

Public Meeting of the Community Development Agency was held in the Municipal Building, 14 Baker Street, Patchogue, New York, on March 4, 2010.

1. Meeting was called to order at 7:05 p.m. by Acting Chair David L. Reese, also present were Members Lori Devlin, Francis Buscemi and Ernie Swinson. Also attending was, Executive Director Marian H. Russo. Acting Chair Reese declared a quorum.

2. Minutes:

i. Minutes of February 11, 2010 were presented by M. Russo.

Motion by F. Buscemi and E. Swinson to approve minutes, motion carried.

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

M. Russo stated that she would not be reading through each line like last month because there was little change.

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

M. Russo stated that the Village did bid out the project but the numbers were higher than expected. Also, the Village felt that they did not need our funding but now it appears that they do.

M. Russo stated that our funding could be used for the handicapped bathrooms in the common area and the community room.

M. Russo stated that our funds could only be used for the public areas and that we cannot use it for office space.

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 although the CDA were not able to participate at the level that we hoped we would, the BID committee for the Main Street grant had \$100,000. M. Russo stated that we would be helping with the signage.

Discussion ensued.

iii. Roe Walkway - report by M. Russo

M. Russo stated that she was still waiting for the specs from the architect for the concrete. M. Russo stated that she left a message last week and will contact him again.

Discussion ensued.

iv. Shorefront Park Bathrooms - report by M. Russo

M. Russo stated that she had received different information from Suffolk County Community Development about the program income that we needed to transfer. M. Russo stated that the public notice for the transfer of program income was published February 18, 2010. M. Russo stated that Veronica Harris spoke with Olga Turner of Suffolk County, who processes the release of funds and informed V. Harris that she did not have to give a release of funds that this would be considered a cost overrun. M. Russo stated that V. Harris stated that the Board could approve the invoice from Bayview Custom Construction Corp. in the amount of \$23,073.84. Motion by L. Devlin and F. Buscemi to approve payment to Bayview Custom Construction Corp. in the amount of \$23,037.84, motion was

carried.

L. Devlin asked M. Russo if the Village's Parks Department hires someone to patrol the area, could the CDA pay for that. M. Russo stated that she contacted Joseph Sanseverino of Suffolk County Community Development and he informed her that CDA could not pay for that.

Discussion ensued.

- v. Shorefront Park Bathrooms- report by M. Russo.
M. Russo stated that she was waiting for a response from Suffolk County if the distributor of the equipment could be the installer. M. Russo stated we were hoping to order the equipment now and have it done by May.

Acting Chair D. Reese asked where the additional funding was coming from. M. Russo stated the CDA, State grant, and the money Maria Hendrickson raised.

Discussion ensued regarding the exercise equipment for outdoors. M. Russo stated that she was not sure if there would be enough funding to install more than one piece.

- vi. Shorefront Park Bandshell

L. Devlin asked M. Russo to follow up with Porter Falcon, sound engineer regarding plans.

M. Russo stated that J. Keyes was still trying to get a price on the floor coverings.

4. Section 8 - report by M. Russo

- i. Utilization Report - report by M. Russo

M. Russo stated that we were utilizing over 100% funding, but since we received notification in February that we were going to receive more funding our utilization rate decreased to 93% . M. Russo stated that we have to be at 95% utilization to meet criteria or we could get penalized.

After a brief discussion, M. Russo stated that we absorbed four Town of Brookhaven transfers which brought our numbers up for the month of March. Also, we selected 10 families from the waiting list to update their information.

Discussion ensued.

- ii. SEMAP - report by M. Russo
M. Russo stated that she did not have the report because it was too early in the month.
- iii. Termination - report by M. Russo

M. Russo stated that we had one termination hearing and had received a decision from the hearing officer in favor of the client. M. Russo stated that the hearing officer asked that we give the client a second chance since it involved a domestic violence issue.

Brief discussion.

- iv. Housing and Development Law Institute Membership Conference.

M. Russo stated she was interested in attending the Conference and becoming a member of Housing and Development Law Institute.

Discussion ensued.

Acting Chair Reese asked if two nights were needed for hotel accommodations. M. Russo stated yes.

Motion by F. Buscemi and E. Swinson to approve M. Russo to attend the Housing and Development Law Institute Membership Conference May 17-18, 2010 in Washington, D.C., motion was carried.

5. Public Authority - report by M. Russo

- i. M. Russo stated that under the Public Authority Law we have to adopt our budget and enter it by March 31, 2010.

Discussion ensued.

Motion by L. Devlin and E. Swinson to approve budget in accordance to the Public Authority's Law. Motion was carried.

- ii. Public Authority Reform Act of 2009 effective March 1, 2010. - report by M. Russo

M. Russo stated that each Board Member had to sign the mission statement and performance measurements documentation and file with New York State Budget Office by May 1st.

Discussion ensued.

6. Other Business

- i. M. Russo stated that Veronica Harris was going to have another baby and she would be going out on maternity leave at the end of June. M. Russo stated that V. Harris will be out for July through September. Also, that we were working on who was going to do the monthly checks if she could not. M. Russo stated the annual reports would have to be filed with the State while V. Harris was on maternity leave. M. Russo stated that she would be working with V. Harris to make sure the State report would be filed on time.
- ii. M. Russo stated that generally employees receive a raise June 1st and that she would seek approval at the May meeting. M. Russo stated that V. Harris receives hers under union contract so the request for raise increases would be herself and Carmen Maldonado. Also, approval for V. Harris's telecommuting policy would have to be made at the next meeting.
- iii. M. Russo stated that she was going to complete an application through NAHRO for a scholarship to attend training. M. Russo stated that she would be interested in attending the high performance management training..

Acting Chair Reese asked where the training would be. M. Russo stated that it would be held in Washington, D.C.

Discussion ensued.

- iv. Acting Chair Reese stated that the next meeting would be April 1, 2010.

7. Adjournment – Motion by L. Devlin and F. Buscemi to adjourn, motion carried. Meeting adjourned at 7:53 pm.

Respectfully submitted,

Marian H. Russo, Executive Director