

# Countywide Community Revitalization Team

Meeting of August 5, 2002

10:00 a.m. – 11:30 a.m.

PZ&B – 2<sup>nd</sup> Floor Conference Room

## Minutes

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### Present at the Meeting:

Joanna Aiken, Solid Waste Authority  
Lupe Avila, Kenwood Estates Resident  
Peter Banting, P.B.C. PREM  
Norman & Florence Castle, Lakewood Community  
Kim Ciklin, Administrative Assistant to Commissioner Roberts  
Bill DiPaolo, P.B.C. Planning Division  
Bob Dovey, Administrative Assistant to Commissioner Newell  
Deputy Leslie Faerber, P.B.C. Sheriff's Office  
Duane Gainer, P.B.C. Planning Division  
Captain Michael Gauger, P.B.C. Sheriff's Office  
Anna Gaunt, Administrative Assistant to Commissioner McCarty  
Joyce Harrell, Secretary, P.B.C. Planning Division  
Jessica Herbert, Kenwood Estates Resident  
Deputy Jimmy Hightower, P.B.C. Sheriff's Office  
David Hoyt, Lake Worth West Resident Planning Group  
Mathieu Jean-Baptist, H.E.C.A.  
Ken Jackson, P.B.C. Code Enforcement  
Linda Jeter, P.B.C. Planning Division  
Kathy King, Lake Worth West Resident Planning Group  
Sgt. C. Kolnik, P.B.C. Sheriff's Office  
Tom Lefevre, P.B.C. Health Department  
Beth McCall, P.B.C. Zoning Division  
Chrystal Mathews, P.B.C. Planning Division  
Lt. Ron Mattino, P.B.C. Sheriff's Office  
Ruth Moguillansky, P.B.C. Planning Division  
Pam Moss, Lake Worth West Resident  
Pam Nolan, P.B.C. Economic Development Office  
Kathleen Owens, P. B.C. Fire Rescue  
Amy Petrick, Assistant County Attorney  
Mike Savidge, L.W. Road Merchant's Association  
Carlos Serrano (Representative for Elena Escovar)  
Jennifer Spagnoli, (Representative for Stephen McGrew, P.B.C. Water Utilities  
Sgt. J. Swank, P.B.C. Sheriff's Office  
Chauncey Taylor, P.B.C. Facilities Development & Operations Department  
Rachel Waterman, P.B.C. Planning Division  
Allen Webb, P.B.C. Engineering

**CCRT Members Absent:**

Penny Anderson, Countywide, GIS  
Dan Dumas, San Castle Community Leadership, Inc.  
David Elam, P.B.C. Parks & Recreation  
Elena Escovar, P.B.C. Housing & Community Development  
Gerry Gawaldo, P.B.C. Palm Tran  
Stephen McGrew, P.B.C. Water Utilities  
David Rafaidus, P.B.C. Community Services  
Gail Vorpapel, P.B.C. Code Enforcement  
Mike Whitten, P.B.C. Building Division

**I. WELCOME AND INTRODUCTION:** Linda Jeter welcomed and thanked everyone for attending the meeting.

**II. REPORTS:**

**A. Community Organizing Activities/CCRT Resident Representatives Comments:**  
Dan Dumas, San Castle Community Leader, was absent.

**Kathy King, Lake Worth West Community Leader, reported on the following:**

- Property identified for the new neighborhood center was not been approved and the site was sold privately and is no longer available. A meeting is being held tomorrow, August 6, 2002, at the Children Services Council to determine the program’s status. She feels the program will probably taken away. If the program can no longer operate, the parents will be disappointed but the kids will suffer the most. Ms. King further commented that the After School Program provides jobs to three people and twenty-five kids attend the program. Their parents cannot afford to send them to day care. It has taken a lot of effort to get the residents participation in getting involved with the neighborhood projects.
- Model Block Project – no date scheduled yet.

Ruth Moguillansky acknowledged Ms. King’s comments and expressed her concerns with this issue. She asked the group if they had any ideas that may temporarily keep the program in operation. Deputy Jimmy Hightower suggested the use of 328 Urquhart and that some of the funds allocated for the house be used toward ADA standards for the After School Program. Rachel Waterman responded by stating the building would not accommodate the current capacity of kids. Chauncey Taylor intervened by stating the house at 328 Urquhart Street is part of the long-term revitalization strategy. It is his understanding that the property would be used for COP until such time crime issues are addressed and revitalization of the area is completed. The intent is to utilize the Law Enforcement Trust (LET) funds to do acquisitions. After the area has been revitalized, the intent is to replenish the LET funds by selling the property to a low-to-moderate income family or to Habitat for Humanity.

