

**CITY OF MIDDLETOWN
CITIZENS' ADVISORY COMMITTEE**

MINUTES

16-June-04

Present

L. Wallace, Chair
S. Englehardt, Vice Chair
D. Mitkoski
R. Bantum
A. Watson
E. Roberts
J. Robinson
V. Amato
B. Plum
A. Marino
A. Kelly

Absent

E. Bogdan
H. Henry
L. Caditz-Peck

Also Present

M. Wackers
J. Shea

S. Englehardt called the meeting to order at 5:00PM.

S. Englehardt called for a review of the minutes. A. Marino asked that he be noted as being present at the last meeting, since his name was mistakenly omitted. B. Plum motioned to approve the minutes as amended. D. Mitkoski seconded the motion and the Committee approved the minutes unanimously.

The first item on the agenda was the public hearing for the Annual Action Plan. J. Shea of Kuhn Employment Opportunities commented that she was pleased with the Committee's recommendations for funding and that complimented the Committee on their work. Seeing no more members of the public wishing to make any comments S. Englehardt took a motion to close the public hearing. B. Plum motioned to close the public hearing. V. Amato seconded the motion and the Committee approved the motion unanimously.

B. Plum motioned to accept the Annual Action Plan as is. A. Marino seconded and the motion was approved unanimously.

The second item on the agenda was the CDBG Clean-up. M. Wackers reported that progress has been made at identifying the problems that exist with reconciling the IDIS HUD system and the ADMINS City system. However, a meeting was supposed to have happened between M. Wackers and the Finance Department to see what can be done about these problems on June 11, 2004, but that had been cancelled. M. Wackers is in the process of rescheduling, and hopes have answers for the Committee to act on at the next meeting.

The third item on the agenda was the CDBG Finance and Accounting Guidelines. M. Wackers presented the guides and guidelines that should help prevent these problems from reoccurring. M. Wackers was currently taking feedback to help fine tune these ideas.

There being no further business, the committee adjourned, upon a motion by A. Marino. E. Roberts seconded the motion and the Committee approved the motion unanimously. The meeting adjourned at 5:30pm.

Respectfully submitted,

Michiel Wackers
Community Development Specialist