the Village is receiving a \$77,000 Downtown Revitalization Grant for the project from the County. Chair Reese stated that it was similar to the \$100,000 we received for Roe Walkway. Also, Suffolk County requires an easement on the Village's property and that we could not move forward the project until the contract with the County is finalized. Chair Reese stated that Ms. Russo anticipates the construction starting in the fall.

5. Section 8

i. Utilization Report -

Chair Reese stated that the utilization rate for both funding and vouchers is at 97 percent, which was good. We must keep above 95 percent, which we have been doing. Also, Carmen had issued two vouchers this month and that the recipients were extremely grateful.

ii. FY2011 HUD Budget -

Chair Reese stated that the budget has not been passed the information we received is that the housing assistance payments will not be reduced, but the administrative fees may be. Also, neither is fully funded and that the Admin Fees are currently funded at 80 percent. Chair Reese stated that it was anticipated the fees will be reduced to 70 percent. Chair Reese stated that it would have an affect on administration and salaries and that we would have to be prepared for that in some way.

iii. Repayment Agreement

Chair Reese stated that he was informed by Ms. Russo stated that \$3,500 was recovered from one client.

iv. HAPPY Software Renewal of Contract -

Chair Reese asked the board for a motion to approve the renewal of HAPPY Software Agreement in the sum of \$2,831.

T. Dean and E. Swinson made a motion to approve the one year renewal of HAPPY Software Agreement in the sum of \$2,831. Motion was carried.

6. Public Authority -

i. Chair Reese asked the Board to refer to their packets and look at the Village's Procurement Policy.

The Board discussed what the changes would be and what would engineer costs fall under.

Chair Reese asked the board for a motion to adopt Amendment of Procurement Policy: All purchases over \$20,000 are required to be bid out as well as services over \$35,000; purchases between \$3,000 and \$19,999.99 will require three written quotes; services between \$3,000 and \$34,999.00 will require three written quotes.

J. Keyes and D. Wachsmuth made a motion to adopt Amendment of Procurement Policy: All purchases over \$20,000 are required to be bid out as well as services over \$35,000; purchases between \$3,000 and \$19,999.99 will require three written quotes; services between \$3,000 and \$34,999.00 will require three written quotes. Motion was carried.

ii. Financial Disclosure Statement -

Chair Reese asked the Board to complete the Suffolk County Ethics Commission Financial Disclosure Statement by May 15, 2011.

iii. Governance Committee and Audit Committee - Chair Appointment

Chair Reese explained what the committee's were and referred to the Public Authority training booklet.

Chair Reese stated that the members of the committees were the entire CDA Board. Chair Reese stated that the Chair for the Governance Committee would be D. Wachsmuth and the Chair for the Audit Committee would be T. Dean.

Chair Reese thanked D. Wachsmuth and T. Dean.

Chair Reese stated that there were two meetings a year and they can be held before the CDA meeting.

7. Other Business:

- i. Chair Reese stated that Ms. Russo met with Joe Dean and he had a few items he would like the CDA to consider as future projects. The first suggestion was the bathrooms in the Village Hall, they are in serious need of renovation and the estimated cost is \$100,000. Also, the project would be a total gut/rehab to assure the bathrooms are ADA compliant. Chair Reese stated Ms. Russo recommended we may want to add a better ramp and door for the entrance into Village Hall. Chair Reese stated that the second recommendation from Joe Dean would be the rehabilitation of the ball fields at Rider Avenue Park along with installation of an irrigation system. Chair Reese stated that Ms. Russo would have to check the eligibility for this project.

J. Keyes stated that we could consider putting some funding toward the bathroom renovation, assuming we do not have the \$100,000 now to do the project.

ii. Long Island Housing Crisis Task Force (LIHTF)

Chair Reese stated that M. Russo was a member of the LIHTF and meetings were held the first Monday of the month. They share information about the Housing Crisis on Long Island and how our organizations are meeting the challenges presented. Members include Citibank, HSBC, Community Housing Innovations, community Development Corporation of Long Island, Long Island Housing Partnership, Long Island Board of Realtors, Nassau County Director of Homeownership Programs, Suffolk County Director of Community Development. Chair Reese stated that Ms. Russo was informed that they have chosen to make the Housing America event as their signature event for the year.

iii. Housing America Event:

Chair Reese stated that Ms. Russo had an idea that the housing agencies on Long Island should have a celebration of the good work they do. Chair Reese stated that Ms. Russo found out the National Association of Housing and

Redevelopment Officials (NAHRO) sponsors an event called Housing America intended to do just that. They ask agencies all over the United States to hold a Housing America event. When I proposed the idea to the LIHCTF they were enthusiastic and we expanded the event to include all housing opportunities with the title of Housing America: Celebrating Housing Opportunities on Long Island. Chair Reese stated that Ms. Russo called NAHRO to arrange permission to use the Housing America logo and materials. They said yes and asked whether the LIHCTF would be interested in having the Long Island event be NAHRO's National Kick Off event for Housing America month. It would necessitate the event taking place on Saturday, October 1<sup>st</sup>. Chair Reese stated that Ms. Russo was very interested in doing it, but wanted to get the approval of the LIHCTF. Chair Reese stated that Ms. Russo was seeking some kind of endorsement from the CDA regarding my membership on the LIHCTF and chairing the Housing America event. Chair Reese stated that Ms. Russo did not believe it's a motion, but was seeking approval as it may take up a bit of time.

Chair Reese stated that he would support it and felt that it would be a great thing to do for the Village of Patchogue. Chair Reese stated that Ms. Russo was a true professional and would come to appreciate that over the last two and a half years that he has been on the board. Also, Ms. Russo would allocate the time she found necessary.

J. Keyes stated that he would be very supportive and would help Ms. Russo anyway that he could.

T. Dean, D. Wachsmuth, and E. Swinson were also in favor.

- iv. T. Dean stated that she was in California and was visiting a historic center and had noticed this article on how to prevent graffiti and brought the article back to present to the Board.

T. Dean stated that there were some excellent suggestions and one suggestion was that murals were seldom target of graffiti.

8. Adjournment:

- i. Motion to adjourn D. Wachsmuth and J. Keyes. Motion carried. Meeting adjourned at 8:28 pm. Next Meeting on May 5, 2011.

Respectfully submitted,

David L. Reese