

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on July 2, 2009.

1. Meeting was called to order at 7:10 p.m. by Chair Joseph E. Keyes, Jr., also present were Members David Reese, Kevin Toolan, and Frank Buscemi. Also attending was, Executive Director Marian H. Russo. Chair Keyes, Jr. declared a quorum.

2. Minutes:

i. Minutes of May 7, 2009 meeting were presented by M. Russo. Motion by K. Toolan and F. Buscemi to approve minutes, motion carried.

3. Executive Director Report

i. M. Russo presented four invoices for Board approval for payment. M. Russo stated three invoices were for J.R. Holzmacher for engineering at the Bandshell, Roe Walkway and Shorefront Park Bathrooms and the other invoice was for Clearwater Drilling for the Roe Walkway project.

Discussion ensued.

Chair Keyes, Jr. asked M. Russo to contact Steve Uccellini regarding the Bandshell project on the expansion cuts, the drain in the back by the doors and seal along the front.

Discussion ensued.

Motion by D. Reese and K. Toolan to approve payment for the four invoices, motion carried.

ii. Report of the Executive Director's activities and accomplishment - Report presented by M. Russo.

Discussion ensued.

Board thanked M. Russo for all the work that she had done.

iii. Enter into executive session- motion was made by D. Reese and K. Toolan, motion carried.

Board out of executive session. Chair Keyes, Jr. asked the Board for approval of the salary increase for M. Russo in the amount of \$2,793.50 for an annual salary of \$60,000. Motion by D. Reese and F. Buscemi, motion carried

Chair Keyes, Jr. asked M. Russo regarding the administrative agreement for non-union employees if these were signed by her and C. Maldonado before. M. Russo stated that these were not signed before.

Motion by K. Toolan and D. Reese to approve the Agreement For Administrative Full Time Employees and Officers Who Are Non Union Employees for M. Russo and C. Maldonado, motion carried.

iv. Telecommuting Policy

M. Russo asked the Board to extend the policy for V. Harris for a year, effective June 1, 2009 to May 31, 2010.

Brief discussion.

Chair J. Keyes, Jr. asked the Board for a motion to grant the approval of the Telecommuting Policy for V. Harris effective June 1, 2009 to May 31, 2010. Motion by K. Toolan and F. Buscemi, motion carried.

v. Housing Choice Voucher Financial Management & Reporting Seminar.

M. Russo asked the Board for approval to attend a seminar September 22 - 24 in Springfield Massachusetts at a cost of \$750 for the seminar and approximately \$96 per day for the hotel.

Discussion ensued.

Motion by K. Toolan and F. Buscemi to approve M. Russo to attend the Seminar for a cost not to exceed \$1,500, motion carried.

4. Community Development Block Grants - Report by M. Russo

- i. M. Russo distributed an updated budget.
- ii. Community Center - Report by M. Russo
Project was still on hold.
- iii. Facade Improvement - Report by M. Russo
M. Russo stated that she was trying to find support for us to purchase the facade and place a lien on property. In the event she could not get approval from HUD she would offer the tenants \$2,000 each towards signage and lighting for their store subject to the owners and architect approval.

Discussion ensued.

- iv. Furman Square Park - Report by M. Russo
M. Russo stated that she has a meeting with Trustee Dean and Steve Uccellini from J.R. Holzmacher.
- v. Roe Walkway - Report by M. Russo
M. Russo stated that she had received the design from Joel Peck who was volunteering on behalf of the Chamber of Commerce Grants Committee. M. Russo stated that she was in favor of option "A".

Board discussed the plans.

M. Russo stated that there was a lot of time spent on the design of the walkway and that she wanted to give the Village Board copies of the plan. M. Russo stated that after that was completed and the CDA approved the plan, Mr. Uccellini could prepare the bid packets.

- vi. Shorefront Park Playground - Report by M. Russo

M. Russo stated that she met with the person from New York State Park it would take approximately two to three month to receive the contracts from Albany.

D. Reese asked M. Russo if security cameras were part of the project description for the bathrooms. M. Russo stated yes.

Discussion ensued.

- vii. Bay Avenue Sidewalks - Report by M. Russo

M. Russo stated that she spoke with Joe Sanseverino stated that he was waiting for HUD to sign contracts today and he anticipates that we would be able to complete the project before school starts in September.

- viii. Shorefront Park Bathrooms - Report by M. Russo

M. Russo stated that Mr. Uccellini was waiting for the hole to be dug to check the foundation.

5. Section 8 - Report by M. Russo

- i. Five Year Plan.
M. Russo stated that it was time for us to complete our five year plan. M. Russo stated that we have to provide HUD what we have achieved since the last five year plan. M. Russo stated that she would be requesting Board approval at our October meeting.

M. Russo stated that the plan has to be completed by the middle of August and that a Resident Advisory Board had to be formed from our Section 8 participants to review the five year plan and review the new admin plan.

Discussion ensued.

D. Reese stated that he would like to attend the Resident Advisory Board meeting.

ii. Administrative Plan - Report by M. Russo

M. Russo stated that she was still working on the plan and that it had to be completed by the time the notice is published in August.

iii. Main Street Properties - Report by M. Russo

M. Russo stated that we had a resident on Channel 12 news with the sewage backup problem and that the problem was resolved.

Discussion ensued.

6. Public Authorities Law - Report by M. Russo

i. Estimated Budget for 2009 - Report by M. Russo

M. Russo stated that one of our requirement under the new law was that a five year budget had to be submitted. M. Russo stated that we have the actual from last year and the remaining years were projected out.

After a brief discussion, Chair Keyes, Jr. asked the Board to approve a motion to amend the By-Laws to include section four and five under Member Responsibilities. Motion by D. Reese and K. Toolan, motion carried.

ii. Chair Keyes, Jr., asked the Board for a motion to approve the Code of Ethics, Governance Committee Charter with one change under Composition and Selection should state not less than three independent members, Audit Committee Charter, Salary, compensation and Attendance Policy, Whistleblower Protection Policy, and Defense and Indemnification of Board Members Policy. Motion D. Reese and K. Toolan, motion carried.

iii. Chair Keyes, Jr., stated that he needed a volunteer from the Board to be Chair of the Governance Committee and the Audit Committee. D. Reese stated that he would volunteer to be Chair of the Governance Committee. K. Toolan stated that he would volunteer to be Chair of the Audit Committee.

Discussion ensued

M. Russo stated that the Audit Committee and the Governance Committee only have to meet twice a year.

K. Toolan suggested that the Board have a reorganizational meeting after the appointment of the Village Board. Board agreed.

7. Old Business – None

8. New Business – None

9. Adjournment – Motion by D. Reese and F. Buscemi to adjourn, motion carried. Meeting adjourned at 8:50 pm.

Respectfully submitted,

Marian H. Russo, Executive Director