



**PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
WORKING AGENDA FOR MEETING OF
May 6, 2021
6:00 PM**

- I. Pledge of Allegiance**
- II. Public Safety Statement**
- III. Approval of Minutes**
 - a. Approval of Minutes of April 1, 2021
- IV. Financial Report**
 - a. Section 8 Financial Report
 - b. CDBG Financial Report
- V. Community Development Block Grant Program**
 - a. Handicapped Ramp Village Hall
 - b. Church Street Sidewalks Status Report
 - c. Long Term Planning
- VI. Housing Choice Voucher Program**
 - a. Northwood Village -- Project Based Vouchers
 - b. Waiting List Status
 - c. Amendment to Administrative Plan
 - d. Set Aside Vouchers for LICH
 - e. Bob.ai Implementation
- VII. Public Authority Items**
 - a. Review of Mission Statement and Performance Measures
- VIII. Other Business**
 - a. Employee Raises
- IX. Public to be heard**
- X. Adjourn**

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
WORKING AGENDA FOR MEETING OF

April 1, 2021

6:00 P.M.

Present: Donald Wachsmuth, Toni Dean, Susan Brinkman, Patrick McHeffey, Javier Kinghorn, Kaetlyn Jackson

Also Present: Marian Russo, Teresa Reilly

Call meeting to Order at 6:02 pm

Pledge of Allegiance

I. Approval of Minutes –

- a. Motion to approve Minutes of March 4, 2021 made by Member Toni Dean seconded by Member Kaetlyn Jackson, vote, motion approved.
- b.

II. Financial Report

- a. Section 8 – Check Report presented by T Reilly to Board Members for HCV program, including all expenses on the Section 8 program.
- b. CDBG – Check Report presented by T Reilly to Board Members we had one check for payroll expenses.
- c. Approval of payment of invoice of PKF O'Connor Davies for Accounting Services rendered in connection with the 12/31/20 year close and submission of information to the HUD Real Estate Assessment Center as required by program rules in the sum of \$8,125.00. Motion by Member Patrick McHeffey seconded by Member Toni Dean, vote, motion approved

III. CDBG Project/Budget Lines

- a. Handicapped Ramp- Progress report – contracts signed with DeAI Concrete Corp and LiRo Engineering.
- b. Church Street Project – Progress Report
- c. 2021 Projects –

Motion to reaffirm Resolution adopting FY21 CDBG Budget by Member Patrick McHeffey seconded by Member Toni Dean, vote, motion approved.

RESOLVED, that the CDBG budget for FY2021 be allocated as follows: \$15,000 for Administration; \$22,500 for Public Services for Housing Services and Referral Information; \$50,000.00 for the FY21 CDBG VOP Main Street and Rider Improvement Project and \$62,500 for the FY21 CDBG VOP Division Street Handicapped Ramp and Sidewalk Improvement Project.

- d. CDA Long Range Plan – Town of Brookhaven will begin work on the 2023-2028 plan in 2022. It was recommended the Patchogue CDA develop a plan to be included in the Town of Brookhaven Plan.
 - i. The board to look at census blocks and walk through the village sidewalks to see what needs to be worked on in the village. This could be a working session for the board. This will help the CDA Board identify the areas that need the sidewalks fixed and make Patchogue more walkable for community members.

IV. Section 8

- a. Bob.ai – Software program – Motion to approve agreement with Boodskeeper, Inc. for one year subscription to Bob.Ai Program in the sum of \$865.00. Motion made by Member Toni Dean for the CDA to purchase the program, seconded by Member Kaetlyn Jackson

- V. Public Authority
 - a. Report: the 2022-2025 budget was filed with the Authority Budget Office.
 - b. Review of Mission Statement and Performance Measurement- Discussion about mission statement to be ongoing.
 - c. Governance Committee and Audit Committee to meet on May 6, 2021
- VI. Other Business:
 - a. Motion to set Teresa Reilly hourly rate at \$31.52 beginning on April 13, 2021 by Member Patrick McHeffey seconded by Member Toni Dean, vote, motion approved.
- VII. Public to be heard
- VIII. Motion to adjourn made by Member Kaetlyn Jackson seconded by Member Patrick McHeffey, vote, motion approved.
- IX. Meeting adjourned at: 6:47 pm

Next Meeting May 6, 2021



Agenda Summary

Handicapped Ramp Village Hall

Background

- i. Motion to ratify approval of change order of DeAI Concrete Corp. in the amount of \$9,209.72.
- ii. Motion to ratify board poll authorizing payment of DeAI Concrete Corp., invoice of \$31,399.72.

Additional Information

ATTACHMENTS:

Description	Upload Date	Type
DeAI Invoice	5/4/2021	Cover Memo

DeAl Concrete Corp

Invoice

PO Box 2038
St. James, NY 11780-0602

Date	Invoice #
4/15/2021	377

Bill To
Village of Patchogue Community Development Agency 31 West Main st. Suite 200 Patchogue, NY 11772

Ship To
SCDPW Contract ADA-090519 Job:Handicap Ramp at Village Hall

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
954	Net 30		4/15/2021	Hand Delivered		Patchogue Village Hall

Quantity	Item Code	Description	U/M	Price Each	Amount
20	203.02	Uncl. Excavation	Cy	130.00	2,600.00
30	520.09000010	Saw Cutting Pav	Lft	8.00	240.00
5	608.0101	Concrete Sidewalk & Aprons	Cy	900.00	4,500.00
9	555.0105	Concrete structures	Cy	1,600.00	14,400.00
5	304.10119917	Subbase	Cy	90.00	450.00
		Extra Concrete Work Done By Handicap Ramp			
9	203.02	Uncl. Excavation	Cy	130.00	1,170.00
36	520.09000010	Saw Cutting Pav	Lft	8.00	288.00
9	608.0101	Concrete Sidewalk & Aprons	Cy	750.00	6,750.00
1	655.10000088	Steel Bollards	Ea	800.00	800.00
1	697.03	Field Change Payment	Ea	201.72	201.72
		Material \$81.72			
		Labor 1HR \$120.00			
		Sales Tax		0.00%	0.00

				Total	\$31,399.72
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Agenda Summary

Northwood Village -- Project Based Vouchers

Background

Northwood Village located at Northwood Lane at the western boundary of the Village between Montauk Highway and Park Avenue is adding a six unit building to its development. As HUD will not allocate more subsidy to the Metro Group which owns Northwood Village, the company has asked to partner with the Patchogue CDA for an allocation of six vouchers to the new building. The HUD program administrator assigned to our agency will work with the CDA to implement six project based vouchers.

Additional Information



Agenda Summary

Amendment to Administrative Plan

Background

The Patchogue CDA Section 8 Administrative Plan would have to be updated in order to include the project based vouchers and other changes if the CDA determines to go forward with the LICH project.

Additional Information



Agenda Summary

Set Aside Vouchers for LICH

Background

The Long Island Coalition for the Homeless has worked to develop rules and procedures that would allow housing authorities to set aside vouchers for formerly unhoused individuals residing in supportive housing. The vouchers would provide an opportunity for the individuals to move into permanent independent living opening up space for currently unhoused individuals to move into supportive housing. The program is favored by HUD as a way to end homelessness. The program has a waiting list, so the CDA would set aside a few vouchers for this specific program and would administer along with all other vouchers.

Additional Information



Agenda Summary

Employee Raises

Background

Request approval for a 2 percent wage increase for Marian Russo, Carmen Maldonado, Teresa Reilly, and Frank Franco commensurate with all other Village employees effective June 1, 2021.

Additional Information