

PATCHOGUE COMMUNITY DEVELOPMENT AGENCY  
MINUTES FOR MEETING OF  
September 2, 2021  
6:00 P.M.

Present: Donald Wachsmuth, Patrick McHeffey, Javier Kinghorn, Kaetlyn Jackson

Absent: Camilo Salazar

On Phone: Toni Dean

Also Present: Marian Russo, Teresa Reilly

Call the meeting to order: 6:08 pm

- I. Pledge of Allegiance
- II. Approval of Minutes –
  - a. Motion to approve Minutes of August 5, 2021 motion made by Member Javier Kinghorn  
Seconded by Member Patrick McHeffey, vote, all in favor, motion carries.
- III. Financial Report
  - a. Section 8 and CDBG Report
  - b. Approval of Invoice of PKF O'Connor Davies in the amount of \$7,000.00 for assistance with the May 31, 2021 year end close and audit preparation. Motion made by Member Patrick McHeffey seconded by Member Kaetlyn Jackson, vote, all in favor, motion carries.
- IV. CDBG Project/Budget Lines
  - a. Handicapped Ramp – Motion to award bid for handicapped ramp railing to Triton Builders for the sum of \$12,150.00 of which \$7,349.72 will be paid by the Village of Patchogue and \$4,800.28 will be paid by the CDA. Motion made by Member Kaetlyn Jackson seconded by Member Patrick McHeffey, vote, all in favor, motion carries
  - b. Church Street Project –
    - i. Motion to ratify approval of change order from DeAl Concrete Corp. in the sum of \$18,894.98 motion made by Member Patrick McHeffey seconded by Member Javier Kinghorn, vote, all in favor, motion carries.
    - ii. Motion to approve payment of invoice of DeAl Concrete Corp. in the Sum of \$71,574.17 motion made by Member Patrick McHeffey seconded by Member Javier Kinghorn, vote, all in favor, motion carries.
  - c. Long Range Plan: Chamber and BID not available – Patchogue Arts Council at October Meeting, Latino Leadership Council in November, and Patchogue-Medford Library in December.
  - d. CDBG – Approve agreement with Town of Brookhaven
    - i. Public Improvements \$112,500
    - ii. Public Services \$22,500
    - iii. Administration \$15,000
    - iv. The board to take a look at the Division Street project, the board members to walk Division St. to look for extras that may be on site to keep project change orders to a minimum.
- V. Section 8
  - a. Northwood Village- No Update at this time, Administration Plan updated with Project based vouchers for future use.
  - b. Amendment of Administrative Plan – Motion to Set a public hearing for November 4, 2021-Notice going into the Advance for publication, Motion made by Member Kaetlyn Jackson seconded by Member Javier Kinghorn, vote, all in favor, motion carries.
  - c. Bob.ai – Software program – Progress report – The CDA inspector is operating in the program. F. Franco has Maintenance departments from the housing complexes utilizing the program as well as some of the private landlords.

VI. Public Authority

- a. Village of Patchogue CDA Charter: Motion to adopt Charter as presented motion made by Member Toni Dean seconded by Member Patrick McHeffey, vote, all in favor, motion carries.
- b. Annual Report submission to the Authority Budget Office – All areas of the ABO report have been entered except the for the Financial Audit, this is not complete yet, we are going through the process of the Audit. This is needed to complete the submission to the Authority Budget Office.

VII. Other Business:

VIII. Public to be heard

IX. Motion to adjourn made by Member Kaetlyn Jackson seconded by Member Javier Kinghorn

X. Meeting adjourned at 6:52 pm

Next Meeting October 7, 2021