



Patchogue Community Development Agency

January 6, 2022

6:00 PM

1. **Flag Salute**

2. **Safety Message**

3. **Approval of Minutes**

- a. Request approval for the Board Meeting Minutes of December 2, 2021

4. **Financial Report**

5. **Public Hearings**

6. **Community Development Block Grant Program**

- a. Resolution to set Public Hearing for FY2022 CDBG Budget
b. Review Updated Draft Long Range Plan
c. Review Budget History
d. Discuss priority projects for FY2022
e. Rider Avenue and Main Street Project – Status Report

7. **Section 8 Report**

8. **Public Authority**

- a. Resolution to set a Public Hearing for the 2023-2026 budget on February 3, 2022

9. **Other Business:**

- a. Pedestrian Safety Program
b. Grant Awards

10. **Public to be heard**

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
MINUTES FOR MEETING OF
December 2, 2021
6:00 P.M.

Audit Committee Meeting

Governance Committee Meeting

CDA Meeting

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

Absent: Camilo Salazar, Javier Kinghorn

Also Present: Marian Russo, Teresa Reilly

Meeting called to order at 6:01 pm

- I. Pledge of Allegiance
- II. Audit Committee Meeting
- III. Governance Committee Meeting
- IV. Approval of Minutes of regular CDA Meeting
- V. Motion made by Member Toni Dean, seconded by Member Javier Kinghorn to approve Minutes of November 4, 2021, vote, all in favor.
- VI. Financial Report – T Reilly presented the financial report to the Board of Directors
 - a. Section 8 and CDBG Report
 - b. Bank account signatories – review of process for new signers on the CDA Bank Accounts.
- VII. CDBG Project/Budget Lines
 - a. Handicapped Ramp – Seeking a resolution approving payment of \$4,800.28 to Triton Builders for the fabrication and installation of the railing for the handicapped ramp. This represents the CDA's share of the total invoice of \$12,150.00. The Village of Patchogue will pay the remaining \$7,349.72. So moved Kaetlyn Jackson, seconded by Member Patrick McHeffey, All in favor, 0 opposed 0 abstain.
 - b. CDBG Budget for 2022 – Process
 - i. National Priorities- M. Russo explained projects must meet one of three national priorities: Benefit a Low/Mod income area; address slums or blight; urgent need.
 - ii. Eligible Projects – HUD regulations set forth what types of projects are eligible for use of funds. In order to clarify M. Russo had the board refer to IDIS Codes and descriptions. HUD has a system called IDIS in which each project is assigned a code so it helps to view possible projects through IDIS. The third column on the Matrix Code Key is for LMA which means Low/Mod Area. For example 03L is for Sidewalks. The other area the CDA could work in is LMC for Low/Mod Clientele but those funds are limited to 20 percent of our budget and those monies are used for Housing Information and Referral Services under 05X.
 - iii. Eligible Areas: The Town of Brookhaven provides a map showing the Census Blocks where projects can be done. Low-moderate income areas unless the entire village would benefit from the project such as Shorefront Park.
 - c. Long Range Plan-
 - i. Latino Leadership Council – will present next month
 - ii. Patchogue-Medford Library –

1. Danielle Paisley Executive Director of Patchogue- Medford Library; Laura Accardi; Michelle Cayea; and Mike McCabe, Security and Facilities Manager.
 - a. The Library has found approximately 80 percent of questions asked at reference are for Social Services.
 - b. Senior population isolation is another issue. Seniors lack digital skills so they are unable to communicate when at home. There is a lack of resources so their health is impacted. The library is running more senior programs. More senior transportation is need to assist our senior population with getting out to socialize.
 - c. A lot of homeless in our community, the library assists this population with references for assistance as well as a safe place with a clean bathroom, for warmth in the winter and the cold in the summer heat.
 - d. Music in the parks with instruments to play, Speakers for music or announcements on Main Street
 - e. LIRR Train station needs some upgrades.
 - f. The Police Athletic League (PAL) runs a soccer league in Patchogue. They could use more fields to play on.
 - g. Lights and signs in the alleyway by HOSHI and post office.
 - h. Story Walk- Metal structure installed, pages are posted inside the base, start at the beginning of the story and each station will have a page or two in it, individuals and families walk the story walk and engage in reading and conversations within families and the community.
 - i. The library crosswalk has a drainage issue that causes a big puddle in the warmer months and ices in the wintertime.
 - j. Pedestrian Safety Vest Drive- due to the accidents with the pedestrians walking in the village, looking to do a safety vest drive for the patrons that walk the Village especially at night. Put signage up in English and Spanish for pedestrian's cross at the crosswalk's signs

