

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
WEDNESDAY, *May 25, 2016***

**1. ROLL CALL**

On May 25, 2016, Chairman, Carl V. Hendrick, called the meeting to order at 7:04 p.m. with the following members present:

Carl V. Hendrick, Chairman  
Richard K. Roberts, Vice-Chairman  
Kristin Trovei, Secretary  
Robert C. Ritchie, Member

**Absent**

John A. Russell, Treasurer

**Also present were:**

Matthew D. Witherow, PJCD A Legal Counsel  
Valerie Maginsky, Executive Director

**2. MINUTES**

The May 25, 2016 minutes were reviewed and approved:

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

**3. FINANCIALS**

**a. Administrative Bills**

PJCD A Director reviewed the administrative bills in the amount of \$19,369.97 Total current admin balance is \$57,529.44. A motion was made to approve payment of the bills in the amount of \$19,369.97:

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

**b. Monthly Financial Report**

Due to unexpected updates to Windows 10 and subsequent computer issues not financial reports are available at this time. Expenses and revenues were checked against original paper files. All reports will be updated for the June meeting. Jon Lentino from CGS will come for a site visit and all needed upgrade items will be reviewed. One 15 year old printer cannot be updated and will be replaced. Opening the new Jeff Bank accounts (moving from Sussex Bank) will be initiated in the coming weeks. A projector screen was purchased and an updated projector was requested and approved. A motion was made to approve the financial report.

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

**DIRECTOR & SECTION 8 REPORT**

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

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

In Section 8 Program Administrator Felter absence, Director Maginsky provided the Section 8 update. Three terminations (two deaths, one moving into a nursing home) and three absorbed portabilities will result in a slight drop in Section 8 admin in June. This drop will be offset new clients implementing new vouchers that should be reflected in July's numbers. Otherwise, there is one transfer under

portability, one port in, six new vouchers issued and 264 applicants on the waitlist. There are 192 leased units and eight families with FS-S contracts.

Section 8 FSC Goetz is meeting with prospective Family Self-Sufficiency participants and working with Administrator Felter to research Section 8 Home Ownership options. FSS proceeds can be allocated to a home ownership. The program concludes after 15 years with the expectation by then the participants are self-sufficient.

A motion was made to accept the Section 8 Report:

**Motion: Richard K. Roberts**

**2<sup>nd</sup>: Robert Ritchie**

**All in Favor**

#### **4. COMMUNICATIONS**

- Communications were made with regards to Old and New Business as listed.
- Director Maginsky was advised by Port Jervis Legal Counsel Bavoso, that she was to work with the city's environmental attorney Carole Gallagher on all grants.
- Received inquiries from two separate LMI seniors with multi-family units for assistance with repairs of their homes. As they are multi-family dwellings, neither is eligible for assistance from OC CD. Guidelines to be discussed.
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#### **5. OLD BUSINESS – see Director's Report above and:**

- *AHC grant* – final review of contract is in process. Awaiting City legal counsel review input.
- *Micro-Enterprise* – one grant participant withdrew. Graduation is scheduled for June 9, 2016.
- *Jersey Ave.* – Two required resolutions were passed at the 5/23/16 Common Council Meeting. Still awaiting ERR outside agency paperwork.
- *Permanent Generator* – MacArthur Circle – awaiting response. Per OCCD Director Mayfield FEMA is working on two large OC projects and then then smaller ones.
- *Technical Rescue* - Swiftwater – received a notice that the first training occurred.
- *Hudson Valley Greenway Grant* – ongoing – the Fellows program graduation is scheduled in Poughkeepsie on Tuesday, June 21, 2016.
- *29-31 Front St.* – The CDBG de-obligation letter was sent. This project will be deleted from next month's report.
- *42 Front St.* – in progress, may open in summer 2016.
- *46-48 Front St.* – the funding discussion continues. Bank appraisal still outstanding.
- *WWKP* – NYS DEC requested a SEQRA progress report. USFWS forwarded a list of engineering questions with regards to impact on the PA side of the river.
- *Code Review* – meeting on May 26 with David Bavoso to discuss funding options for the match which may include the OC Planning dept.
- *Complete Streets* – toured Jessica Ridgeway from OC Planning and identified areas and items that could be addressed with OC Complete Streets monies due to be used by the end of September 2016. These funds could include professional planning, street calming measures and signage.
- *Pattern for Progress* – Dan Compitello and Elijah Reichlin-Melnick toured Port Jervis and interviewed a number of residents and city employees. The tour format used in Port Jervis will be the model moving forward with over 23 UAA communities.
- *FY2015 Assistance to Firefighters Grant (AFG)* for \$25,000 of mobile communication-pending
- *Pathways* – awaiting next meeting
- *I&I study* – Two required resolutions for the contract checklist were passed at the 5/23/16 Common Council meeting.

- *MWBE, Section 3, Fair Housing* – continuing to research options. Attorney Carole Gallagher is to work on MWBE.
- *RECAP HOME GRANT* – RECAP is awaiting the contract
- *Energize NY* – June 2, 2016 Mid-Hudson area training -TBD
- *Tourism* – A short run of palm cards were produced by the city for the NatGeo NYC launch which was attended by a complement of professional tourism and media companies.
- *NYS – MH-REDC – Downtown Revitalization Initiative* - \$10 million application due 5/27/16, the PJCDA will provide a letter of support
- *Medical Drop Box* – donated by CVS, via NY National Guard Counterforce Taskforce and through Operation P.J. PRIDE to be placed in city hall upon arrival

**6. NEW BUSINESS**

- A motion was made to approve Director Maginsky’s attendance at the 8<sup>th</sup> Citizens Foundation Placemaking Conference for \$75.00.  
**Motion: Robert Ritchie 2<sup>nd</sup>: Richard K. Roberts All in Favor**
- With few exceptions, the NYS CFA grants this year require matches of cash or in-kind. To be discussed with the Port Jervis Common Council.

**7. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:56 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:24 p.m.

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

**As a result of discussion in executive session the following motions were made:**

To approve the release of requested information to the Department of Justice:

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

**8. NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, 6/22/16 at 7:00 p.m. at the Port Jervis Youth Center.

**9. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:29 p.m.

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