

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on April 8, 2009.

1. Meeting was called to order at 7:07 p.m. by Chair Patricia Romeo. Also present were Members David Reese, Joseph Keyes, Kevin Toolan, Lori Devlin and Alternate Member Frank Buscemi. Also attending was, Executive Director Marian H. Russo. Chair Romeo declared a quorum.
2. Table Minutes:
 - i. Minutes of March 5, 2009 meeting were presented by M. Russo. Motion by D. Reese and K. Toolan to table, motion carried.
3. Executive Director Report
 - i. Additional CDBG funds maybe available through the Economic Stimulus.
Ms. Russo stated that she spoke with the Mayor and it was recommended the sidewalks on Oak Street.

Discussion ensued.

Ms. Russo stated that she was not notified by Suffolk County Community Development that we were definitely getting the additional funding and that we did not have contracts.

- ii. Request for approval for State Environmental Quality Review Act (SEQRA Training -
M. Russo asked the Board for approval to attend a one day training on April 21, 2009 at a cost of \$375. Motion by L. Devlin and J. Keyes, motion carried.
- iii. Property from Suffolk County Economic Development West 6th Street - Report by M. Russo -
M. Russo stated the County would like to convey vacant land to the CDA as an affordable housing project. M. Russo stated that it was suggested by Carol Giglio of the Village Building Department to obtain an opinion for the Suffolk County Health Department before taking any further action. M. Russo stated that she has left a message with the Health Department. Also, the letter from the County reveals that there could be title issues with the property.

Ms. Russo stated that she was concerned that there is a possible encroachment on the westerly side.

Discussion ensued.

M. Russo stated she would contact Suffolk County to see if the CDA could have more time to decide.

The Board agreed.

M. Russo stated that if the issues with the property were favorably resolved she suggested transferring the property to a non-for-profit agency to develop.

Discussion ensued.

- iv. Request for approval of increase in hourly pay for Carmen Maldonado - Report by M. Russo-
M. Russo stated that C. Maldonado was part of the union contract and that she was asking for the same increase that union employees were getting which was 3.75%.

Chair Romeo asked that we reserve the decision to later in the meeting.

- v. M. Russo asked the Board for approval to purchase software, eCopy, to allow us to transform PDF files and scanned files into editing documents. M. Russo stated that the cost would be \$795.00. Motion by D. Reese and L. Devlin, motion

carried.

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

i. M. Russo distributed an updated budget.

ii. Roe Walkway Project - Report by M. Russo

M. Russo stated that the three bids for the soil borings were as follows: Land, Air, Water Environmental Services \$2,120, Zebra Environmental Corp., \$1,425.00 and Clearwater Drilling, Inc., \$1,250.00

M. Russo stated that the Board must award to the lowest responsible bidder.

Discussion ensued.

Motion by J. Keyes and K. Toolan to approve Clearwater Drilling, Inc. for the soil borings in the amount of \$1,250.00, motion carried

M. Russo asked the Board for a motion to approve payment to J.R. Holzmacher, PE, LLC in the amount of \$2,660 for professional planning and engineering services. Motion by D. Reese and F. Buscemi, motion carried.

iii. Shorefront Park Bathroom - Report by M. Russo

M. Russo stated that she received the proposals for engineering design services from J.R. Holzmacher, P.E., LLC and Sidney B. Bowne & Son, LLP.

D. Reese asked if some of the services could be done by the CDA. M. Russo stated that she could prepare the bid packets, do the notice of publication and that the engineer would not have to attend the bid opening. Also, she would visit job site to check if the employees were being paid the correct rate of pay. M. Russo stated that the engineering would have to do the construction observation.

Discussion ensued.

Motion by K. Toolan and L. Devlin to award the engineering portion of the Shorefront Park Bathroom project to JR Holzmacher as lowest bidder in the amount of \$13,300, motion carried.

iv. Façade Improvement Program - Report by M. Russo

M. Russo stated that she was waiting for additional information from the owner. Also, we received a release of funds from Suffolk County Community Development and that we could move forward with the project. M. Russo stated that the Business Improvement District (BID) received approval from New York State to use 10 facades toward that. M. Russo stated that the owner received an estimate of \$750,000 and that he was going for other estimates.

L. Devlin asked what the total amount of funds were available for the project. M. Russo stated through the Main Street grant there was \$100,000 and that the CDA had approximately \$80,000.

L. Devlin asked if the owner wanted to split 50/50. M. Russo stated that the owner was looking at 1/3 or 50/50 the cost, but she had never received firm number from the owner.

M. Russo stated that we could not move forward until we knew the cost of the project at prevailing wage and non-prevailing wage.

v. Community Center - Report by M. Russo

M. Russo stated that we did receive release of funds and that the Village was preparing the bids and hopefully they would be done by the end of the month. The Village was working with LIPA hoping to see if there was some kind of energy efficiency program. Also, that she has prepared the sections of the bid that include the CDA, the prevailing wage and other Federal guidelines.

vi. Furman Square - Reported by M. Russo

M. Russo stated that no action has been taken and that she needed to set up a meeting. M. Russo stated that we need to find out the cause of the peeling of the paint and did not want to spend engineering fees to find out the cause.

L. Devlin stated that she would do some research.

5. Section 8 report - reported by M. Russo

i. Section 8 Budget report - Reported by M. Russo

M. Russo stated that the Board had received the budget for the Section 8 program. M. Russo stated that every month we file a report with HUD, SEMAP which and their indicators about how our agency is doing. M. Russo stated that an agency has to receive 95% and above to be a high performer, which our agency is.

Discussion ensued.

ii. Administrative Plan Update - Reported by M. Russo

M. Russo stated that she was still working on updating the Administrative Plan and that she had completed the first four chapters and that it should be completed by the end of May.

Discussion ensued.

6. Public Authorities Law - Reported by D. Reese

D. Reese distributed paperwork he received from training regarding the responsibilities of the CDA Board. D. Reese stated that during that training they emphasized the importance of complying.

Discussion ensued.

D. Reese stated that J. Keyes had worked on the mission statement and the By-Laws. Also, that he was working on the Code of Ethics. D. Reese asked if we could use the Village's Code of Ethics.

Discussion ensued.

D. Reese stated that he would work on a new Code of Ethics for the CDA.

D. Reese stated that he would email the Board on all the documentation asking for feedback.

Discussion ensued.

7. Enter into executive session- motion was made by L. Devlin and K. Toolan, motion carried.

Board out of executive session. Chair Romeo stated that it was discussed to request approve the hourly pay increase for Carmen Maldonado to reflect the union full time employees at 3.75% at her second anniversary. Motion by J. Keyes and K. Toolan, motion carried.

Chair Romeo stated that the second item discussed was written agreements for the Section 8 Program Administrator and the Executive Director. Chair Romeo asked for a motion to table the agreements for this meeting and to have the executive director consult with legal counsel regarding the obligations of the CDA with these agreements. Motion by F. Buscemi and D. Reese, motion carried.

8. New Business – None

9. Old Business – None

10. Adjournment – Motion by D. Reese and K. Toolan to adjourn, motion carried. Meeting adjourned at 8:28 pm.

Respectfully submitted,

Marian H. Russo
Executive Director