

CITIZEN'S ADVISORY COMMITTEE

Minutes

February 19, 1992

PRESENT

L. Cavanaugh, Chairwoman
G. Keithan
D. Kelly
W. Corvo
V. Amato
D. Kilbourne
I. Howell
J. Robinson
D. Mitkoski
S. Engelhart
R. Kreh (5:06)

ABSENT

S. Gadowski
C. Guiliano
J. Bunch
L. Wallace

ALSO PRESENT

L. Ozga

Chairwoman Cavanaugh called the meeting to order at 5:02 p.m. in Room B-20 of the Municipal Building.

Election of Officers

Chairperson

G. Keithan moved, J. Robinson seconded, the nomination/re-election of L. Cavanaugh for Chairperson.

Upon a motion by W. Corvo, seconded by V. Amato, the Committee voted unanimously to close the nominations and re-elect L. Cavanaugh to serve as Chairwoman.

Vice-Chairperson

L. Cavanaugh moved, G. Keithan seconded, the nomination/re-election of R. Kreh to serve as Vice-Chairman.

Upon a motion by W. Corvo, seconded by I. Howell, the Committee voted unanimously to close the nominations and re-elect R. Kreh to serve as Vice-Chairman.

Minutes

Upon a motion by V. Amato, seconded by D. Mitkoski, the Committee voted unanimously to approve the minutes of the December 18, 1991 meeting.

Project Status Report

Outstanding Activities In Need of Progress

L. Ozga reported she did not receive a written response from the Housing Authority and North End Association as requested on February 4, 1992. However, Diane Fournier, Executive Director, Greater Middletown Community Corporation, did respond and L. Ozga distributed a copy of that response to each Committee member.

G. Keithan (Chairman, Senior Affairs Commission) reported that he also sent a memo to the Housing Authority concerning the status of the Senior Center CDBG funded activities and did not receive a response.

A Committee discussion followed concerning what to do about the Housing Authority's two outstanding activities.

A motion was made by D. Mitkoski, and seconded by D. Kilbourne, to have staff forward a resolution on March 31, 1992 to the Common Council for consideration of the following at their April meeting: The Citizen's Advisory Committee request that the \$70,000 be withdrawn from the Housing Authority due to inactivity and lack of response; and, that the \$70,000 of CDBG dollars be put out to hearing for use by an Agency who is able to proceed with project(s).

After a brief discussion, D. Mitkoski withdrew the motion.

Upon a motion by W. Corvo, seconded by J. Robinson, the Committee voted unanimously to proceed in the following manner:

Chairwoman L. Cavanaugh shall send a letter to all Housing Authority Commissioners and the Executive Director, requesting a specific time table for the undertaking/completion (i.e.: bid date, plans, etc.) of the Elevator Installation (\$60,000) and Ceramic Room Addition Design (\$10,000) projects. Also, it is to be noted in the letter that failure to start the specified processes by March 18, 1992 will result in the Committee recommending to the Council that these funds be withdrawn and reassigned.

After a brief discussion on the lack of progress and a response from the North End Association, the Committee requested that L. Cavanaugh send the same type of letter to the president of the North End Association.

Staff was instructed to discuss the future use of the remaining shelter funds with Mayor Garafalo and report back to the Committee. L. Ozga said she would schedule a meeting with the Mayor.

1992 Entitlement Program

Concept: Business Development Fund For Small Manufacturer's

V. Amato suggested staff consider the following when further developing this program proposal:

- . A Revolving Fund Loan Program
- . Tight guidelines to allow for a ten year follow-up, by CAC staff and those assisted, to ensure job continuation. If any job is eliminated, the recipient should be required to payback the loan balance to the City immediately.
- . Jobs for Middletown residents only
- . Support good paying jobs only

S. Engelhart added that staff include health insurance benefits as a criteria.

Upon a motion by V. Amato, seconded by I. Howell, the Committee voted unanimously to have staff develop this concept into a proposal for use of \$200,000 of the 1992 Entitlement Program funds.


Program Administration Costs

Upon a motion by V. Amato, seconded by I. Howell, the Committee voted unanimously--except for abstentions from W. Corvo and J. Robinson--to issue a letter to the Mayor and the Common Council requesting that no general program administrative dollars be taken/earmarked from the 1992 Entitlement Grant to fund Municipal Development Office staff positions. The Committee would prefer the administration costs be funded from the City's General Fund.

Public Hearing Date

Upon a motion by V. Amato, seconded by R. Kreh, the Committee voted unanimously to approve the schedule prepared by staff on February 10, 1992 for development of the City's 1992 Entitlement Program--Public Hearing to be held on April 15, 1992.

There being no further business to come before the Committee, the meeting was adjourned at 6:15 p.m.


Linda A. Ozga
LAO/lmk