

Organization Town of Champion**Board Town Board****Date and Time Monday, August 23 2004 at 6:00 PM****Place Town of Champion Offices Board Room (rear of building) 10 N Broad St, West Carthage NY****Contact [Chris Vargulick](#) Town Clerk Phone (315) 493-3240 Fax(315) 493-2900****Minutes**

Public notice having been furnished, the Town of Champion Town Board met in special joint session with the West Carthage Village Board on Monday, August 23, 2004 at 6:00PM at the West Carthage Municipal Building, 61 High St., West Carthage. Present for the Town were: Supervisor Buckley and Councilmen Stewart, Watkins, Buzzell, and Peck (6:32PM). Present for the Village of West Carthage: Mayor Burto and Trustees Caldwell, Rounds, and Scott. Trustee Bigness was excused.

The joint session was called to order by both Mayor Burto and Supervisor Buckley. Mayor Burto introduced Jerry LaRock, Director of the West Carthage Housing Authority. Mr. LaRock introduced members of his Board of Directors and invited speakers including N. Fargo, W. Gebo, M. Britton, D. Johnson, R. Bookser, R. Novak, Pat Aubertine, Aubertine & Currier and JoAnne Rhubart, Hand in Hand Early Childhood Center Director.

Mr. LaRock explained the Housing Authority's interest in establishing an early childhood center on property owned by Authority adjacent to West Side Terrace for the purpose of providing high quality childcare and early education for infants, toddlers, pre-school, and school age children with opportunities for inter-generational interaction.

Ms. Rhubart presented information regarding the development, design and construction of a similar facility located in Lowville, NY. The center has been in operation for one year and is located on the Brookside Senior Housing campus. The Hand-in-Hand Center can accommodate up to sixty-eight (68) children in age appropriate settings and provides secure indoor/outdoor play space. The facility was funded primarily through a \$600,000 Community Development Block Grant (CDBG) with an additional \$132,000 coming from foundations, private donations, and the donation of property for the site.

Ms. Rhubart detailed the process and timeline for writing and submitting a CDBG application and joined Mr. LaRock in responding the questions from the assembled members. A summary of the questions and responses follows:

- Initial costs? The WC Housing Authority Board has approved the donation of property and the cost of the RFP for design and application submittal with the hope of recouping a portion of the cost through a successful grant (J. LaRock)
- Cost to parent? Fees set by market but subsidies are available for qualifying families (J. Rhubart)
- Enrollment? First come, first serve (J. Rhubart)
- Staffing and salaries? Hand-in-Hand employs approximately 17 persons with an average salary range between \$20-22,000 based on qualifications (J. Rhubart). The facilities board of directors would apply for non-profit corporation status- 501 (c) (3) - to encourage support from foundations and private donors. NYS offers educational tax credits to eligible staff (J. LaRock).
- Needs assessment? Community surveys may be conducted and were in Lowville (J. Rhubart).
- Grant writer? An RFP will be advertised for preliminary drawings and grant writing (J. LaRock).
- Lead agency? The Village of West Carthage is recommended (J. LaRock).
- Competition for CDBG? Projects proposed by the Village of Carthage, RACOG and the WC Housing Authority would not be in direct competition for grant dollars due to funding categorization (J. Rhubart).
- Early childhood center administration? A non-profit corporation board of directors would be appointed (J. LaRock).
- Proposed center location? South of West Side Terrace on Madison Street (J. LaRock).
- Hours of operation? Established as required to meet community needs (J. Rhubart).
- Handicap accessibility? At Hand-in-Hand, the children are screened and parent supported services may be provided at the facility by private providers. The facility meets all handicap accessibility requirements but does not have special education staff persons. (J. Rhubart).

Discussions having been completed, a motion by Mr. Stewart and seconded by Mr. Buzzell authorizing the Supervisor to execute letters in support of a joint Village/Town CDBG application to design and construct an early childhood center to provide childcare and early education to infants and children in the area and to furthermore approve the Village of West Carthage as lead agency for the application. Ayes-5, Nays-0. Motion carried.

The Village approved a similar motion.

Motion by Mr. Stewart, seconded by Mr. Buzzell to adjourn the joint session. The session adjourned at 6:43PM.

Christina Vargulick
Town Clerk