

**Economic & Community Development Department
CDBG Policy Committee Meeting**

October 5 2023 at 4:45 PM

CHW Meeting Room 1 and on Zoom

ATTENDEES: Chairman Howard Schmelder, Commissioners Tom Hick and Mike Massarelli

ABSENT: Mayor Jeffrey Caggiano

STAFF PRESENT: Dr. Dawn Leger, Grants Administrator, Justin Malley, ECD Executive Director, and Sharon Arsego, Recording Secretary

GUESTS: None

AGENDA

- I. Call to Order
The meeting was called to order by Chairman Schmelder at 4:48pm. Chairman Schmelder led the room in the Pledge of Allegiance. There was no Public Participation.
- II. Approval of minutes of the Special Meeting of September 13, 2023
Chairman Schmelder called for a motion to approve the minutes from the Special Meeting of September 13, 2023. Commissioner Massarelli made the motion which was seconded by Commissioner Hick. No corrections or changes to the minutes were noted, all were favor, and the minutes were accepted into the record.
- III. Discussion of proposed reallocation of CDBG-CV administrative funds
Dr. Dawn Leger advised the Committee that during her review of the Consolidated Annual Performance and Evaluation Report (CAPER) she identified \$16,561.75 in administrative funds that remained unspent. They can only be spent now for items related to the pandemic. Dr. Leger also learned that St. Vincent De Paul's funding was cut for winter overflow, shelter and warming centers this year. The \$16,561.75 would be an acceptable use of the funds and help with staffing for this resource, and she asked the Committee to entertain a motion to purpose the funds accordingly.

Commissioner Hick read and brought forward the following motion:

To approve the request to carry over unused administrative funds from CDBG-CV grant to the current fiscal year budget for St. Vincent DePaul Mission, to support expenses for running a warming center/overflow shelter during the cold weather months: \$16,561.75.

The motion was seconded by Commissioner Massarelli. All were in favor and the motion was accepted into the record.

IV. Motion to adjourn

Chairman Schmelder request a motion to adjourn. Commissioner Massarelli made the motion which was seconded by Commissioner Hick. All were in favor and the meeting adjourned at 4:51pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary

DRAFT