

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY  
MINUTES FOR MEETING OF  
June 1, 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 6:04 pm

I. Pledge of Allegiance

II. Approval of Minutes of regular CDA Meeting

1. Motion to approve Minutes of May 4, 2023 motion made by Member Camilo Salazar seconded by Member Patrick McHeffey, and unanimously carried, the Board approved the Board Meeting minutes from May 4, 2023.

III. Financial Report

1. Section 8 and CDBG Report- T Reilly presented financial report
2. Request approval to pay invoice of PKF O'Connor Davies for accounting services rendered July 1, 2022 to February 28, 2023 in the sum of \$12,035.00. Upon a Motion by Member Salazar and seconded by Member McHeffey, and unanimously carried, the Board approved the payment of the invoice subject to a final review of the invoice by T. Reilly.

IV. CDBG Project/Budget Lines

1. Rider and Main Street Project – See Memo to File FY21 Rider & Main Sidewalk Improvements
  - A. DeAI had submitted a separate estimate for the work to be done in connection with installing the pedestrian signals. The board needs to retroactively approve the estimate. Motion to approve estimate #27 of DeAI Concrete in the sum of \$21,881.50 retroactive to May 4, 2023 motion made by Member Kaetlyn Jackson seconded by Member Toni Dean, vote, all in favor, motion carried.
  - B. DeAI has completed work.
    1. Request approval for payment of Invoice 513 from DeAI Concrete Corp. for work done pursuant to Estimates 26 and 27 for the Rider & Main project in the sum \$32,114.98. Motion made by Member Patrick McHeffey seconded by Member Toni Dean, vote, all in favor, motion carried
    2. Request approval for payment of Invoice 514 from DeAI Concrete Corp. for additional sidewalk changes in scope of work from estimate 26 at Rider & Main in the sum of \$16,316.97. motion made by Member Camilo Salazar and Member Kaetlyn Jackson, vote, all in favor, motion carried.
2. Promenade of the Arts Archway
3. 9-11 Memorial Park – The Release of Funds has been received and the project may go forward. Must obtain three written quotes.
  1. The procurement policy of the village is we need 3 quotes, M Russo is requesting more quotes from Kaelyn Jackson
4. FY23 CDBG Budget
  1. The CDA application has been submitted and approved by HUD, waiting for notification from the Town of Brookhaven for release of funds.

- V. Section 8:
  - 1. Executive Director Report
    - a. Changes to Section 8 program
    - b. NSPIRE – new HQS standards and scoring effective October 1, 2023
    - c. HOTMA – new income calculation rules effective January 1, 2024
- VI. Public Authority
  - 1. Annual Board of Directors Evaluation
- VII. Other Business:
  - 1. Grants Administration Training –
    - a. Requesting approval for Marian Russo and Teresa Reilly to attend Grants Administration Training by Grant Writing USA on June 8 & 9 at Patchogue-Medford Library in the sum of \$495.00 each. Motion made by Member Donald Wachsmuth seconded by Member Kaetlyn Jackson, vote, all in favor, motion carried.
  - 2. Request approval for Marian Russo to attend the New York State Local Government Records Managers Association in Ithaca on June 4 – June 6 for the sum of \$549.46. Motion made by Member Toni Dean seconded by Member Camilo Salazar, vote, all in favor, motion carried.
  - 3. Shorefront Park Project Update – IS moving right along. The Contractor is spreading the fill and the plan is for the landscaper to start seeding and planting. The project will be completed by the end of June.
- VIII. Public to be heard
- IX. Motion to adjourn made by Member Toni Dean seconded by Member Patrick McHeffey.
- X. Meeting adjourned at: 6:33 pm
- XI. Next Meeting July 6, 2023