

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY  
MINUTES FOR MEETING OF  
April 7, 2022  
6:30 P.M.

Present: Donald Wachsmuth, Toni Dean, Patrick McHeffey, Kaetlyn Jackson, Camilo Salazar

Also Present: Marian Russo

Call the meeting to order at 6:32 pm

1. Pledge of Allegiance
2. Approval of Minutes of regular CDA Meeting
  - a. Motion to approve Minutes of March 3, 2022 made by Member Toni Dean seconded by Member Kaetlyn Jackson, vote, all in favor, motion approved.
3. Financial Report
  - a. Section 8 and CDBG expenditure report – M Russo presented the financial report
    - i. We will be presenting spreadsheets monthly to the Board for expenditures and income of the CDBG Grant funding and the Section 8 program tracking of the Restricted Net position (RNP) and the Unrestricted Net Position (UNP) of the Section 8 funding.
  - b. Invoice of PKF O'Connor for accounting services rendered in the sum of \$4,875.00. Motion to approve payment made by Member Patrick McHeffey, seconded by Member Kaetlyn Jackson, vote, all in favor, motion approved.
  - c. PKF O'Connor Letter of Engagement for FY22/23 in the sum of \$18,000.00. Motion to approve and authorize E.D. to sign Letter of Engagement made by Member Toni Dean seconded by Member Camilo Salazar, vote, all in favor, motion approved.
4. CDBG Project/Budget Lines
  - a. Division Street Project Status Report –The contracts are almost signed, M Russo waiting on a diagram for the traffic maintenance from DeAL Concrete.
  - b. Theatre Walkway Arch – design phase- meeting next with Racheal Miller from Spirit Ironworks and Dennis Smith from the B.I.D and Lori Devlin the Village Clerk at the Theatre Walkway that would be our next project. M Russo will be using that to apply for another downtown grant from Suffolk County. M Russo will be coming back to the CDA Board in May for matching funds for that project.
  - c. Main Street and Rider Ave Project- We are going to be moving forward with this project, Suffolk County has completed the bidding process for the electricians. Looking for this project to be completed by November.
5. Section 8: - Executive Director Report
  - a. Fair Housing Month – M Russo will be taking a training about Fair Housing.

- b. Annual HAPPY Subscription Renewal paid to MRI Software in the sum of \$7,181.99. Motion to approve made by Member Kaetlyn Jackson, seconded by Member Toni Dean, vote, all in favor, motion approved.

6. Public Authority

- a. Review Mission Statement and Performance Measures – update as needed.
- b. Board changes:
  - i. Everyone will need to make an appointment with the Clerks office to get sworn in.
    - 1. Camilo Salazar is a full member – Congratulations Camilo becoming a full board member.
    - 2. Margherita Proscia, Alternate
- c. Audit Committee – Meeting in May
- d. Governance Committee – Meeting in May

7. Other Business:

- a. Records Management Grant – M Russo is waiting on word about the grant. We have a training in regards to doing a records inventory.
- b. Bike Fixing Stations- Pep is purchasing a Bike Fixing Station to be installed at the Library, Pep has also walked the Village to locate the public bike rack locations there is one located in almost every alleyway. There are plenty of bike racks to add fixing stations. Pep is going to do a bike safety event at the Carnegie library in May during Bike Safety month and work with Brookhaven Bike Co-op, non-profit organization established in 2019 they take donated bikes and refurbish them to be distributed to individuals in need. Pep also wants to place a bike fixing station in Rider Ave Park. Pep is asking if the CDA can be involved or purchase a Bike fixing Station for Rider Ave Park. All of the CDA funds have been allocated for projects. There is the potential of it taking 90 days to transfer the funding to this project. The Town of Brookhaven would have to approve this project.

8. Public to be heard

- 9. Motion to adjourn made by Member Kaetlyn Jackson seconded by Member Toni Dean, vote, all in favor, motion carried.

10. Meeting adjourned at 7:13 pm

Next Meeting May 5, 2022

Signed: \_\_\_\_\_  
Marian H. Russo