

**CITY OF MIDDLETOWN  
CITIZENS' ADVISORY COMMITTEE**

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**MINUTES**

*19-May-04*

**Present**

L. Wallace, Chair  
S. Englehardt, Vice Chair  
H. Henry  
R. Bantum  
A. Watson  
E. Roberts  
J. Robinson  
E. Bogdan  
B. Plum  
A. Marino

**Absent**

A. Kelly  
V. Amato  
D. Mitkoski  
L. Caditz-Peck

**Also Present**

M. Wackers

L. Wallace called the meeting to order at 5:00PM.

L. Wallace called for the items that required a vote be moved until the Committee achieved quorum.

L. Wallace called for M. Wackers to explain the HUD Letter and City Response. M. Wackers explained that HUD had been reviewing the CAPER submitted in the Fall of 2003 that reviewed the 2002 CDBG fiscal year. As a result of this review HUD has requested further clarification concerning the calculation of the public service cap. M. Wackers explained that a great deal of program income was generated; however it had not been recorded properly during that 2002 fiscal year. The City and HUD are working together to resolve this, and M. Wackers expected to have more information by the next meeting. Copies of the HUD letter and the City's response were provided to the Committee members.

At this time L. Wallace recognized that the Committee had achieve quorum and called for a review of the minutes. E. Roberts asked that he be noted as being present at the last meeting, since his name was mistakenly omitted. L. Wallace motioned to approve the minutes as is. J. Robinson seconded the motion and the Committee approved the minutes unanimously.

The next item on the was the reprogramming and CDBG clean-up. M. Wackers explained that he and an intern were going through all of the accounts so a thorough clean-up can be undertaken of CDBG funds. M. Wackers present a list of nine accounts that had expired contracts and matching balances between IDIS (HUD accounting software) and ADMINs (city account software). These funds totaling \$14,918.17 could be reprogrammed at any point, but M. Wackers was not making any recommendation to do so, rather leave these to be reprogrammed into the 2005 CDBG funds. The second list of nine accounts, totaling \$76,626.71, were accounts that had expired contracts, but did not have balancing accounts between IDIS and ADMINs. He and the intern were going through payment by payment to determine to cause of these imbalances and would hopefully report the conclusions at the next meeting. M. Wackers proposed that in order to prevent this from happening in the future, the CAC should develop a CDBG financing guidelines to help prevent many of the mistakes that have precipitate other mistakes in the past. M. Wackers proposed a number of recommendations, and would compose a more formal document for the CAC to work with at the next meeting. J. Robinson suggested that any changes in financing procedures should have the approval of the finance committee to ensure that such measures could be carried out.

The last item on the agenda was the presentation of the draft Annual Action Plan. At the next CAC meeting a public hearing will be held to for the CAC to receive public response to this plan before it is submitted to HUD on July 18<sup>th</sup>. M. Wackers asked that the CAC review the document and a final draft will be mailed to them before the next meeting.

There being no further business, the committee adjourned, upon a motion by S. Englehardt. S. Englehardt seconded the motion and the Committee approved the minutes unanimously. The meeting adjourned at 5:30pm.

Respectfully submitted,

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Michiel Wackers  
Community Development Specialist