

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, March 25 2015**

1. ROLL CALL

Chairman, Carl V. Hendrick, called the March meeting to order at 7:00 PM with the following members present:

Carl V. Hendrick, Chairman

Richard K. Roberts, Vice-Chairman

John A. Russell, Treasurer

Elizabeth Gardner, Secretary

Kevin Cunningham, Member

Robert C. Ritchie, Member

Absent

Gerald Oney, Member

Also present were:

Valerie Maginsky, Executive Director

Matthew D. Witherow, Esq., PJCD A Counsel

Sally von Sauers, Program Administrator

Robin Waizenegger – guest speaker

2. MINUTES

A motion was made to approve the minutes of the February 25, 2015:

Motion: Robert C. Ritchie

2nd: Elizabeth Gardner

All in Favor

3. FINANCIALS

a. Administrative Bills

PJCD A Director reviewed the administrative bills in the amount of \$21,082.63, and expected revenues of \$20,843.73 with members of the Board. Total current admin balance is \$78,166.63. PJCD A Director also briefed the Board on the budgeted line item costs and program income generated from the loans. A motion was made to approve payment of the bills in the amount of \$21,082.63:

Motion: Elizabeth Gardner

2nd: Richard K. Roberts

All in Favor

4. Monthly Financial Report

PJCD A Director presented the Agency financial report for February including expenses and revenues. A motion was made to approve the financial report. Director Maginsky added information to the monthly budget/revenue reports. The agency car has not yet been sold and needed a few repairs. The question regarding sub-contractor's use of the car will be sent to the City Clerk. Workman's compensation was projected to the end of the term (July 2015). In the future, HUD may recover some \$8,030 from the \$22k+ from the July 2014 overpayment.

Motion: Richard K. Roberts

2nd: Kevin Cunningham

All in Favor

5. DIRECTOR & SECTION 8 REPORT

29-31 Front St. – no update

Jersey Ave. Sewer RFP/RFQ – TBD

NY Main St. – no update

NYS HCR Microenterprise – contract received from PJCDA counsel and assembling the rest of the package
White Water Kayak Park – America’s Best Communities grant submitted. Announcements expected on 4/29/15. Some 250 communities registered but many are not applying. NYS grant season for Consolidated Funding Applications (CFA) and Upstate Revitalization Fund (URF) are upcoming.
CDBG Disaster Relief – Access road resolution was updated to reflect \$1.9 million engineering report.
HGMP – Hazard Mitigation – One homeowner declined the Maiden Lane project rendering it a “no go.” A holding pond area is now being considered. The storm water pump project is having difficulty reaching a positive benefit ratio because of the way the permits were processed.
AHC – grant paperwork has been accepted and is being processed by headquarters.
Drug Free Communities Grant – was submitted on 3/18/15. The MOU hasn’t yet been accepted by the PJCSD and OU BOCES signed under the school sector.
CFA and URF announcements are expected within the coming month opening the typical 6-8 week writing period. Some \$100 million in grants are expected per regional council. Megan Taylor is the new director of the Mid-Hudson Region. Ryan McLeod from ESD is coming on March 26th and a group on April 7, 2015. A meeting has been set in Sullivan County to discuss options. To combine the WWKP, turntable, trails, and D&H Canal projects is estimated to be some \$10 million.
Tourism – I Love NY campaign will advertise PJ with a 1-2-3 night stays.
Waterfront District – additional code review was suggested.
Complete Streets – official presentation to the PJ CC on 3/23/15

A motion was made to accept the Director’s Report:

Motion: Elizabeth Gardner 2nd: Kevin Cunningham All in Favor

Section 8 Director Sally von Sauers’ reported that there were four new contracts for February, one termination, two transfers, three current portabilities with contracts, fifteen applicants are on the waiting list. There are 192 leased units and five families with vouchers, nine with FS-S contracts.

Nine families are scheduled for enrollment interviews. A new pamphlet is needed to advertise the FS-S program before enrollment is opened. The March FS-S report has been sent to Albany. The 5-year PHA HUD plan will be worked on in April and a public notice of review will be published in May. Smoke and carbon monoxide detectors and a small fire extinguisher in the kitchen may be added to the plan.

Two cases of identity fraud were discovered.

With 15 families left on the wait list necessitates the opening of the list expected in May 2015. Full applications will be received by time and date stamp. Exact details are TBD.

A motion was made to accept the Section 8 Report:

Motion: Elizabeth Gardner 2nd: Kevin Cunningham All in Favor

6. **COMMUNICATIONS**

Robin Waizenegger spoke about health insurance upon retirement. The PJCDA plan sequence is different from CSEA personnel under the City. CSEA Tier 1-3, carry their health insurance into retirement. CSEA Tier 4 must work 10 continuous years under the city to have insurance to retirement. Once retirement is taken they must pay for a portion. While still employed, at age 65, NYSHIP continues along with continued employment. When retired at age 65 or older the employee take Medicare as the primary insurance and NYSHIP becomes supplemental at a lower cost. The only NYSHIP Medicare approved plan is Silver Script. For people who are civil service, NYSHIP is required to reimburse for the Medicare portion of SS payments.

The City is contracted to use NYSHIP. The PJCDA does not have to use NYSHIP, nor does it have to reimburse the Medicare premium.

Labor attorneys advise the City of the strong laws with regards to government changing the rules later on retirees. The City has an almost equal number of active employees and retirees. Don't know how the PJCDA would be considered in this situation.

By law, named officers of the corporation (city department heads) cannot have the same benefits as the CSEA employees. The PJCDA benefits cannot exactly mirror the City's benefits. There must be a distinction of some manner between the City and the PJCDA. PJCDA sick time and vacation are carried over with the approval of a board vote.

Additional comparison and discussion will continue.

Director Maginsky reported a few inquiries regarding housing.

7. **OLD BUSINESS**

In addition to the Director's Report updates above:

Per Charles Phillion, the 29-31 Front St. CDBG grant may be moved to another location so long as it entails six apartments that will be offered to LMI residents.

The Complete Streets Resolution is being reviewed by Legal Counsel William Bavoso.

8. **NEW BUSINESS**

CFA and URF grant programs are to be researched for the WWKP, trails around PJ and into Sullivan County, opening the one mile stretch of the D&H Canal, the Turntable.

Chief Worden sent forward an OC Youth Bureau grant of some \$20k to divide between PJ and Newburgh for review. Suggestions included supportive services to GED programs. Time may be limited for the grant writers.

9. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:34 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: Kevin Cunningham All in Favor

The PJCDA Board of Directors came out of Executive Session at 9:30 p.m. and the following matters were decided:

The furnace and water heater of a very low-income Port Jervis resident has been extended to \$1,500 PJCDA monies which will be repaid without interest by the owner:

Motion: Elizabeth Gardner 2nd: Richard K. Roberts All in Favor

10. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, April 22, 2015 at 7:00 p.m. at the Port Jervis Youth Center.

11. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:32 p.m.

Motion: Robert C. Ritchie 2nd: Elizabeth Gardner All in Favor