



## **Patchogue Community Development Agency**

**October 5, 2023**

**6:00 PM**

1. **Flag Salute**

2. **Safety Message**

5. **Approval of Minutes**

- a. Request approval of the Board Meeting Minutes of September 7, 2023

6. **Financial Report**

- a. Financial programs report

7. **Community Development Block Grant Program**

- a. Executive Director Report

8. **Section 8 Report**

- a. Executive Director Report
- b. Request approval of a resolution adopting the Annual Civil Rights Certification as set forth in the HUD-50077-CR form.

9. **Public Authority**

- a. Request approval of a resolution to retain Antonia S. Mattheou, Records Management Consultant, to create a Records Management Plan and Guidebook for a sum not to exceed \$5,250.00 to be paid out of the Local Government Records Management Improvement Fund grant.

10. **Other Business:**

11. **Public to be heard**

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

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 6:15 pm.

- I. Pledge of Allegiance
- II. Approval of Minutes of regular CDA Meeting
  1. Motion to approve Minutes of August 3, 2023 motion made by Member Kaetlyn Jackson seconded by Member Margherita Proscia, vote, all in favor, motion carried.
- III. Financial Report
  1. T Reilly presented the financial report for August 4, 2023 to September 6, 2023.
  2. Accounting Fees – PKF O’Conner Davies Accounting Services for the CDA FY 23 May 31, 2023 Fiscal year closing. Motion to approve the PKF O’Conner Davies invoice for services July 1, 2023 through July 31, 2023 in the amount of \$8,997.50, motion made by Member Margherita Proscia seconded by Member Kaetlyn Jackson, vote, all in favor, motion carried.
- IV. CDBG Project/Budget Lines
  1. Town of Brookhaven 2023-2024 CDBG
    - a. Contracts signed and submitted – Release of Funds received
    - b. 21 Church Street Sidewalk – Seeking approval of Estimate #644 of DeAl Concrete Corp., under the Suffolk County Contract, to replace the sidewalk and retaining wall at 21 Church Street in the sum of \$27,062.44 Motion made by Member Margherita Proscia seconded by Member Kaetlyn Jackson, vote, all in favor, motion carried.
    - c. East Main Street – Seeking approval of Estimate #41 of DeAl Concrete Corp in the sum of \$90,055.35 to replace sidewalks and install tree pits from 90 to 124 East Main Street to be paid as follows: \$32,361.00 from FY21 and \$57,694.00 from FY23, motion made Kaetlyn Jackson seconded by Margherita Proscia, vote, all in favor, motion passes.
    - d. Promenade to the Arts Archway – Status update- The Archway is almost complete, the CDA is soliciting for the installation of the Arch- the footings will have to hand dug due to the placement and the existing underground utilities. Installation will be in September or October 2023.
    - e. Theatre Walkway Arch – prepared to move forward.

V. Section 8:

1. Executive Director Report
2. MRI – HAPPY Software – Cloud migration project status – Board needs to ratify the approval received via polling the board -
  - a. Motion made by Member Margherita Proscia seconded by Member Kaetlyn Jackson, to adopt the resolution to ratify the following motions, vote, all in favor, resolution carried.
    1. Approval of the order presented by MRI Real Estate Software in the sum of \$10,384.83 for recurring annual fees for the licenses for HousingPro software modules and cloud hosting and authorizing the Executive Director to execute the contract document.
    2. Approval of the State of Work from MRI for the migration of the HousingPro software and records to the cloud for the sum of \$4,850.00 and authorizing the Executive Director to execute the agreement to Commence Work.
    3. Approval to purchase an iPad to be used for mobile HQS inspections in a sum not to exceed \$1,000.00.
  - b. Request approval of proposal from Sourcepass, the Village of Patchogue's IT consulting company in the sum of \$800.00 for services to be rendered in the migration of the HAPPY Software to the cloud. Motion made by Member Margherita Proscia seconded by Member Kaetlyn Jackson, vote, all in favor, motion carried.

VI. Public Authority

VII. Other Business:

VIII. Public to be heard

IX. Motion to adjourn made by Member Kaetlyn Jackson seconded by Member Margherita Proscia, vote, all in favor

X. Meeting adjourned at 6:32 pm

XI. Next meeting October 5, 2023.

## Civil Rights Certification

### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

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PHA Name

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PHA Number/HA Code

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

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Title

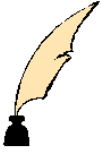
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Signature

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Date

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***Antonia S. Mattheou***  
*Archivist/ Historian*  
**45 Nathan Hale Drive**  
**Huntington, New York 11743**  
**(631) 455-3270**

March 5, 2022

Marian H. Russo, J.D.  
Executive Director  
Village of Patchogue CDA

Dear Ms. Russo,

I am pleased to submit the following quote for records management consultant services for the Village of Patchogue Community Development Agency.

The estimated time in days the project will take is 10 business days and the suggested fee is \$525 per day (\$75/hr., 7 hrs. /day). The service I will provide will cover the following: Onsite visits to examine the records and storage areas; Analyze the information collected in the Inventory of Records; Confer with Agency staff to determine specific areas of concern in each department; Create a Needs Assessment Report; Define solutions and implement records management policies; Create a Records Management Plan and Guidebook for use in the long and short term maintenance of CDA records; Co-create records management solutions as policy and procedure based on input from records users, CDA rules and regulations, State Archives Standards and Guidelines, and professional experience; Assist in the implementation of new policies and procedures as they are developed; Serve as an ongoing resource for the Executive Director during the project.

I welcome the opportunity to offer my services to the Village of Patchogue Community Development Agency and hope you will call with any questions.

Kindest regards,

*Antonia S. Mattheou*