

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
MINUTES FOR MEETING OF
June 2, 2016
5:30 PM

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

Also Present: Marian H. Russo

Chairman Donald Wachsmuth called the meeting to order at 5:30 p.m.

- I. The Board recited the Pledge of Allegiance.
- II. The Public Safety Statement was read.
- III. Upon the motion of Member Marino and Member Brinkman the Minutes of May 5, 2016 meeting were approved.
- IV. CDBG Project/Budget Lines
 - a. Downtown Public Improvements
 - i. Roe Walkway Arch – Status report – Contacted Suffolk County and because of a grant contract it must be delivered and an invoice received for the \$19,000 grant amount prior to the Village Board meeting on September 26th. A letter will be sent to Spirit Iron Works that it must be completed and invoiced by September 15, 2016.
 - ii. East Main Street Parking Lot improvement – Plans were received from the property owner and he was moving forward with the sewer hookup and an extension on the building. The owner of the building still has not received health department approval and he does have work to do. There was concern for timing and perhaps we could do east of where the property owner was going to install the sewer line and do the other side when it's completed. E.D. was directed from the Board to send a letter to the property owner with the list of the dates we have plans and be told what he has to do by a certain date and that the property owner would have to go to the Village Planning Department and the ARB for approval for the sign.
 - b. Public Service
 - i. Attention to Homelessness Project with Economic Opportunity Council of Suffolk.
 - c. 2005 Downtown Revitalization & Beautification – Program income \$31,367. Upon a motion of Member Marino and Member Brinkman to dedicate the \$31,367 of program income to Fiscal Year 2005 Downtown Revitalization & Beautification Program. Motion was carried.

V. Section 8 - Report

Lease Up Report	April	May	June
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Section 8 -	158	157	158
Port- Out's	9	10	6
Port – In's	11	12	8*
Vouchers Out	4	4	8
Waiting list Report			
TIF's issued	0	0	5
Applications being processed	8	8	4
No response	4	4	4**
Remaining Waiting List	288	288	283

- a. Total voucher are 158- Two voucher holders were evicted and one moved to Florida. We had one new lease-up from the waiting list. *Agreed with Town of Brookhaven to absorb four of their voucher holders ported into our jurisdiction and they agreed to absorb four of our voucher holders in their jurisdiction. **Final letters were sent to the four applicants who did not respond to the initial letter.

VI. Public Authority –

- a. Review Performance Goals and Mission Statement. The E.D. provided the Board the documents and wanted the Board to review them. The documents do not have to be put on the website until August 2016.

Chairman Wachsmuth recommend for the Performance Measurement Report and the Annual Report on Operations and Accomplishments and Assessment of Internal Controls, that each separate item have a bullet.

- b. Governance Committee appointments. Member Brinkman stated that she would chair.
- c. Audit Committee appointments. E.D. stated that Member Volini would chair.
- d. Chairman Wachsmuth distributed the Board Performance Goals form and stated that the form is completed anonymously. Chairman Wachsmuth asked the Board to complete the form by July 7th.

VII. Other Business –

- a. Chairman Wachsmuth asked if Member Marino was available to Chair the July 7th meeting. Member Marino stated yes, but if there was a schedule conflict she would notify the Board.
- b. Village Website – E.D. reported that it was almost completed and that she was awaiting information from the Village.
- c. Consolidated Funding Application – E.D. reported that this was the time New York has all the grants available and would be working with Dennis Smith and the Mayor to put in grants for Shorefront Park, Father Tortora Park, Main Street Grant, and Little Creek. The grants were due June July 29th.
- d. County Grant Application – E.D. reported that the application was submitted for the Downtown Revitalization for the Patchogue Theatre marquee for a little over \$100,000.
- e. Member Dean gave E.D. pictures of the benches that were discussed.

VIII. Public to be heard – none.

IX. Upon the motion of Members Brinkman and Marino the meeting was adjourned at 6:11 p.m.

X. Next meeting July 7, 2016.

Respectfully submitted,

Marian H. Russo
Executive Director