

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, April 27, 2016**

1. ROLL CALL

On April 27, 2016, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John A. Russell, Treasurer
Robert C. Ritchie, Member

Absent

Kristin Trovei, Secretary

Also present were:

Matthew D. Witherow, PJCD A Legal Counsel
Valerie Maginsky, Executive Director
Beverly Felter, Section 8 Program Administrator
Nora Goetz, Section 8 Family Services Coordinator

2. MINUTES

The March 23, 2016 minutes were reviewed and approved:

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

3. FINANCIALS

a. Administrative Bills

PJCD A Director reviewed the administrative bills in the amount of \$22,392.12 Total current admin balance is \$41,456.92. A motion was made to approve payment of the bills in the amount of \$22,392.12:

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

b. Monthly Financial Report

A motion was made to approve the financial report. Sussex Bank is closing and moving back to NJ the end of April. Jeff Bank is moving into the building.

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

As Sussex Bank is returning to New Jersey and multiple PJCD A accounts are located there, it was proposed the Sussex accounts be moved to Jeff Bank which plans to open May 23, 2016. A motion was made to move the Sussex Bank accounts to Jeff Bank, which will not charge for checking. The same signers will remain: Carl Hendrick, Richard K. Roberts, Robert Ritchie, Kristin Trovei

**Motion: Richard K. Roberts 2nd: Robert Ritchie John Russell abstains
All Others in Favor - Aye**

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the April 2016 Director's Report for review and comment.

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

Beverly Felter, Section 8 Program Administrator gave the Section 8 report. One new contract in March 2016, zero terminations, one transfer, three portabilities with contracts, 271-applicants are on the wait list. There are 199 leased units and eight with FS-S contracts. Zero vouchers are looking for apartments. Nora Goetz was hired on 3/21/16 as Section 8 Family Services Coordinator and was introduced to the board. She completed her training and actively working with the Happy Software. Ms. Goetz spoke of her experience with the HUD Family Self-Sufficiency Program with previous agencies and looks forward to expanding the program in Port Jervis. She administered OC FSS Program for 8 years growing the program from 8 to 54-Section 8 Homeownership Program participants. Through the HUD homeownership program, contributions are limited to 15 years.

A motion was made to accept the Section 8 Report:

Motion: Richard K. Roberts

2nd: Robert Ritchie

All in Favor

4. COMMUNICATIONS

- Communications were made with regards to Old and New Business as listed.

5. OLD BUSINESS – see Director’s Report above and:

- *AHC grant* – final review of contract is in process.
- *Micro-Enterprise* – the SCORE ESP class is full with 20 participants, nine of whom are grant participants
- *Jersey Ave.* – NYS HCR requests full ERR documentation before agreeing this is a Type II project. Per Robert Ritchie, the Jersey Ave. Admin contract was approved by the PJ Common Council.
- *Permanent Generator* – MacArthur Circle – awaiting response. Director Maginsky will follow up with OC CD Director Mayfield.
- *Technical Rescue* - Swiftwater – a progress report is due and a travel ban to North Carolina imposed by Gov. Cuomo is in effect. Discussions are ongoing.
- *Hudson Valley Greenway Grant* – ongoing
- *29-31 Front St.* – The CDBG project contract is coming close and a de-obligation letter needs to be prepared and sent.
- *42 Front St.* – in progress, may open in June.
- *46-48 Front St.* – the funding discussion continues
- *WWKP* – awaiting commentary from USFW and ACOE re: permit requests.
- *Code Review* – had a kickoff conference call with NYS DOS Rep. Kendall, Dir. Maginsky, Mayor Decker, Code Committee Chair David Bavoso. Matching funds are at issue. Mayor is to discuss funding options with the City Clerk-Treasurer and the Common Council. There are no funds available through the Orange County Planning Federation. One question was whether or not the grant would support work on a Master Plan.
- *Complete Streets* – OC Planning will develop a Complete Streets Toolkit.
- *Pattern for Progress* – Dan Compitello has been hired to lead the UAA program and a tour of Port Jervis is planned.
- *FY2015 Assistance to Firefighters Grant (AFG)* for \$25,000 of mobile communication- pending
- *Pathways* – Orange County will develop public access mapping
- *I&I study* – continuing to work on the checklist and MWBE requirements and the engineering contract
- *MWBE, Section 3, Fair Housing* – continuing to research options
- *RECAP HOME GRANT* – a media event was held on March 30, 2016.
- *Energize NY* – As part of Orange County participation, Dir. Maginsky has been invited to attend a June 2, 2016 Mid-Hudson area training sequence led by RUPCO.

