

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