

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on February 11, 2010.

1. Meeting was called to order at 7:04 p.m. by Chair Joseph E. Keyes, Jr., also present were Members Lori Devlin, Francis Buscemi and Ernie Swinson. Also attending was, Executive Director Marian H. Russo. Chair Keyes, Jr. declared a quorum.

Chair Keyes stated that Ernie Swinson was approved at the Board of Trustees meeting on Monday night and welcomed him to the Board.

2. Minutes:

- i. Minutes of January 12, 2010 were presented by M. Russo.

Discussion ensued. Motion by F. Buscemi and L. Devlin to approve minutes with the change discussed, motion carried.

3. CDBG Project/ Budget Lines - report by M. Russo

- i. Administration Fiscal Year 2009 has \$7,656.57 left for project delivery costs.

Discussion ensued.

- ii. Bandshell Project Fiscal Year 2006 has \$3,726.95 left for project delivery costs and \$11,717.25 for project costs.

- iii. Bay Avenue Community Center - report by M. Russo

M. Russo stated that the funding would have to be transferred because the CDA not going to be involved with that project.

Chair Keyes asked if we could still fund the elevator. M. Russo stated that she was unaware of the elevator and that these funds were set-a-side for the community room and for the handicapped bathrooms. M. Russo stated that it was easier for the Village to bid out the project without using our funds because of the Federal requirements. M. Russo stated that the Village had to follow State requirements.

Discussion ensued.

- i. Bay Avenue Sidewalk Project Fiscal Year 2008 -report by M. Russo  
M. Russo stated that we were still waiting for a release of funds from Suffolk County. Also, that the Town of Brookhaven was still waiting for clearance from the State Historic Preservation Office.

Discussion ensued.

- ii. Façade Improvement Program - Report by M. Russo

M. Russo stated that we would be assisting with the signage and we would only need approximately \$25,000. M. Russo stated that the funding that would be remaining could be used for the Roe Walkway project.

- iii. Furman Square Park - report by M. Russo

M. Russo stated that we would have to wait for the property owner to do some work before we could start the project.

Discussion ensued regarding the drainage of the property owner's roof.

- iv. Housing Code Enforcement.

M. Russo stated that the CDA uses a portion of our budget to fund the Village's Housing Code Enforcement. M. Russo stated that one of goals as a community development agency is to reduce blight and improve the community.

- v. Housing Counseling.

M. Russo stated that Nadia Iniguez is the Housing Counselor. M. Russo explained the different services Nadia Iniguez provides.

vi. Public Art Project

M. Russo stated that Paula Murphy had requested the CDA to do a public art project. Also, in order for us to get a release of funds we need to have a location.

Discussion ensued.

vii. Roe Walkway

M. Russo stated that Bill Miller has dropped off a design. M. Russo showed the Board the design.

M. Russo stated that since we have a design we could go out to bid hopefully by the end of February.

viii. Shorefront Park Bathrooms.

M. Russo stated that the plumbing was almost complete and the floors were done. M. Russo stated that we do not have sufficient funds to complete the project. M. Russo stated that she had discussed this with Veronica Harris before the project went out to bid and she was advised by Suffolk County Community Development that since we wanted to transfer program income into the line that we did not have to do anything. M. Russo stated that we had contact Suffolk County again and said we need to do a public notice.

Discussion ensued.

M. Russo stated that she had asked the contractor to stop work until we get a release of funds from Suffolk County. Also, that she would send the contractor a letter stating that they were relieved of liability for the period of time that they were not in control of the property and that it would start again when they remobilize. Also, the time to complete the project would be extended for 30 days from once they received notification that the project could start again.

Brief discussion.

M. Russo requested approval for payment an invoice from J.R. Holzmacher, P.E. for \$9,605.10.

Discussion ensued.

Chair Keyes asked the Board for a motion to approve invoice from J.R. Holzmacher, P.E. for payment of \$9,605.10. Motion by F. Buscemi and L. Devlin, motion was carried.

