

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY
MINUTES FOR MEETING OF
July 7, 2023
6:00 P.M.

CDA Meeting -

Present: Donald Wachsmuth, ~~Toni Dean~~, Lizbeth Carrillo, Kaetlyn Jackson, Camilo Salazar, Margherita Proscia

Also Present: Marian Russo, Executive Director and Teresa Reilly, CDA Account Clerk

Call the meeting to order at 6:07 pm

Welcome Trustee Lizbeth Carrillo back to CDA Board

- I. Pledge of Allegiance
- II. Approval of Minutes of regular CDA Meeting
Motion to approve Minutes of June 1, 2023 made by Member Camilo Salazar seconded by Member Margherita Proscia, vote, all in favor, motion carried.
- III. Financial Report
 1. Section 8 and CDBG Report- T Reilly presented CDA financial report. Request approval of the Letter of Engagement of PKF O'Connor Davies for accounting services to be rendered for the period of June 1, 2023 to May 31, 2024 for the sum of \$18,000.00. Motion made by Member Kaetlyn Jackson seconded by Margherita Proscia, vote, all in favor, motion carried.
- IV. CDBG Project/Budget Lines
 1. Executive Director Report
 - a. Town of Brookhaven 2023-2024 CDBG Funding – As per the conversation with the grant's administrator David Bell, the CDA should have the release of funds by October 2023 to be able to start projects in the upcoming funding year.
- V. Section 8:
 1. Executive Director Report – Report on NSPIRE & HOTMA Changes
 2. Request the board to resolve that the CDA will be changing its inspection protocols from HQS to NSPIRE as required by HUD effective October 1, 2023 and the amendment to the administrative plan will be adopted by December 1, 2023. Motion made by Member Margherita Proscia seconded by Member Camilo Salazar, vote, all I favor, motion carried.
 3. Request approval for the Executive Director, Section 8 Administrator, and Account Clerk to attend in-person training by Nan McKay on August 30 and August 31 in Connecticut for the sum of \$1,425.00 plus lodging in the sum of \$1,302.00 for a total of \$2,727.00, employees to be reimbursed for meals and mileage. Motion made by Member Kaetlyn Jackson seconded by Member Margherita Proscia, vote, all in favor, 0 No, 0 Abstain, motion carried.

4. Request approval for the Executive Director to attend a HOTMA Policy Workshop by Nan McKay on September 19, 2023 in the sum of \$463.28. Motion made by Member Margherita Proscia seconded by Member Camilo Salazar, vote, all in favor, motion carried.

VI. Public Authority

1. Local Government Records Management Improvement Fund Grant
 - a. Request approval to retain for Professional Services, Records Inventory Clerks John-Paul Campbell and Jordan Stewart to be paid as independent contractors at the rate of \$55.00 per hour for an amount not to exceed \$6,875.00 to be paid wholly out of the Local Government Records Management Improvement Fund Grant. Motion made by Member Kaetlyn Jackson seconded by Member Margherita Proscia, vote, all in favor, motion carried.

VII. Other Business:

1. M. Russo and Trustee L. Carrillo spoke about the CDA doing community outreach for Section 8 Landlords and participants for HOTMA and NSPIRE inspection changes that are coming to the CDA towards the end of the year.

VIII. Public to be heard

1. Patrick McHeffey addressed the CDA Board. Patrick spoke about his leaving the CDA board. He has moved out of Patchogue and has Thanked the CDA board for the experience he has had being a part of it.

- IX. Motion to adjourn by Member Camilo Salazar seconded by Member Margherita Proscia.

- X. Meeting adjourned at 7:11 pm

Next Meeting August 3, 2023