

Meeting of the Town Board, Town of Yorktown held on March 29, 2016 at the Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598.

Present: Michael J. Grace, Supervisor
Greg Bernard, Councilman
Thomas Diana, Councilman
Edward Lachterman, Councilman
Vishnu V. Patel, Councilman

Also Present: Maura Weissleder, Deputy Town Clerk
Michael McDermott, Town Attorney
Margaret Gspurning, Human Resources

TOWN BOARD MEETING

Supervisor Michael J. Grace called the meeting to order.

EXECUTIVE SESSION

Upon motion made by Supervisor Grace, seconded by Councilman Diana, the Town Board moved into Executive Session to discuss personnel issues with Brian Gray, Superintendent of Parks and Recreation.

Upon motion made by Supervisor Grace, seconded by Councilman Bernard, the Town Board moved out of Executive Session and proceeded with the meeting.

OVERVIEW OF SECTION 8 HOUSING

Karren Perez of the Section 8 Housing Office presented an income statement for her office which showed a total of \$1.4 million in rents disbursed, a breakdown of administrative fees, and earned and fraud recovery.

Her statement was accompanied by a list of accomplishments which included updating of software, increased program utilization, increased program earnings, and how the Section 8 program has been administered over the last three years at no cost to the Town, despite federal funding cuts.

Challenges facing the administration of the program include the 2014 audit finding - HUD Depository Agreement (though now in compliance), increasing utilization to regain “higher performer” distinction in HUD Section 8 Management Assessment Program, and administering the Section 8 program and achieving goals with no support staff. Ms. Perez would like to be able to have a part-time worker to help with clerical work and mentioned the possibility of sharing a clerical position with another department.

Ms. Perez listed the future goals of the program as the termination of the enforcement of the Consent Decree, establishment of a new waiting list (already in progress), regain high performer distinction for fiscal year ending 2016, and a review of the Administrative Plan to present for revision in its entirety in 2017. Ms. Perez would also like to see a narrowing of the Town’s jurisdiction from Westchester and Putnam Counties to an area which more defines “local market.” Too large an area is difficult to administer; more loosely structured yet defined areas to work with would be more beneficial. Ms. Perez stated that the Section 8 Housing program is a worthwhile program that does generate dollars for the town and provides affordable housing for residents.

A discussion followed about affordable rents, how they are set, and HUD.

OVERVIEW OF NUTRITION/SENIOR SERVICES DEPARTMENT

Noreen O’Driscoll, Site Manager for Nutrition/Senior Services presented the main objectives of her department which included, but were not limited to, providing meals to seniors; providing socialization opportunities, transportation, exercise programs, blood pressure and diabetes checks, nutrition counseling, and social worker follow ups to make sure what services may be needed.

A list of the department vehicles was presents and a discussion of their varying states of condition took place. Ms. O'Driscoll stressed the need for reliable vehicles which would, in turn, reduce the total number of vehicles currently in use.

A current goal would be to try to get more federal funding for the program, which was followed by a discussion of the suggested fee for the meals (we currently suggest \$3.00 per meal), noting that the program serves between 70 and 80 homebound lunches per day with a 60-70% fee collection rate.

EXECUTIVE SESSION

Upon motion made by Supervisor Grace, seconded by Councilman Diana, the Town Board moved into Executive Session to discuss the employment history of particular persons in the Nutrition/Senior Services Department and contract negotiations.

Upon motion made by Supervisor Grace, seconded by Councilman Lachterman, the Town Board moved out of Executive Session and proceeded with the meeting.

OVERVIEW OF TOWN CLERK'S OFFICE

Diana Quast, Town Clerk, was present to discuss with the Town Board current projects the Town Clerk's Office is working on. These include, Credit Card Sales, E-Z Pass sales, Online Dog License renewals, preparing for the upcoming Presidential Primary Election, revitalizing the Yorktown Museum, and the submittal of a grant for Digitizing Town Records. There are other planned projects beginning in 2016 and will be presented at a later date.

OVERVIEW OF TOWN COMPTROLLER'S OFFICE

Patricia Caporale, Town Comptroller, presented an overview of the responsibilities and projects the Town Comptroller's Office handles. These include, but are not limited to, accounts payable, payroll benefit administration, financials, debt, reconciliations, general receipts, reporting, audits, budgets, park districts, and capital projects. Mrs. Caporale mentioned that they are looking into a software system that would allow payroll to be directly uploaded into an attendance system so that payroll data would not have to be entered into a system manually, which is what is currently done at a great expense of manpower hours. She also mentioned looking into a new ACH Vendor Pay system in conjunction with Chase Bank.

EXECUTIVE SESSION

Upon motion made by Supervisor Grace, seconded by Councilman Bernard, the Town Board moved into Executive Session to discuss the employment history of particular persons in the Town Comptroller's office. The Town Board will immediately adjourn thereafter.

Maura Weissleder, Deputy Town Clerk
Town of Yorktown