

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

Present: Donald Wachsmuth, Toni Dean, Patrick McHeffey, Javier Kinghorn, Kaetlyn Jackson
Also Present: Marian Russo, Teresa Reilly

Call the meeting to order: 6:05 PM

- I. Pledge of Allegiance
- II. Governance Committee
- III. Audit Committee

- IV. Approval of Minutes –
 - a. Motion to approve Minutes of April 1, 2021 motion made by Member Kaetlyn Jackson
Seconded by Member Javier Kinghorn, vote, all in favor, motion passes.

- V. Financial Report
 - a. Section 8 – Expense report for the Section 8 presented
 - b. CDBG – Expense report for the CDA presented

- VI. CDBG Project/Budget Lines
 - a. Handicapped Ramp
 - i. Motion to ratify approval of change order of DeAl Concrete Corp. in the amount of \$9,209.72 by Member Toni Dean seconded by Member Patrick McHeffey, vote, all in favor, motion passes.
 - ii. Motion to ratify board poll authorizing payment of DeAl Concrete Corp., invoice of \$31,399.72 by member Patrick McHeffey seconded by Member Javier Kinghorn, vote, all in favor, motion passes.
 - b. Church Street Project – The CDA is waiting for the release of funds from the Town of Brookhaven to move forward with the project. As soon as we receive the release of funds, we will send out contracts to DeAL, once contracts are complete, we can start the project.
 - c. Archway on Main Street – Report – This is a phased project; it will include the installation of 3 archways in the village. One part of this project will be paid by Suffolk County CDBG funding and one part paid by the Town of Brookhaven CDBG funding.
 - 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. Members will meet after Board meetings to meet with different groups and develop a long-range plan for the CDA.

- VII. Section 8
 - a. Northwood Village
 - i. Section 8 senior complex- Robert Muchnick is the owner of Northwood Village, they are adding a new building- He would like to work with the village to fill 6 of the apartments from the CDA with section 8 seniors off of our new upcoming CDA waiting list later this year. Completion of the new building should be completed within best case scenario 9-10 months. At the most 18 months to completion.
 - b. Waiting list status – Discussion of opening the wait list at the end of year. M Russo will need to speak with HUD in regards to incorporating Northwood Village and vouchers for the Long Island Coalition for the Homeless into our CDA Section 8 program.

- c. Amendment of Administrative Plan- M Russo will need to amend our current Administrative Plan to add these new program rules. M Russo will be setting up a call with HUD to ensure we change the CDA Admin plan to operate with both new programs correctly for the new selection processes for Senior and Homeless.
- d. Set aside vouchers for Long Island Coalition for the Homeless- this will also be a discussion with HUD for direction on how to implement this into the Section 8 Program.
- e. Bob.ai – Software program – Progress report - we are working on the implementation of the program to go live for Landlords and Participants.
The CDA employees have completed training.
 - i. Lease-up portion of program
 - ii. Inspections
 - iii. Email participants and landlords

VIII. Public Authority

- a. Review of Mission Statement and Performance Measures
- b. Governance Committee and Audit Committee met at the commencement of this meeting.

IX. Other Business:

- a. Request approval for a 2 percent wage increase for Marian Russo, Carmen Maldonado, Teresa Reilly, and Frank Franco commensurate with all other Village employees. Motion by Member Javier Kinghorn seconded by Member Toni Dean Effective to June 1, 2021 vote, all in favor, motion passes.

X. Public to be heard

- XI. Motion to adjourn by Member Patrick McHeffey seconded by Member Javier Kinghorn, vote, all in favor, motion passes.

XII. Meeting adjourned at: 7 :19 pm

Next Meeting June 3, 2021