

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
WEDNESDAY, May 28, 2014**

**1. ROLL CALL**

Chairman, Carl V. Hendrick, called the May meeting to order at 7:02 PM with the following members present:

Carl V. Hendrick, Chairman **Absent**  
Richard K. Roberts, Vice-Chairman  
Kevin Cunningham, Member  
Robert C. Ritchie, Member  
John A. Russell, Treasurer  
Elizabeth Gardner, Secretary  
Gerald Oney, Member

**Also present were:**

Valerie Maginsky, Executive Director  
Sally von Sauers, Program Administrator  
Matthew D. Witherow, Esq., PJCDA Counsel  
Kelly B. Decker, Mayor

**2. MINUTES**

A motion was made to approve the minutes of the April 23, 2014 meeting:

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Elizabeth Gardner                      All in Favor**

**3. FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$21,903.65, and expected revenues of \$16,643.01 with members of the Board. Current balance in the account is \$11,914.25. PJCDA 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 \$21,903.64:

**Motion: Gerald Oney                      2<sup>nd</sup>: Richard K. Roberts                      All in Favor**

**b. Monthly Financial Report**

PJCDA Director presented the Agency financial report for April 2014 including expenses and revenues. The Board commented that salaries for the first four months of 2014 exceeded 64% of the yearly total. Director Maginsky will review the 2014 Budget Report.

HUD Administrative Reimbursement, a house closing, Grant admin for Beach Road Pump House, Advanced Recovery, 2010 Program Delivery fees, and SAMAKI/HCR funds may be received within the coming months. In March 2015, the Section 8 Happy software license will be due. Except for old audit fees of some \$46,000, the agency is current with the City of Port Jervis with all obligations.

A motion was made to approve the financial report.

**Motion: John A. Russell                      2<sup>nd</sup>: Elizabeth Gardner                      All in Favor**

**4. OLD BUSINESS****a. Community Preservation Corporation (CPC) Walking Tour**

A downtown tour and visit with Mayor Decker scheduled on May 1, 2014 with Mary Paden and Michael Kroog of the CPC took place. Interior and exterior views of a few available buildings and introduction to possible investors with CPC as one of many funding options were part of the tour.

**b. Sidewalk Repairs and Reset**

Director Maginsky investigated the Sidewalk Program in Newburgh and found that Newburgh is an entitlement community and as such it automatically receives some \$800,000 per year by CDBG some of which is used in its Sidewalk Program. In comparison, the PJCDA no longer has the people necessary to solicit funding, perform inspections and guide the paperwork.

Member Gary Oney suggested developing a block-by-block program to repair homes and sidewalks in low/moderate income areas.

Per Mayor Decker the plan may now have bike lanes on one side of the street instead of both. Also, per a NYS engineer the City may need to re-engineer sidewalks and one tombstone in St. Mary's cemetery may need relocation.

**c. Summer Youth Employment – BOCES**

Mayor Decker reported meeting with Larry Gotham of BOCES to plan the upcoming Summer Youth Employment Program in Port Jervis. They are seeking one-to-two supervisors to oversee the participants as they clean up and plant trees and shrubs along the tow path. Participants would also shadow employees within City of PJ departments, Bon Secours Hospital, and Kolmar from July 7 to Aug 8 and help with National Night Out – Mon-Fri 8-4 p.m.

**d. ICE T – Grant program**

Director Maginsky reported that the ICE T monies had been used up and the program was incorporated in the Sidewalk grant recently awarded to the City of Port Jervis.

**e. HUD Update – A conference call with HUD with CDA Chair Hendricks and CDA personnel, indicated that incomplete journal entries initiated the appearance of an accounting problem that tripped a red flag. PJCDA accountant Gary Weidelman identified the drawdowns performed by former Director Hendrickson that still needed to be reconciled within the accounts as the root cause. At issue to correct these records, is the time needed to perform the accounting work by the PJCDA bookkeeper. This time issue will be discussed in Executive Session. Also the PJ Housing Authority would not have been able to take on the Section 8 Voucher program as it would have had to have been an approved agency. The closest agency available to do so would have been Pathstone in Middletown.****5. DIRECTOR & SECTION 8 REPORT**

PJCDA Director presented her report covering Agency activities during April 2014. Copies of the written report were also distributed to the Board. There was an overview of the open CDBG programs.

Closeout documentation has been requested by NYS HCR for the Roberta Ginton Medical Office Building NYS HCR Project # 938ED594-07 and 9 Sussex St – NYS HCR Project #938CO88-07.

Regarding the Fresh Connect grant application by the City of Port Jervis – Of 48 applications, 16 were awarded. Port Jervis was not selected however, with the help of Orange County Health Dept., and the group Air, Soil Water in Milford, the Mayor is planning to move ahead with a Farmers Market in the park on lower Pike St.

Regarding a request by The Ruby Group for an extension of the loan agreement letter PJCDA for 29-31 Front St. for \$75,000, after discussion the Board proposed extending the loan agreement for an additional six months.