M. Russo stated that Steve Uccellini of J.R. Holzmacher, P.E. informed her that there was another invoice from Bayview Custom Construction, Corp in the amount of \$14,000 that he was unable to sign off on to get to the Board. M. Russo stated that Mr. Uccellini stated that the work was done but was unable to prepare the paperwork to present to the Board. M. Russo asked the Board to approve payment of \$14,000 to Bayview Custom Construction, Corp. when the invoice is presented to her.

Chair Keyes asked the Board for a motion to let the Executive Director pay the invoice from Bayview Custom Construction, Corp for \$14,000. Motion by F. Buscemi and L. Devlin, motion was carried.

M. Russo requested a Board resolution to transfer \$28,800 of program income from Fiscal Year 2008 Façade Improvement Project to Fiscal Year 2008 Shorefront Park Bathrooms.

Chair Keyes asked the Board for a motion transfer \$28,800 of program income

from Fiscal Year 2008 Façade Improvement Project to Fiscal Year 2008 Shorefront Park Bathrooms. Motion by L. Devlin and F. Buscemi, motion was carried.

Discussion ensued.

ix. Shorefront Park Playground.

M. Russo stated that she was still waiting for State contracts but we have sufficient funds to order the actual playground equipment. M. Russo stated that the amount showing in the project line was \$100,081 but the equipment was more in the line of \$85,000.

Chair Keyes asked the Board for a motion to allow the Executive Director to order the playground equipment for an amount not to exceed \$85,000. Motion by F. Buscemi and L. Devlin, motion was carried.

Discussion ensued.

x. Sidewalks and Parking Lot Improvements

M. Russo stated that there was no change.

xi. Unprogrammed funds.

M. Russo stated what the unprogrammed funds were.

4. Section 8 - report by M. Russo

i. Utilization Report - report by M. Russo

M. Russo stated that we had to use 95 percent our funding or have a 95 percent lease up rate.

Discussion ensued.

M. Russo stated that she was going to talk to Veronica Harris because we may have enough funding to issue two vouchers

ii. SEMAP - report by M. Russo

M. Russo stated that we are at 98 percent reporting rate.

Discussion ensued.

iii. Termination - report by M. Russo

M. Russo stated that we had a termination hearing set for February 18, 2010 and a letter of termination was sent because a family had not recertify. M. Russo

5. Public Authority - report by M. Russo

i. M. Russo supplied Member Swinson training material. M. Russo informed Member Swinson that he had one year to complete training.

ii. M. Russo stated that the Public Authority Law was reformed. M. Russo stated that they may require us to have a finance committee. M. Russo stated that she would look into it.

iii. M. Russo stated that each year we have to prepare our budget and submit it to the Public Authorities Reporting Information System (PARIS). M. Russo presented the budget to the Board for their review.

M. Russo stated that the budget had to be approved at the March 4<sup>th</sup> meeting.

6. Other Business

- i. M. Russo asked the Board to consider adopting the same policy as the Village for non-union employees for selling back sick and or vacation time.

Chair Keyes asked the Board for a motion to the same policy as the Village for non-union employees for selling back sick and or vacation time. Motion by F. Buscemi and E. Swinson, motion carried.

- ii. M. Russo stated that the CDA is audited by Coughlin Foundotos Cullen & Danowski, LLP when the Village is audited and they are seeking an additional \$1,500 for their services because of the additional work they have to do with the Public Authority's Law.

Chair Keyes asked the Board for approval for the additional fee of \$1,500 from Coughlin Foundotos Cullen & Danowski, LLP. Motion by F. Buscemi and L. Devlin, motion was carried.

- iii. Chair Keyes stated that the next meeting would be March 4, 2010 at 7:00 p.m.

7. Adjournment – Motion by F. Buscemi and L. Devlin to adjourn, motion carried. Meeting adjourned at 7:55 pm.

Respectfully submitted,

Marian H. Russo, Executive Director