Mr. Taylor further commented on the facility at Maine Street. He understands there are some concerns and issues that have come forth, but the bottom line is that the facility could not serve the needs of the program. Mr. Taylor explained that it is important to do the due diligence upfront, as opposed to at the back end of the process. He was personally involved with the steps in taking part of the property. The major issue everyone should be cognizant of is that all facilities have to be licensed. He indicated that FDO looked at the Maine Street site and in order to be in compliance with licensing, the building needed to meet certain requirements, such as: 35 sq. ft per child, three (3) bathrooms, etc. The expenditures would have been \$80,000, in addition to purchasing the site. The site needed fill, lighting, air-conditioning & heat, and the wiring was insufficient. It would have cost \$5,000 to do selective demolition to the building or the contractor would demolish the building for \$5,000.00. At the end of the process, the facility would have only accommodated fourteen (14) kids. One of the first things FDO did was to request an environmental review on the site and there were abandoned cars and pop-up campers on the site. The last issue relevant to the property was that the existing walls were determined to be load bearing and could not be demolished. Therefore, lack of space decreased the capacity of kids the building could have accommodated. Mr. Taylor stressed again that they needed to get involved with the due diligence process upfront with projects.

Ms. King questioned the fact that the project took two (2) years before finding out nothing could be done with the site. She further stated that the project was discussed with the Commissioner and staff a long time ago and that Commissioner Newell promised Children Services Council that if they would give a year, the Lake Worth West Resident Planning Group would have a licensed site. Mr. Taylor responded that according to his records, it has not been two (2) years that he was assigned the project. Mr. Taylor further stated it is very difficult to achieve licensing a facility for which was constructed for a different use. Mr. Taylor used the San Castle Project for an example. Mr. Taylor explained issues with annexation, zoning, regulatory relief drainage, large-scale comp plan amendments, and inter-local agreements with cities relative to provisions of water, sewer, and infrastructure. These things are very expensive and time consuming. These are very difficult developmental scenarios and with any project the process could be different.

Ms. King stated that Children Services Council has bent over backwards not to close the program. Ms. King's concern is that once the program closes, they will have to start over with applying for grants. Mr. Taylor stated that Children Services Council has scheduled a meeting tomorrow, August 6<sup>th</sup>. He informed Ms. King that Property & Real Estate Management (PREM) needed to be involved and the resident's responsibility is to identify sites for the project. Mr. Taylor mentioned that there are several sites that they are looking at.

Captain Michael Gauger suggested that Mr. Taylor develop a guideline for the neighborhood residents to follow in identifying possible sites. He feels this will enable them to know exactly what the County's expectations are for licensing a site.

Ms. Moguillansky commented that she is aware of the issues with the Maine Street property and that CSC has sent a letter to the Lake Worth West Resident Planning Group indicating that funding for the program was to be discontinued. Ms. Moguillansky asked

Ms. King for any comments she had on the letter from CSC. Ms. King responded that Children Services Council did a site visit on cleanliness and code issues. There were several items that needed to be addressed and although the building was not licensed, all the code issues were taken care of. She also indicated that Mr. David Thornton requested a meeting to discuss the newly recommended neighborhood center, because after this year they would have to pull the funding. The last time the program was in this position, where the funding was threatened, Commissioner Newell brought forth a resolution.

Ms. Moguillansky asked again the group if anyone had any ideas or suggestions to address the issue at hand. Ms. King commended Mr. Murray for all he has done in assisting the program to stay in operation. Mr. Taylor mentioned that his office is looking at three other sites, but he is not prepared to say these sites are ready to go forward with licensing. Mr. Taylor discussed viable options and available funds for the program and suggested a home-based initiative as a temporary placement for the program. Mr. Taylor also explained the funding for the San Castle Project, which was connected to Human Services Federal Funds. The program is temporarily meeting resident needs in a home-based scenario until the permanent facility is online.

Ruth Moguillansky inquired about the potential of using 328 Urquhart Street, on a temporary basis, as a home-based initiative. Mr. Taylor responded by stating that his communication with Audrey Wolf was that 328 Urquhart Street was going to be part of the long-range strategy and a COP Center.

