

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
MINUTES FOR MEETING OF
May 4, 2023
6:00 P.M.

CDA Meeting -

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

Also Present: Marian Russo, Teresa Reilly

Call the meeting to order at 6:17 pm

- I. Pledge of Allegiance
- II. Audit Committee:
 - a. Motion made to accept the Audit Committee meeting minutes of March 2, 2023, Motion to accept minutes with correction of Section 3 a: FY21 to FY22 and section 3 e: FY22 to FY23. Motion made by member Kaetlyn Jackson seconded by Member Camilo Salazar, vote, all in favor, motion carried.
 - b. Auditors schedule – should be complete by October 31, 2023.
- III. Governance Committee:
 - a. Annual review of Charter
 - b. Adoption of any changes to be completed at a regular meeting of the Community Development Agency regular meeting on July 6 or August 3.
 - c. There will be some updates and edits to the Charter for the coming year.
- IV. Approval of Minutes of regular CDA Meeting
 - a. Motion to approve Minutes of April 6, 2023, motion made by Member Camilo Salazar seconded by Member Patrick McHeffey, vote, all in favor, motion carried
- V. Financial Report
 - a. Section 8 and CDBG Report- presented by T Reilly.
 - b. T Reilly reported on the HAP Reserve deficit of \$22,070.00. The request to HUD for the CDA HUD held Reserves release of \$22,100 has been approved by HUD. T Reilly is awaiting the eft deposit to credit the HAP reserve.
 - c. Audit fees – Cullen & Danowski, CPAs fees for the CDA share of the audit is \$5,000 and \$3,000 for the Audit of the Community Development Agency's Financial Data Schedule and assistance with filing with HUD and New York State Office of the State Comptroller.
- VI. CDBG Project/Budget Lines
 - a. Rider Avenue and Main Street Project – Status report
 - b. Promenade of the Arts Archway –
 - a. Request approval of payment of invoice from LiRo Group for engineering services rendered for the Promenade to the Arts Archway in the sum of \$4,815.00. Motion by Member Kaetlyn Jackson, seconded by Member Patrick McHeffey, vote, all in favor, motion carried.
- VII. Section 8:
 - a. Executive Director Report
- VIII. Public Authority
 - a. Annual Board of Directors Evaluation
 - i. M Russo will email out the evaluation form to the Board Members
- IX. Other Business:
 - a. M Russo reminded the CDA Board Members about the Suffolk County Financial Disclosure Form completion.

- X. Public to be heard
- XI. Motion to adjourn by Member Camilo Salazar seconded by Member Kaetlyn Jackson, vote, all in favor, motion carried.
- XII. Meeting adjourned at 6:41 pm

Next Meeting June 1, 2023