

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, November 19, 2014**

1. ROLL CALL

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

Carl V. Hendrick, Chairman

Richard K. Roberts, Vice-Chairman

Gerald Oney, Member

Kevin Cunningham, Member

Robert C. Ritchie, Member

Absent

John A. Russell, Treasurer

Elizabeth Gardner, Secretary

Also present were:

Valerie Maginsky, Executive Director

Sally von Sauers, Program Administrator

Matthew D. Witherow, Esq., PJCD A Counsel

Mayor Decker

Special Guest: Peter Berman

2. MINUTES

A motion was made to approve the minutes of the October 2014 meeting:

Motion: Richard K. Roberts

2nd: Robert C. Ritchie

All in Favor

3. FINANCIALS

a. Administrative Bills

PJCD A Director reviewed the administrative bills in the amount of \$18,562.57, and expected revenues of \$49,562.30 with members of the Board. Current balance in the account is \$84,367.54. 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 \$18,562.57:

Motion: Richard K. Roberts

2nd: Gerald Oney

All in Favor

4. Monthly Financial Report

PJCD A Director presented the Agency financial report for October including expenses and revenues. A motion was made to approve the financial report.

Motion: Richard K. Roberts

2nd: Gerald Oney

All in Favor

5. DIRECTOR & SECTION 8 REPORT

- Bid spec information for 29-31 Front St., with the exception of contractor's contract which is under legal review with M. Witherow is ready.
- Lead-Based paint plan reviewed and deemed acceptable by Charlie Phillion of NYS HCR.
- Charles Radier, who called at the behest of ESD Director Aimee Vargas, said the June CFA applications will be awarded in December (Jersey Ave. Sewer project).
- Safeside Walks will be removed from next month's report.
- NY Main St. paperwork pending.
- Still waiting to hear about the Micro-Enterprise Grant application.

- WWP discussing 501(c)3 to encompass all recreational activities and the possibility of applying for grants that the city is not eligible to apply for. The Tri-State Chamber of Commerce board of Directors
- CDBG Disaster Recovery – Ethan Mindrebo still collecting information. The permanent generator is straight forward. The access road may need to be redirected and Complete Streets may need to be considered. Moving the DPW to the current landfill has options.
- HGMP – the Maiden Lane project is stalled pending a go-no go. Jack Farr asked the City assessor for a list of properties. The storm water pumps are still active.

Section 8 Director Sally von Sauers reported there were zero new contracts for October, zero terminations, one transfer, three families with contracts seeking apartments, fifty-two applicants are on the waiting list. There are 190 leased units and nine families with vouchers. One FS-S family earned her degree and earned an escrow of \$3,403.19 and another is considering joining the program. The required SEMAP was submitted to HUD on 11/17/14 ahead of the required deadline of 11/29/14.

A motion was made to accept the Director and Section 8 Report:

Motion: Robert C. Ritchie **2nd:** Kevin Cunningham **All in Favor**

6. COMMUNICATIONS

- 46-48 Front St. now has a contract on it. The owner needs a C/O within a year’s time and the building falls within NY Main St and a façade loan from PJCDA.

7. OLD BUSINESS

- As The Ruby Group was not awarded \$350k in NYS HCR CIF monies, special guest Peter Berman presented a new pro forma for 29-31 Front St. This \$350k gap in the \$1.6 million project led Charlie Philion of NYS HCR to stop all progress on the approved release of the \$400k CDBG funds until this gap is filled with written committed funds. This hold includes the \$50k in PJCDA admin monies. To bring the debt service ratio to 1.21 “an acceptable range” to banks per Mr. Berman, he suggested the PJCDA change the \$75k loan to 0% and a balloon payment at the end of 20 years, and the \$350k in CDBG monies to .05% (\$146.00 per month payment) and forgiveness of the full principle at the end of 25 years. He raised the owner equity by \$75k to \$269,020*, bank funds by \$175k* to \$450,000, and proposed an additional \$100k (\$400k total)* in HOME funds through a new NOFA closing on 12/4/14. The PJCDA BOD decided to call a Special Executive Session on 12/1/14 to discuss this matter further.
- Complete Streets – Mayor Decker, OC Dept. of the Aging, Citizens Foundation, OC Health Dept. Megan Tennerman of OC Planning took notes from the tour. Once the City formulates a Complete Street policy, the City will be eligible for funding.
- Also see Director’s Report Above

*Amended –inserted numbers 1/22/15 - VM

8. **NEW BUSINESS**

- Laurel Grove Cemetery is now listed on the NYS Haunted History Trail online at: <http://hauntedhistorytrail.com/places/laurel-grove-cemetery/> and is a confirmed listing in the new brochure due to be printed. The City of Port Jervis will maintain the website presence until Laurel Grove Cemetery puts its own website up. The telephone number listed rings into the CDA office (845-858-4000, x 2039). Joyce Senkiew, secretary of the Laurel Grove Cemetery Association now has an email: LGCPJNY@gmail.com.
- On December 4, 2014 a Receptive Operators show for international tour operators will be held at Stewart Airport from 8-10 p.m. and Director Maginsky will represent the City of Port Jervis and has reached out to Gillinder Glass to participate. As we currently don't have any literature, it will have to be produced before December 4th.
- Zoning/Lodging – Director Maginsky contacted David Bavaso about B&B's and is researching what makes for a successful B&B and if the current city codes support that outcome. Director Maginsky attended a workshop by Randall Arendt, in Monticello on 12/17/14. Mr. Arendt is known for developing zoning codes that support aesthetics, business, and traffic/walkability. A visioning process with approximately 100 slides where the general public with a scoring from -10 to +10 would initiate the conversation.
- Director Maginsky presented the 2015 PJCDA meeting calendar.
- Mayor Decker attended the Pattern for Progress dinner on 11/6/14 to learn that as part of a grant from the Ford Foundation to Pattern, Port Jervis was selected to and receive a free three year program. We will be assessed in year one, a plan for improvement will be developed in year two, and implementation including the search for funding sources will occur in year three.

9. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:11 p.m. to discuss loans and contractual matters.

Motion: Robert C. Ritchie 2nd: Richard K. Roberts All in Favor

The PJCDA Board of Directors came out of Executive Session at 9:46 p.m. and the following matters were decided:

Authorize the PJCDA Attorney Matthew Witherow to write a letter to Thomas Vicchiarriello regarding a delinquent loan:

Motion: Richard K. Roberts 2nd: Carl V. Hendrick All in Favor

As of December 1, 2014, make the Executive Director full-time at a pro-rated pay rate commensurate with the proposed \$70k per year for the month of December 2014:

Motion: Richard K. Roberts 2nd: Robert C. Ritchie All in Favor

Set a Special Executive Meeting for December 1, 2014 at 7:30 p.m. to discuss personnel and contractual agreements.

Motion: Richard K. Roberts 2nd: Robert C. Ritchie All in Favor

10. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, December 17, 2014 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 9:51 p.m.

Motion: Kevin Cunningham 2nd: Carl V. Hendrick All in Favor.