d. Review Draft Long Range Plan

VIII. Section 8:

- a. Resolution ratifying approval of purchase of new PC and Laptop for the Executive Director in the sum of \$2,813.85 to be paid out of the Covid-19 Administrative Funds. The proposal is from Total Computer off of the NYS Contract. The new technology is needed to improve operations and to prepare for future remote working. Motion made to approve resolution by Member Toni Dean, seconded by Member Kaetlyn Jackson, all in favor 0 Opposed 0 Abstain.

IX. Public Authority

- a. Review meeting schedule for 2022
- b. Review Summary of Meetings for 2022.

X. Other Business:

- a. Seeking approval of a resolution setting the hourly wage of Carmen Maldonado at \$35.85 per hour effective November 23, 2021. Motion made by Member Kaetlyn Jackson, seconded by Member Javier Kinghorn, all in favor 0 opposed 0 abstain.

XI. Public to be heard

- XII. Motion to adjourn made by Member Kaetlyn Jackson seconded by Member Toni Dean, all in favor. Meeting adjourned.

XIII. Meeting adjourned at: 7:45 pm

Next Meeting January 6, 2022

Summary:

The Village of Patchogue Community Development Agency (CDA) has prepared this plan for use of Community Development Block Grant (CDBG) Funds from 2023-2028 to coincide with the 2023-2028 consolidated plan of the Town of Brookhaven. The Patchogue CDA anticipates receiving a total of \$750,000 over the five-year period. Of those funds, \$562,500 will be for public improvement projects, \$112,500 will be for public services provided by CDA employees to residents of the Village of Patchogue (the Village), and \$75,000 will be for administrative costs of the program. This plan will focus on the proposed uses for the \$562,500 CDBG funds for public improvement projects.

Patchogue Community Development Agency

Overview:

The Village of Patchogue Community Development Agency (CDA) was established in 1980 under Article 15 and 15A of the General Municipal Law. The certificate of establishment, dated October 2, 1980, and filed with the Secretary of State on October 3, 1980, sets forth the purpose of the agency:

The establishment of the Village of Patchogue Community Development Agency was necessitated by the ongoing community development in said Village. The Village has experienced aging housing stock which requires rehabilitation and the enforcement of strict housing standards. In addition, in order to provide for senior citizens and other residents of the Village who legitimately require housing assistance, it is necessary to acquire, refurbish and make available subsidized housing units. In addition, it is necessary to commence rehabilitation of older, less attractive portions of the commercial business area within the Village of Patchogue in order to revitalize the commercial atmosphere. The creation of the Community Development Agency is the most effective means of providing the administration of these various programs.

The CDA was created to act on the Village's behalf to administer federal community development funds. The Village maintains responsibility for ensuring that all funds are spent in accordance with federal guidelines. Federal auditors may periodically inspect an Agency's records to ascertain compliance with federal law. The Agency, on the Village's behalf, is thus responsible for acting in conformity with all applicable rules and regulations.

Applicable Laws:

New York State's General Municipal Law, the Public Authority Reform Act of 2009, and the U.S. Department of Housing and Urban Development (HUD) regulations, together, establish the ground rules for the CDA's operation. The General Municipal Law Article 15-A sets forth what the agency can and cannot do and the methods for taking actions. The major functions of the Agency are:

1. To plan for community development activities;
2. To develop means of financing community development projects;

3. To undertake and implement community development activities;
4. To act as the local government's agency in matters relating to combating blight and deterioration and improving the economic and social climate of a community.

