

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY  
MINUTES FOR MEETING OF  
September 7, 2017  
6:00 P.M.

Present: Donald Wachsmuth, Elizabeth Marino, Toni Dean, Susan Brinkman, Patrick McHeffey

Also Present: Marian H. Russo

Meeting was called to order at 6:12 pm

- I. Pledge of Allegiance
- II. Public Safety Statement
- III. Approval of Minutes –
  - a. Motion to approve the minutes of August 3, 2017 by Member Brinkman and Member Marino. Motion carried.
- IV. CDBG Project/Budget Lines
  - a. CDBG FY 2017 Budget Status Report – M. Russo stated in order for the CDA to meet the timeliness requirement the agency must spend \$99,058.71. Release of funds for FY 2017 has not been received but the grant must be included in calculating the timeliness requirement.
    - i. East Main Street Parking Lot improvement project status report – M. Russo stated that the amount that the CDA will be paying the contractors would be \$99,051 and that does not include the 18% percent in project delivery costs. The project is moving forward. M. Russo stated there is no problem meeting the timeliness requirement because the other projects such as the Head Start Art Program and the Patchogue Medford Youth and Community Services have to spend the funding by the end of December.
  - b. Head Start Art Program Status Report – M. Russo stated that the Arts Council has been in touch with Head Start. M. Russo stated that she received an email from Beth Giacommo, Executive Director of the Patchogue Arts Council this week. M. Russo stated that they were worked out when the classes would take place and now they were working out who would be the artists.
  - c. Patchogue Medford Youth and Community Services Program
    - i. M. Russo stated that we were in contract and would follow up with Kourtney Bevis, Executive Director to get a status report for next month.
  - d. Town of Brookhaven CDBG Program – M. Russo shared with the Board a letter from HUD.
- V. Section 8 –
  - i. Waiting List – M. Russo stated that we are at number 80.
  - ii. Request approval to issue a request for proposals (RFP) for private, investigate services. Motion by Member Brinkman and Member Dean. Motion carried.
  - iii. M. Russo stated that Main Street LI, LLC own 38 Rider Avenue, 75 Rider Avenue and Maple Tree apartments have been consistently been a problem. She was contacted by Legislative Calarco's office because they were getting complaints from tenant about maintenance issues, not accounting for payments when payments were made and assisted with a non-participant to go over what the person's options were. M. Russo also had a meeting with Community Development Corporation of Long Island (CDC) to talk about how we can jointly inforce Main Street LI, LLC to be more in compliance. M. Russo stated that we have changed our procedure for the HQS inspections if violations are not done within a time

frame the rent will be abated. There will be no extension for time to complete repairs.

M. Russo stated that she will be doing joint inspections with Connie Bruno, Director of CDC Rental Subsidy Programs on September 26<sup>th</sup> to Main Street Properties with the inspectors.

- iv. Motion by Member Marino and Member Dean to approve proposal of Cullen & Danowski, LLP for services to be rendered for the audit of the Patchogue CDA Section 8 program as required by HUD in the sum of \$2,500. Motion was carried.

VI. Public Authority

- a. M. Russo stated that because the Auditor was not done in time the report for filling our financials is late and notified the Budget Authority Office. M. Russo as soon as it is completed we will file.

VII. Other Business –

- a. Grants administration and writing – status report. M. Russo stated she was working on the Shorefront grant. M. Russo stated that the State was helping us to see if we can get a waiver of the MWBE requirements because the engineer had already been selected.

- I. Public to be heard – none.

- II. Motion to adjourn by Member Marino and Member Dean. Meeting adjourned at 7:00 pm.

Next Meeting October 5, 2017 at 6:00 pm.

Respectfully submitted,

Marian H. Russo