Jimmy Hightower stated that the Sheriff's Office has already agreed to assist the CCRT with funding the program. He inquired if it would be feasible to demolish the building and redevelop the property for the Neighborhood Center/After School Program. Mr. Taylor responded that he is not prepared to answer because he has not submitted the site at the same level of scrutiny as he would a Day Care Center. Mr. Taylor reviewed with the group the status of the 328 Urquhart Street property: 1) requested an appraisal, 2) residential home inspector will visit the site to make the determination if the building is in code compliance, and 3) requested an environmental review. These are all standard processes initiated by his department for any type of acquisition. But it is not the same type of scrutiny that he would use for a Day Care Center. Mr. Taylor stated that he would report the suggestion to his Director.

- Ms. King commented that she has reviewed the issue over and over and her only other suggestion is to inquire if the YMCA had available space. This would also involve transporting the children to and from the YMCA facility.
- Pam Moss suggested that, on a temporary basis, the public school could possibly have an available facility. Mr. Taylor stated that the School Board would be an option. The person to contact is Barry Present. Mr. Taylor suggested to Ms. Moguillansky that she should request something in writing from the Neighborhood Committee referencing the issue.
- Jimmy Hightower recommended the church on Lakewood & Kirk. Ms. Moguillansky responded the location would have to meet certain requirements. Discussion ensued regarding the requirements for a Day Care. Mr. Taylor

commented that the church could be a possibility, but the use issue would be a concern of his. Ms. Moguillansky stressed that the important thing, at this time, is to find a temporary solution until a permanent facility is procured. Mr. Taylor commented that, because of a time factor, the facility would have to have an existing license and meet CSC approval.

Rachel Waterman commented that if a temporary solution is pursued, staff will need to commit to a temporary time period. Mr. Taylor responded that this is relatively simple, that the commitment would be for a year and options will be made available on the backend of the process. Mr. Taylor stated that the first thing that needs to be done is to locate a site. Discussion ensued regarding recommending a temporary solution to Children Services Council at the August 6<sup>th</sup> meeting. Mr. Taylor commented that once residents recommend an area, he would submit a list of available sites in that particular area.

Ms. King stated that she would like to give a report to the neighborhood residents at the neighborhood meeting on August 21, 2002. She was concerned and inquired about what to report to the residents. Mr. Taylor responded he would provide her with some information.

Again, Ms. Moguillansky is requesting the group to help think of an available site for the program. Mr. Taylor stated that in order to meet the timeframe of September 30<sup>th</sup>, the facility needs to already be licensed and able to accommodate twenty-five (25) additional kids. This may be a problem as most of the licensed Day Care Centers operate at capacity. The facility has to have 35 square feet interior space, and 75 square feet recreational space per child. Jimmy Hightower inquired about the Girl Scout Camp in the Parks development. Mr. Taylor responded there is ongoing construction activity at this time.

Rachel Waterman asked Pam Moss if she felt this would affect the funding for the Family Resource Center, because the original commitment was that her office would move into the center as well. Pam Moss responded she doesn't think that's a problem.

Ms. Moguillansky inquired if Mike Savidge had any property available in the Lake Worth Corridor. Mr. Savidge responded no, not to meet the needs of a Day Care facility. He suggested that a shopping center might be adequate.

Beth McCall commented that regarding Conditional Use (B), Zoning usually experiences problems. Actually for the CCRT areas, the Conditional Use (B) makes it possible to do a Day Care at that location. The Zoning Division is blamed for a lot of things but in this case, Zoning did something to help the process. Ms. McCall further stated that it may be helpful if the neighborhood residents knew the total square footage necessary to sufficiently accommodate their capacity of children. The group shared information regarding conversion projects on older homes.

Mr. Taylor stated that the Maine Street building had a maximum capacity of fourteen (14) kids. Rachel Waterman responded that the YMCA, CSC, and other County Departments visited the site, and calculated the total space. They were told that the building could accommodate the current number of children in the program. She was not

aware that the facility would only accommodate fourteen (14) kids. She was also told that there was sufficient space for up to thirty five (35) children and that they could expand the site to accommodate up to the limitations of the Zoning requirements.

Ms. Moguillansky suggested that Ms. King contact the School Board and the YMCA and inquire about available space. Ms. Moguillansky stated that she would contact Palm Tran for assistance with transportation.