The Patchogue CDA is also a Public Housing Authority (PHA) administering the Section 8 Housing Choice Voucher program for the Village. As a PHA the CDA is subject to the rules and regulations contained in Title 24 of the Code of Federal Regulations (24 CFR) as well as notices and handbooks published by the U.S. Department of Housing and Urban Development.

Funding for community development activities comes in the form of Community Development Block Grant (CDBG) funds. The CDA applied each year and receives its CDBG funds from the Town of Brookhaven. The CDBG regulations are contained in Title 24 of the Code of Federal Regulations.

The CDA is a Class C Public Authority and is subject to the Public Authority Law as amended by the Public Authority Accountability Act of 2005 and the Public Authority Reform Act of 2009; the Freedom of Information Law (Public Officers Law, Article 6, §§84-90); the Open Meetings Law (Public Officers Law, Article 7, §§100-111); and Public Employee Ethics Reform Act of 2007 (Public Officers Law §§73, et seq.).

What are Community Development Activities?

In general, the CDA is concerned with improving living conditions for low- and moderate-income families and eliminating and preventing deteriorating conditions. CDA activities relate to physical improvements, expanding an area's job base, and providing new or additional public works and services. To accomplish these goals, Article 15-A provides the Agency with broad powers. The CDA may, subject to proper procedures:

1. Acquire and condemn real property;
2. Construct, repair, and rehabilitate properties;
3. Undertake certain public works;
4. Lend monies and provide grants for construction and rehabilitation; and
5. Accept federal and state grants and aid.

The CDA Board

The CDA Board establishes the policies relative to the activities undertaken by the Agency. The Chair and members review and approve agency projects and expenditures. The Village Board of Trustees, with the advice of the CDA Board, appoints an Executive Director to run the day-to-day operations of the CDA.

The CDA Board is appointed by the Mayor and Board of Trustees of the Village of Patchogue. The term of office for each member is at the pleasure of the Mayor and the Board of Trustees and each member shall hold office until a successor has been appointed and qualified. Members are appointed upon vacancy or at the time of the annual reorganization meeting. Members must be sworn in. The CDA Board consists of a five-members including a chairperson and one alternate.

The CDA Board also serves as the board of commissioners for the Housing Choice Voucher Program.

CDA Meetings

The CDA Board meets on the first Thursday of each month at 6:00 p.m. in the Board Room at Patchogue Village Hall, 14 Baker Street. Special Meetings may be called with proper notice as required under the Public Meeting Law.

Public Hearings

From time to time, as required under the law, the CDA will hold public hearings to be noticed as required under applicable state or federal law. Dates and times of Public Hearings may coincide with regular board meetings.

Citizen Participation:

The monthly meetings of the CDA are open to the public. Each year a public hearing is held for citizen input into the Annual CDBG Project Plan. For this five-year Long Range Plan, the CDA reached out to stakeholders in the community for attendance at designated monthly meetings to receive input from the stakeholders. Project recommendations identified during the stakeholder group meetings have been incorporated into the CDA's goals and recommended projects below.

| Meeting Date | Organization/Group | Description |
|---------------|------------------------------------|--|
| August 2021 | PEP Committee | The Protecting the Environment in Patchogue (PEP) Committee works to improve the environment and promote environmentally-friendly practices in the Village of Patchogue. |
| October 2021 | Patchogue Arts Council | Patchogue Arts Council promotes public art events and installation. |
| | Patchogue Tree Committee | A committee of the Village of Patchogue which promotes the planting and preservation of trees for purposes of |
| | Patchogue Beautification Committee | A committee of the Greater Patchogue Foundation the Beautification Committee plans and manages all plantings around the village public rights of way, Main Street, LIRR Train Station, Parking Lots, |
| December 2021 | Patchogue-Medford Library | Patchogue-Medford Library is located on Main Street in the Village of Patchogue and provides resources and services to Village residents. |

CDA Goals and Project Recommendations for 2023-2028

The goals in this table were identified by the CDA Board in the Village of Patchogue Community Development Charter, 2021. Paired with these goals are the recommended projects identified by the stakeholder groups. The timing associated with each project is identified under “YR” which estimates in which year a project would be planned and/or implemented in the five-year timeframe between 2023-2028. Future collaboration with stakeholder groups will ensure project success and are identified for each recommended project.

