

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY  
 MINUTES FOR MEETING OF  
 May 5, 2016  
 5:30 PM

Present: Elizabeth Marino, Toni Dean, Donald Wachsmuth, Susan Brinkman, Lizbeth Carrillo

Also Present: Marian H. Russo

Chair Elizabeth Marino called the meeting to order at 5:30 p.m.

- I. The Board recited the Pledge of Allegiance.
- II. The Public Safety Statement was waived as no public was present.
- III. Upon the motion of Member Wachsmuth and Member Dean the Minutes of March 3, 2016 meeting were approved. There was no meeting in April.
- IV. CDBG Project/Budget Lines
  - a. Downtown Public Improvements
    - i. Roe Walkway Arch – Status report – The purchase order has been sent and the contractor notified of a date of delivery of September 15<sup>th</sup>.
    - ii. East Main Street Parking Lot improvement – Awaiting contracts from the County. Property owner is to be contacted regarding plans to hook-up to sewer plant. E.D. advised board of moving forward with period lighting and sidewalk brickwork in the spring and complete the remaining part of the project until the fall as it would be past the watering season. The Board discussed adding features for children, perhaps a mini bench, an earth and grass feature that would allow climbing. Perhaps a replica of a boat by Gill Smith. E.D. was directed to contact insurance agent regarding liability.
  - b. Public Service
    - i. Attention to Homelessness Project with Economic Opportunity Council of Suffolk.
- V. Section 8 - Report

<b>Lease Up Report</b>	April	May
Section 8 -	158	157
Port- In's	11	10
Vouchers Out	4	4
<b>Waiting list Report</b>		
TIF's issued	0	0
Applications being processed	8	8
No response	4	4
Remaining Waiting List	288	288

- a. The board confirmed approval of invoice from HAPPY Software for renewal of support for Housing Pro software used to manage the Section 8 program done through polling of the board.
- VI. Public Authority –
- a. Review Performance Goals and Mission Statement. The E.D. requested the board review the Performance Goals and Mission Statement. The E.D. will complete the document for the June board meeting.
  - b. Board Members Training – E.D. reminded new members to complete ABO Board Member Training within 12 months.
- VII. Other Business –
- a. Theatre Project – E.D. reported the project was complete.
  - b. Village Website – E.D. reported she was coordinating the updating of the website for the Village.
  - c. Zoning Map Update – E.D. is coordinating the updating the Zoning Map. At this point needs to get list the tax maps affected and list them for County cartographer.
  - d. Patchogue for Ecuador – successful events to provide goods and funds for the Ecuadorian earthquake relief.
  - e. Downtown Grant – E.D. will be assisting the drafting of a grant application for the replacement of the marquee on the Patchogue Theatre.
  - f. Consolidated Funding Application – E.D. will be assisting on the drafting of grant applications for the parks project and Main Street.
  - g. Raises for non-union employees effective June 1, 2016
    - i. Upon the motion of Members Dean and Wachsmuth the board approved increases for non-union employees Marian H. Russo and Carmen Maldonado in the amount of 2.5% of their current salary effective June 1, 2016 and consistent with the agreement with contract employees.
  - h. Executive Director vacation May 16 to June 1, 2016
- VIII. Public to be heard – no public present
- IX. Outgoing-Chair Marino was thanked for her service and Member Wachsmuth was recognized as the incoming Chair.
- X. Upon the motion of Members Brinkman and Carrillo the meeting as adjourned at 6:35.

Respectfully submitted,

Marian H. Russo  
Executive Director