Jimmy Hightower inquired if he should contact the church in reference to available space for the After School Program. Chauncey Taylor responded that the church may not require changing the use.

Mathieu Jean-Baptist stated that he is affiliated with a newly built licensed Day Care facility, located at 3200 Roberts Lane. The facility is licensed to accommodate forty-five (45) kids. At this time, no more than ten (10) kids attend the facility. Mr. Jean-Baptiste is willing to contact the church if this will be considered a solution. He told Ms. Moguillansky that he will see what he could do and contact her in the afternoon after he talks to Pastor Jerome. Mr. Jean-Baptiste offered Ms. King to meet with him and visit the facility and discuss options regarding the operation of the program.

Ms. King informed the group that the Family Resource Center would be sponsoring special events monthly and a Wellness Walk every Tuesday. The first walk was held last Tuesday, July 30<sup>th</sup>. The second will be held on August 6<sup>th</sup>, at 6:30pm at Harris Park. The distance is 7/10<sup>th</sup> of a mile. During the event, a specialist in exercise and nutrition will give a demonstration of exercises, and will participate in the walk. Snacks will also be available.

Pam Moss commented that the monthly events would be held on Saturdays. She will notify the group about the date of the next event.

**Rachel Waterman reported on the following:**

- REAP Program – eight (8) week educational course. Open to all community residents. Thirty-five (35) slots are available. She distributed copies of the program’s brochure.

Kathy Owens gave comments regarding the second session – The program is an eight (8) week program to be held on Wednesday nights. Expo Night will be held on September 25<sup>th</sup>, Wednesday, 6:00pm-8:00pm at the Resource Center. Agencies will have booths exhibiting information of services offered. The group should have received an e-mail, with a form attached, requesting you to sign up and return to her. Ms. Owens distributed copies of the form for the group to return to her by Friday, August 16<sup>th</sup>. For those of you who may get inquiries from community residents concerning receiving water or calculations on assessments to please keep a list of questions.

- New CCRT Maps - There have been staff changes. Ms. Waterman distributed copies of the maps.

**Necessary Action:** Chauncey Taylor will provide Kathy King with a report regarding the issue with the After School Program for her neighborhood meeting. Kathy King will meet with Mathieu Jean-Baptist in reference to the potential site for the After School Program.

**B. Zoning Report:**

**Beth McCall reported on the following projects:**

- JFK Charter School – was certified at the July 26<sup>th</sup> DRC Meeting.
- Code Revision – used the Lake Worth Corridor as a test case. The Lake Worth regulations may be changing in January 2003, along with other code revisions.

**Necessary Action:** None

**C. Status Report on Park Improvements:** David Elam, Parks & Recreation was absent.

**Peter Banting reported on the following:**

- Stacy Street Area – contacted the interested owner. Taking the next step in that regard and hopefully something can work out.

**D. Status Report on Infrastructure Improvements:**

**Allen Webb reported on the following projects:**

- Sub Area 1 Water Main – final phase (Phase IV) has been completed.
- 43<sup>rd</sup> Drive – Water main is complete.
- Herndon Park Continued Improvement Project – complete.
- Herbert Road Project – complete.
- Vilma Street Project – is out for bid. Will receive bids on August 27<sup>th</sup>.
- Maine & Vermont Street Improvement Projects – have received bids. This means that notices will be sent to all the property owners informing them of the Information Meeting, and the cost involved. Public Hearing is scheduled for October 22<sup>nd</sup>. Construction will start in November 2002.

Ms. Waterman inquired if Allan Webb could schedule the Information Meeting to be held at the next Neighborhood Meeting. Allan Webb responded yes.

Ms. Moguillansky inquired if the plans showed the driveways being extended with asphalt. Allen Webb responded yes, the plans have the instructions as to what they wanted to do. Discussion ensued regarding the construction start date and the extended deadline of December 2002.

- Schall Circle Project – Plans are to be resubmitted this week with 96% approval. Under construction by November 15<sup>th</sup>. Ms. Moguillansky inquired about the status of the water in Schall Circle. Mr. Webb responded the plans are in for permitting.
- San Castle Water Mains – Plans are being reviewed.

Ms. Waterman inquired about the drainage in San Castle. Mr. Webb responded it has been done. There were concerns of erosion, but the contractor is correcting the issue.

- Cinquez Park West Road – Construction has commenced, such as the construction paving & drainage, and construction of sanitary sewer. Mr. Webb thanked Mike Savidge.