CDA overarching goals that pertain to all projects include:

Understand our infrastructure: Continuously assess the needs of the Village residents by engaging in other public planning processes managed by the Village government, and physically assessing the conditions of the streets, sidewalks and other public infrastructure village-wide.

Collaboration: Collaborate with local governmental and non-governmental organizations to bring additional resources and opportunities to the residents of the Village of Patchogue.

Improve Safety and Accessibility: Strive to administer community development grant funding in a manner that improves the safety, sustainability, and accessibility of the Village.

| Goal: Economic Development | | Support downtown economic development in the central business district through funding of capital projects. | |
|---|--------------------------------|--|-----|
| | Stakeholder | Project Recommendations | YR |
| 1 | Patchogue Arts Council | Interactive signs in the central business district | 2-5 |
| 2 | Patchogue Arts Council | Patchogue River Interpretive Signs about the History of the river. | 2-5 |
| 3 | Patchogue-Medford Library | Speakers for Music on Main Street and to use for emergency announcements. | |
| 4 | Patchogue-Medford Library | Improve lighting in walkways from Main Street to parking lots, particularly, between Hoshi Hibachi and Bank of America and on the west side of the post office building. | |
| Goal: Recreation and Environment | | Assist in recreational upgrades and improve the environment in the Village. | |
| | Stakeholder | Project Recommendations | YR |
| 1 | Tree Committee, Beautification | Planting Trees -- Village has hired engineers to conduct a study of the trees on Main Street which may result in | 1-3 |

| | | | |
|-------------------------|----------------------------------|---|-----|
| | | replacement of trees. Also requested that where possible planting trees be included in other CDA projects. | |
| 2 | PEP Committee | Rain Gardens Request installation of rain gardens to help with storm water runoff and water quality. | 1-3 |
| 3 | Beautification Committee | Pollinator Gardens in public parks. | 1-2 |
| 4 | Beautification Committee | Waverly Circle landscape redesign and installation. Planting Garden – on the Southeast portion near the Waverly Circle. | 1-2 |
| 5 | Beautification and PEP Committee | 9-11 Park erosion control and Rain Garden | 1-2 |
| 6 | Patchogue-Medford Library | Soccer Field for the Police Athletic League Soccer Program for children and youth. | |
| 7 | Patchogue-Medford Library | Story Walk- Install frames or pedestals in Shorefront Park and the library will insert pages from picture books in English and Spanish when in the park parents and children can read books together. Improve literacy. | |
| 8 | Patchogue-Medford Library | Music in the Parks – Install musical instruments manufactured to be used in public places – drums, chimes, etc. | |
| | | | |
| Goal: Public Art | | Support Public Arts and art programs as an important part of community improvement efforts. | |
| | Stakeholder | Project Recommendations | |
| 1 | Patchogue Arts Council | Head Start Art program – partner with Patchogue Head Start having PAC arrange art educators to provide art instruction to students at the Patchogue Head Start | 1-3 |
| 2 | Patchogue Arts Council | Art District Signage – An Urban Renewal Study was done of Terry Street and the Village has designated Terry Street as an Arts District. PAC asked for signage identifying Terry Street as an arts district. | 2-3 |
| 3 | Patchogue Arts Council | Street Art Mural – on the road on Terry Street – Replace in 3-5 years | 3-5 |
| 4 | Patchogue Arts Council | Paver Art Project – PAC is receiving a donation of one piece of Paver Art related to the Covid-19 pandemic – need funding for installation. | 1-2 |