**Motion: Robert C. Ritchie                      2<sup>nd</sup>: Kevin Cunningham                      All in Favor**

Motion to accept the Director’s Report:

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Robert C. Ritchie                      All in Favor**

The Program Administrator then presented her report on activities with the Section 8 Housing Voucher Program. A written report was also provided to the Board. Ms. von Sauers briefed the Board that HUD is taking all voucher monies (some \$68,000) will hold them on the PJCDA’s behalf and release increments upon request. The balance is to be zeroed out monthly.

The program is losing two disabled family vouchers (NED’s) and some six other families are being absorbed by new home Section 8 programs. Ms. von Sauers plans to replace the two disabled families ASAP and the other six families after checking on available voucher monies most probably September 2014. Motion to accept the Section 8 report:

**Motion: Elizabeth Gardner                      2<sup>nd</sup>: Richard K. Roberts                      All in Favor**

6. **COMMUNICATIONS**

No new communications.

7. **NEW BUSINESS**

a. 2013 REDC CDBG – Due June 30, 2014

Per the Citizen Participation requirements a Public Hearing was held on May 27, 2014, no public comments were collected. A CDBG Microenterprise Grant Application for \$200,000 is proposed. Per project, the grants would range from \$5,000-\$35,000. The proposal currently stands at 60% CDBG funds, 30% PJCDA loan, and 10% owner equity. Total funding: \$330,000.

The PJCDA Board discussed options regarding requirements and review process.

Motion to prepare a resolution to approve the submittal of a 2013 REDC CDBG – Microenterprise grant application:

**Motion: Richard K. Roberts                      Second: Robert C. Ritchie   All in Favor**

b. 2014 CDBG – Public Infrastructure – Due June 16, 2014

Per the Citizen Participation requirements Public Hearing held on May 27, 2014– no public comments - Chosen project by the City of Port Jervis is to reline/replace sewers from Wagner Place/Jersey Ave., up Owen St, turn on Hammond St. to

Pennsylvania Ave. Maximum request is \$600,000 with optional match. The PJCDA would apply to be the administrator in an officially required bidding process. A DEC Consent Order regarding the original break is under discussion and would require a special meeting of the Port Jervis Common Council.

Motion to approve the writing and submittal of the 2014 NYS CDBG for Public infrastructure:

**Motion: Elizabeth Gardner      Second: Kevin Cunningham      All in Favor**

c. Future Grant Applications

Director Maginsky explained the online Consolidated Funding Application worth 80% of the score and the Mid-Hudson Regional Economic Development Council’s Priority Project process worth 20%. Other communities send a team of grant writers and apply for multiple grants within a round.

d. PJCDA Intern

Chandler Campbell offered to intern pro-bono to assist the PJCDA in the development of a press package, housing projects paperwork through RUPCO and other programs, file purge. An option to continue an intern position through colleges was also discussed.

Motion to initiate an intern position with Ms. Campbell:

**Motion: Robert C. Ritchie      Second: Richard K. Roberts      All in Favor**

e. RUPCO

Director Maginsky to contact Meredith Niederman, tel: 631-258-5554, and Stanley Siegel of the PJ Common Council and RUPCO lead to discuss options for cooperation.

8. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:51 pm to discuss loans and contractual matters.

**Motion: Elizabeth Gardner      2<sup>nd</sup>: Richard K. Roberts      All in Favor**

The PJCDA Board of Directors came out of Executive Session at 9:30 PM.

**Motion: Gerald Oney      2<sup>nd</sup>: Elizabeth Gardner      All in Favor**

a. Additional Bookkeeping Hours/Rate

Additional time is needed to update the PJCDA accounting books. Motion to allocate the PJCDA bookkeeper, Diana van Valkenburgh an additional day per week for three months at regular pay plus \$30.00 each day to address the additional accounting work:

**Motion: Robert c. Ritchie      2<sup>nd</sup>: Elizabeth Gardner      All in Favor**

b. Rossi Furnace Replacement – Permanent Lien

The Rossi bill for a new furnace totaled \$7,300.00 and final payment is ready upon the board’s approval. Motion to approve payment:

**Motion: Gerald Oney      2<sup>nd</sup>: Richard K. Roberts      All in Favor**

c. New Bank Accounts

To reduce banking fees, the Board discussed opening five new accounts. Four accounts at Sussex Bank, specifically Section 8 HAPS Voucher, Section 8 Admin., Section 8 FSS/Escrow and one for NYS Restore Revolving Loan and

one at Citizens Bank for HUD Economic Development. Director Maginsky and Section 8 Program Administrator Sally von Sauers will coordinate with the banks and HUD. Motion to open new bank accounts as discussed:

**Motion: John A. Russell    2<sup>nd</sup>: Elizabeth Gardner    All in Favor**

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, June 25, 2014 at 7:00 PM at the Port Jervis Youth Center.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:35 p.m.

**Motion: Richard K. Roberts    2<sup>nd</sup>: John Russell    All in Favor.**