**Jennifer Spagnoli, Representative for Stephen McGrew, reported on the following:**

- New Continuing Construction Contract – will be advertised this month (August) and awarded in October. The new contracts will include all assessment projects, CCRT Projects and CDBG Projects. This will alleviate the process of going out for bid on every project.
- Edward Road – The Plans was submitted to the Health Department last week. Should have complete package for Engineering next month (September).
- Lake Worth Corridor – Public Hearing is scheduled in November 2002. Ninety percent (90%) plans are due to be submitted this week.
- Foss Road (½ public & ½ private) – The public northern half has water. The private southern half want water. There is an issue with one of the property owners, who owns property on both sides of the street, and she cannot approve the property. She has been receiving calls from the property owners because they want water. Discussion ensued regarding finding a solution to the problem.

Ruth Moguillansky mentioned there was a similar issue in Royal Palm Estates. Therefore, she is recommending that Mr. McGrew's office forward her a copy of the letter sent to the property owners. She asked Rachel Waterman to review the letter. Rachel Waterman asked Jennifer Spagnoli to send her the easement packet for property owners who have not responded, and she and Jimmy Hightower will give those property owners a visit.

- Forest Road, Bonnie Lane, Caroline Drive, & Dorothy Drive – One Hundred percent (100%) plans should be submitted within the next week or two. Public Hearing in November 2002.

- Tropical Avenue – Received 51% majority. Public Hearing in October 2002.
- State Road 80 Project - August 5<sup>th</sup> bids will be open. Public Hearing is scheduled for October 2002.

Community Development Block Grant Projects:

- Stacy Street Water Main – Received bids on July 2<sup>nd</sup>. Waiting on Request of Eligibility Statement from Housing & Community Development.
- Vilma Lane – Survey based maps are complete. The BCC approved funding on July 23<sup>rd</sup>. 90% plans are due in September.

**Necessary Action:** Jennifer Spagnoli will send Rachel Waterman a list of property owners regarding the petition packet for the Foss Road Project. Rachel Waterman and Jimmy Hightower will visit residents regarding supporting the project.

**E. Community Policing Status Report:**

**Captain Michael Gauger reported on:**

Nothing to report.

**Deputy Ron Mattino reported on:**

- Police National Night Out – all six nights this week (August 5<sup>th</sup>-10<sup>th</sup>).

August 5, 2002 – Cross County Mall

August 6, 2002 – Cresthaven Plaza

August 7, 2002 – Sam’s (San Castle)

August 8, 2002 – Town Center Mall

August 9, 2002 – Belle Glade

August 10, 2002 – Wellington (Community Center)

Michael Gauger invited everyone to bring their kids and mentioned that there will be a hay ride, horses, helicopter, food, games and all types of fun activities.

Ms. Moguillansky stated that Audrey Wolf, Director of Facilities & Operations, will be presenting the following two (2) items to the BCC on August 20th: 1) approval for donations of two (2) cars for the Sheriff Department to patrol the CCRT areas; 2) approval for future donations of County vehicles up to a maximum \$6,000.00 budget per year.

**Deputy Jimmy Hightower reported on:** Nothing to Report.

**Deputy Leslie Faerber reported on:** Nothing to report.

**Necessary Action:** None

**F. Code Enforcement Status Report:** Gail Vorpapel was absent.

Lance McLellan, represented Gail Vorpapel, reported on:

- Gave a brief overview of the CCRT areas:

Cinquez Park & Limestone Creek – Bobby Boynton is working in the area, three (3) times a week, red tagging vehicles, and housing code violations.

Juno Ridge – Bobby Boynton is red tagging vehicles, commercial boats and vehicles illegally parked in the community.

Schall Circle – John Meyers and Bobby Boynton have been working this area. There are a lot of issues.

Plantation Mobile Home Park – Pat Cobalt, Code Enforcement Officer, Deputy Alexander and Deputy Bango have been working together in this area.

Haverhill, Lytle, Myrtle, Vilma, Stacey Street, & Westgate – visit the areas on a weekly basis.

Lake Belvedere Estates & Royal Palm Beach Estates – Doug Sager, Jose Feliciano and him are working in this area.

Forest Hill Village and Vilma Heights – Michael Hauser is working in this area.

Canal Point – Joanne Casiner and Deputy Padgett are working together in this area.

Seminole Manor – Roberto Lawrence and Deputy Brian Daly are working together in this area.