| | | | |
|--------------------------------|--------------------------------|---|-----|
| 5 | Patchogue Arts Council | Sculptures throughout the eligible areas as well as in the Shorefront Park Complex which serves the entire Village. | 2-4 |
| 6 | Patchogue Arts Council | Bandshell Mural – on the back of the bandshell to be seen from the water. | 2-4 |
| 7 | Patchogue Arts Council | Original artwork – wraps on the signal boxes. | 1-3 |
| 8 | Patchogue Arts Council and PEP | Artwork on storm drains to prevent pollution. | 2-4 |
| | | | |
| Goal: LOW/MOD Clientele | | Provide Human Services to Eligible Residents of the Village of Patchogue | |
| | Stakeholder | Project Recommendations | |
| 1 | Patchogue-Medford Library | Transportation for Seniors to library programs to provide socialization to address senior isolation. | |
| 2 | Patchogue-Medford Library | Library provides services to Homeless in our community including references for assistance, a safe place to spend the day, a clean bathroom and warmth in the winter and cooling in the summer. It would be good if there were other ways to address the needs of the homeless. | |
| 3 | Patchogue-Medford Library | Resources are needed to address food insecurity | |

The CDA will continue to work with collaborators to achieve the goals and projects identified in this five-year plan, and recognize the need for flexibility in implementing projects due to timing and funding constraints. The CDA would like to thank our stakeholders and public for their support and inspiration in making Patchogue a better place to live.

Budget History

| Program Line | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Proposed | 2022 Proposed |
|---|----------------------|----------------------|---------------------|----------------------|----------------------|
| Administration | \$ 15,000.00 | \$ 15,000.00 | \$15,000.00 | \$ 15,000.00 | \$ 15,000.00 |
| Housing Counseling | \$ 22,500.00 | \$22,500.00 | | | |
| Housing Information & Referral Services | | | \$22,500.00 | \$ 22,500.00 | \$ 22,500.00 |
| FY18 Downtown Public Improvements | \$ 112,500.00 | | | | |
| FY19 Downtown Public Improvements | | \$112,500.00 | | | |
| FY20 Downtown Public Improvements | | | \$70,000.00 | | |
| FY21 Division Street Ramps | | | | \$ 62,500.00 | |
| FY21 Rider and Main Crosswalk | | | | \$ 50,000.00 | |
| FY22 Archway Roe & Main | | | | | \$ 35,000.00 |
| FY22 Public Improvements | | | | | \$ 77,500.00 |
| TOTAL | \$ 150,000.00 | \$ 150,000.00 | \$107,500.00 | \$ 150,000.00 | \$150,000.00 |



MAYOR
PAUL V. PONTIERI, JR.

DEPUTY MAYOR
JOHN A. KRIEGER

VILLAGE CLERK
LORI B. DEVLIN

INCORPORATED
VILLAGE OF PATCHOGUE

TRUSTEES
SUSAN BRINKMAN
SALVATORE P. FELICE
THOMAS E. FERB
JOSEPH E. KEYES, JR.
PATRICK MCHEFFEY

SAFETY VEST DONATION DRIVE BY THE VILLAGE OF PATCHOGUE

In October, a mother and daughter crossing Route 112 in Patchogue were hit by a car. The young girl succumbed to her injuries. Another pedestrian was hit by a car and remains in a coma two weeks later. Route 112 is a state-controlled road and making physical changes to the road is a long process. Waiting is not an option, so the Village of Patchogue is commencing a pedestrian education program in collaboration with community partners, including the Patchogue-Medford Library and the Suffolk County Police Department.

As a first step, Mayor Paul Pontieri is reaching out to unions and contractors for donations of safety vests. Mayor Pontieri said, "While we cannot change the road, we can change people's behavior. Providing vests will make pedestrians and bicyclists more visible and maybe save their lives." Once the goal of 200 vests is reached, the Village will hold a press conference to announce the initiative and recognize the donors' generosity.

Mayor Pontieri envisions the vests saying "Courtesy of _____" with the donor's logo.

Together we can create a safer community.

Donations may be delivered to Patchogue Village Hall, 14 Baker Street, Patchogue, NY 11772.

Please contact Marian H. Russo, Executive Director of the Community Development Agency at 631-475-4300 ex 126 or via email at mrusso@patchoguevillage.org for more information.

Dated: December 7, 2021