

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
MINUTES FOR MEETING OF
JANUARY 7, 2021
6:00 P.M.

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

Also Present: Teresa Reilly and Marian Russo

Call meeting to Order at 6:01 pm

- I. Pledge of Allegiance
 - II. Approval of Minutes
 - a. Approve Minutes of December 3, 2020, motion made by Member Susan Brinkman seconded by Member Toni Dean, vote, all in favor, motion carried.
 - III. Financial Report –
 - a. Section 8- 152 HAP Payments, 3 Port outs and 6 Port-in's, Port-ins are decreasing as we absorb participants to get our HAP number up.
 - b. CDBG- 2 checks Payroll & expenses.
 - c. Audit Report –
 - i. Patrick McHeffey reviewed the Audit report with the audit committee, the board needs to accept the Audit Report,
 - ii. Resolution presented to accept the Federal Single Audit report dated May 31, 2020. Motion made by Patrick McHeffey seconded by Toni Dean, vote, all in favor, resolution approved.
 - IV. CDBG Project/Budget Lines
 - a. Handicapped Ramp- The town has this project coded under sidewalks and curbs, this is not correct, it needs to be publicly posted to be changed, the change of the description will go in the paper for 30 days and then we should be able to move forward with this project under the correct matrix code.
 - V. Section 8
 - a. We will be purging the Waiting list again, the last time we purged the list was August of 2018. M. Russo would like to bring in an intern A Russo who has completed the purge to take on this task. After the purge, we may be opening the application process, Explanation of the purge process to the Board members, we did the mailing two times in 2018 due to the slow response of the waiting list participants.
 - VI. Public Authority
 - a. Public Hearing- Motion made by Susan Brinkman to post public notice in regards to the CDBG funding, seconded by Donald Wachsmuth to set the public hearing for the February meeting, vote, all in favor, motion carried.
 - VII. Other Business:
 - a. M Russo has been looking into Document server from various companies, looking into the CDA office going paperless.
 - VIII. Public to be heard
 - IX. Motion to adjourn by Member Toni Dean seconded by Member Javier Kinghorn.
 - X. Meeting adjourned at: 6:35 pm
- Next Meeting February 4, 2021