Lake Worth Corridor – Ken Jackson mentioned that the property located at 328 Urquhart Street was condemned. The people have vacated the premises. Three (3) other houses on Clinton were condemned and the people have vacated the premises.

Watergate Mobile Home Park – He and Sgt. Combs are working in this area. One of the landlords is continuing to be a problem in the area.

Mr. Jackson introduced residents from Kenwood. He asked if they would like to report on the Kenwood area. Ms. Jessica Herbert stated they have had Block Party events. The park is coming along very well.

Ms. Waterman stated that Kenwood residents petitioned to have a portion of Lexington Avenue closed, due to the construction of the park nearby. Allen Webb responded that he requested a traffic study. The traffic study indicated that the street is not a legal road and if public safety is a concern, the road should be permanently closed. Ruth Moguillansky inquired about the next steps to be taken. Ms. Waterman responded the CCRT would be requesting funds from the funding allocations. Ms. Moguillansky asked

Allen Webb to please find out the cost involved and if this will require Board action. Mr. Webb responded he would get the cost estimate. Discussion ensued regarding the activity going on at the intersection in Kenwood Estates.

Ms. Moguillansky inquired about the status of code enforcement in San Castle. Mr. McLellan stated he was briefed in reference to the lack of activity in the neighborhood. He met with Mr. Verner on Friday about the issues. Mr. Verner stated he was very concerned and that he would address them. Mr. Verner visited the San Castle neighborhood on Friday, but he has not spoken with him yet. Ms. Moguillansky asked for an update in writing. Mr. McLellan responded he will meet with Mr. Verner after the meeting and he will respond to her request.

**Necessary Action:** Lance McLellan will provide an update to Ms. Moguillansky regarding the code enforcement issues in San Castle. Allen Webb will obtain a cost estimate for the Lexington Avenue construction road closure.

**G. Solid Waste Authority Status Report:**

**Joanna Aiken reported on the following:**

- Paint Your Heart Out – accepting applications.

August 24<sup>th</sup> - Five Hundred (500) students from Palm Beach Atlantic University volunteered to paint fifteen (15) houses in the northwest neighborhood, and Pleasant City neighborhood. There will be two hundred fifty (250) students for the morning and afternoon painting event.

- Expanding membership for the CCRT – She highly recommends that a letter is forwarded to Palm Beach County Beautiful inviting them to become a member. The organization has a new Executive Director, Ms. Lordis Faris. The organization is offering grants, which the neighborhood groups could apply.

**Necessary Action:** None

**G. Neighborhood Partnership Grant Program Update:**

**Chrystal Mathews' comments:**

- July 26<sup>th</sup> – had the 1<sup>st</sup> Ribbon Cutting Ceremony in Pahokee, with the assistance of Commissioner Masilotti, at Spring Village for the completion of their lighting and landscaping improvement project.
- August 5<sup>th</sup> – Deadline to submit NPG Applications.
- August 8<sup>th</sup> - Public Organizational Meeting for the Review Committee at 9:00 a.m., location at PZ&B, 5<sup>th</sup> Floor, Planning Conference Room.

Ms. Moguillansky requested Chrystal Mathews to update Joanna Aiken on what was discussed at the first NPG review committee meeting and the Public Organizational Meeting.

**Necessary Action:** Chrystal Mathews will update Joanna Aiken on the NPG's recent meetings.

#### **H. Other Items:**

Linda Jeter inquired about the status on Canal Point. Allan Webb responded the project is on the BCC agenda for August 20<sup>th</sup>. Pam Nolan responded that she is expecting the engineering report regarding Canal Point commercial area for sewer.

**Necessary Action:** None

### **III. NEW BUSINESS:**

Linda Jeter stated that the CCRT is beginning to re-evaluate existing CCRT areas, as well as identify new CCRT areas. Ms. Jeter distributed copies of the Neighborhood Assessment Component form and requested everyone's assistance in completing the form. The form had eighteen (18) items and the group was asked to rank them in order of importance from 1 to 18; with the number eighteen (18) being of most importance. Ms. Moguillansky requested for everyone to include their names.

### **IV. QUESTIONS/COMMENTS:**

- The next CCRT meeting will be held on **September 9th** .
- Ruth Moguillansky will bring refreshments for the next meeting.

### **V. ADJOURNMENT:** The meeting adjourned at 11:30.

Minutes prepared by

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Joyce Harrell, CCRT Secretary

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