

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, August 27, 2014**

1. ROLL CALL

Chairman, Carl V. Hendrick, called the August meeting to order at 7:05 PM with the following members present:

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

Also present were:

Valerie Maginsky, Executive Director
Sally von Sauers, Section 8 Program Director
Matthew D. Witherow, Esq., PJCDA Counsel
Mayor Decker

2. MINUTES

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

Motion: John A. Russell 2nd: Elizabeth Gardner All in Favor

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the estimated administrative bills in the amount of \$20,973.73, and expected revenues of \$55,524.79 with members of the Board. Current balance in the account is \$24,400.99. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans.

- 2010 and 2014 Q1 and Q2 Admin fees are to be calculated.
- SAMAKI admin fees are calculated and to be submitted to NYS HCR with the proper forms.
- Advanced Recovery closed and \$47,682.03 was deposited into the CDA Account
- The CDA is now on an internal replenishment schedule for the postage meter, when it reaches \$500 we will look ahead and replenish accordingly
- Retirement and disability were booked but multi-month lump sum City invoice was just received
- Director Maginsky reported a voice mail re: Kalport/Kaltec is still looking for interim lenders and will seek a bank loan next year.
- The loan with Haven for Heroes closed on Monday 7/28/14 and is awaiting its NYS Tax Certificate. The loan for PJ Bowl is approved and is to be scheduled.

A motion was made to approve payment of the bills in the estimated amount of \$20,973.73:

Motion: John A. Russell 2nd: Richard K. Roberts All in Favor

b. Monthly Financial Report

Bank of America accounts have all been closed and monies have been moved to the new accounts. When asked by a bank rep, Chairman Hendrick explained that the fees were too much and that the CDA had tried to work with BOA to no success. The BOA didn't charge us for the most recent quarter.

A motion was made to approve the financial report.

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

4. OLD BUSINESS

- a. The Micro-Enterprise Grant due on August 29, 2014 support letters are available to be added to the package. The resolution from the City is available. A bio from CDA Board members is requested. The Director will review applications and provide a summary to the CDA Board which will review all applications. SCORE offered to provide the required educational Entrepreneurial Success Program in Port Jervis for \$297 broken into three \$99 monthly increments.

The terms for the optional CDA loan component for Micro-Enterprise Grant to assist 10 businesses needed to be defined and added to the pre-submission verbiage resolution already passed by the CDA in a new resolution. Discussion centered on \$1,500 - \$5,000 – 5 years @ 3% and \$5,001-max – 10 years @ 3% for the CDA loan component. Equity will not be required for the lower tier, loan application and credit report will be required for all applicants.

Motion to pass adoption the CDA credit terms Resolution for the Micro-Enterprise Grant:

Motion: Robert C. Ritchie 2nd: John A. Russell All in Favor

5. DIRECTOR & SECTION 8 REPORT

- a. PJCDA Director presented her report covering Agency activities during August 2014. Copies of the written report were also distributed to the Board. There was an overview of the open CDBG programs. Within each heading, monthly updates will be identified by date.
- b. The Environmental Review Record (ERR) for NYS HCR CDBG for 29-31 Front St. took the vast majority of time adhering to Consolidated Federal Regulations (CFR) and NEPA, SHPO and SEQRA requirements. The Short Environmental form originally executed by the PJ Planning Board had to be replaced with a new form available online. The CDA Director is preparing a draft ERR submission to Sr. Developer Charlie Philion for review and if approved plans to publish the Public Notice in the Times Herald Record on Sept. 8, 2014. The date was selected due to a pre-determined publication schedule. If published on 9/8/14, the thirty-day comment period will be completed in mid-October.
- c. As CDBG monies for 29-31 Front St. would be subject to return to NYS HCR, the Lead Based Paint plan still needs to be addressed but doesn't appear to be necessary component moving forward on 29-31 Front St. as Charlie Philion had no response to the question by Director Maginsky.
- d. Safe Sidewalks – per the Mayor, the route will stop at the hospital so the cemetery monuments are no longer an issue. Linear footage and curb cuts for accessibility are being calculated and trees on Kingston Ave. that are in the way will be removed.
- e. 29-31 Front St. is working to solidify seven funding pieces. The HOME funding portion will be voted on in September. A new CIF component from NY State is under review. The original bank component is decreasing.
- f. Per Mayor Decker, in mid-September the City should hear about the \$100,000 Recreation Center request submitted to Senator Bonacic.

Motion to accept the Director's Report:

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

- g. Section 8 Program Director Sally von Sauers reported that currently 189 Section 8 units are leased and 8 vouchers are pending as clients search for rentals. The agency is close to reaching the optimum number and type of leased units.
- h. HUD is changing the utility allowance per bedroom. If a single person is renting a two-bedroom unit, the new utility calculation will be based on one bedroom. They will not be required to move to a one

bedroom however the utility calculation will be based on a one-bedroom rate. HUD Section 8 Representative Ms. Rodriguez, came for a regular site visit in August and had no issues with the agency.

Motion to accept the Section 8 Report:

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

6. **COMMUNICATIONS**

The Director reported one conversation with a potential small loan recipient who had never owned a business. She directed him to the Small Business Administration website, SCORE and other educational options for information and planning before continuing this conversation.

7. **NEW BUSINESS**

There was no new business

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:09 pm to discuss loans and contractual matters.

Motion: Elizabeth Gardner 2nd: John A. Russell All in Favor

The PJCDA Board of Directors came out of Executive Session at 9:04 pm.

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

Per discussion in Executive Session:

Motion to open a new account at Citizens if one can't be adjusted at TD Bank:

Motion: Elizabeth Gardner 2nd: Gerald Oney All in Favor

Motion to release PA vacant land from CG Foods Inc. per the original loan documents:

Motion: Gerald Oney 2nd: Robert C. Ritchie All in Favor

Motion to approve the Executive Director's change in hours from 19 to up to 29 hours per week at the same rate of pay:

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

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, September 24, 2014 at 7:00 p.m. at the Port Jervis Youth Center.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:10 p.m.

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