

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, September 28, 2016**

1. ROLL CALL

On September 28, 2016, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 p.m. with the following members present:

Absent

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John A. Russell, Treasurer (Arrived for Financials)
Kristin Trovei, Secretary
George Belcher (Sworn In)

Also present were:

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

2. MINUTES

The August 24, 2016 minutes were reviewed and approved:

Motion: Richard K. Roberts 2nd: Kristin Trovei All in Favor

Mr. George Belcher took the PJCD A Oath of Office and acknowledged Fiduciary Duties and Responsibilities as a PJCD A member from PJCD A legal counsel, Matthew D. Witherow, Esq.

3. FINANCIALS

a. Administrative Bills

PJCD A Director reviewed the administrative bills in the amount of \$ 25,982.56 Total current admin balance is \$77,255.91. Medicaid part B reimbursement to Sally von Sauers the end of June and December was included. A motion was made to approve payment of the bills in the amount of \$ 25,982.56:

Motion: Richard K. Roberts 2nd: Kristin Trovei All in Favor

b. Monthly Financial Report

All bills received have been paid accordingly. The city has been declared fiscally stressed by the NYS Comptroller's office. The last Sussex Bank account will be closed in October. PJCD A signatories will be updated at Jeff Bank whereas George Belcher will take Robert C.'s Ritchie's place. CPA Gary Weidelman reviewed the books and will return in October to finalize. A motion was made to approve the financial report.

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the September 2016 Director's Report for review and comment. Motion to approve:

Motion: Kristin Trovei 2nd: John A. Russell All in Favor

Director Maginsky presented the Section 8 Report:

The PJCDA Section 8 homeownership program was approved by HUD. Open to the public, the first-time homebuyers' program will be held October 25, 2016. // To keep a robust waitlist, may consider reopening the waitlist sooner rather than later. TBD // HUD allocated the agency an additional single adjustment of \$1,560. //The PJCDA Section 8 Administrative Plan is receiving a thorough review and update.

In September, there were 4 new contracts, 1 termination due to a death, 4 port-outs. There are currently 190 of 200 possible vouchers leased with 5 families still looking for rentals.

Motion: Kristin Trovei 2nd: John A. Russell All in Favor

4. COMMUNICATIONS

- Individual appointments are being offered to PJ CC members where the agency formulation and budget are reviewed and questions answered.
- Orange County Tourism set up an appointment between the PJCDA and a travel writer concentrating on the I Love NY Haunted History Tour.
- *The I Love NY International Forum* - Syracuse on 9/13/16 provided information on offices in Britain which covers Ireland, Germany, Australia, and China. Local tourism information and media may be sent to these offices for disbursement. Chinese tourists use China Union Pay which is funneled through Discover Card. Any merchant that accepts Discover can process a China Union Pay transaction.

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

- *AHC grant* – Appointment to be set with Penny Thelman of RECAP.
- *Micro-Enterprise* – awaiting docs from remaining participants, some are ready to move forward and some are not. An extension is being requested.
- *Jersey Ave.* – With delays due to Environmental Review Records and bid openings, will request a contract extension through Sept. 2017
- *Permanent Generator* – MacArthur Circle – awaiting response.
- *Hudson Valley Greenway Grant* – ongoing – requested close out sequence
- *29-31 Front St. - (Newberry's)* – proceeding with repairs now that permits have been awarded.
- *42 Front St. – (Foundry 42)* – in progress, expected opening in fall 2016.
- *46-48 Front St. - (Fox N Hare)* – SBA loan is approved. Environmental review is in process.
- *WWKP* – The new task list of \$30k+ was presented to the PJ CC. Riverwise was approved to take over from REP. With approval from REP, some monies from the REP April 2016 task list regarding site visits will be moved to Riverwise and will be used to formulate rebuttals to federal agency requests. Senator Schumer's office is very interested in assisting in the progress of this progress. Riverwise is developing a list of questions and tasks in an attempt to total additional necessary funding. Mayor Decker agreed that Riverwise will liaison with Senator Schumer's office.
- *Code Review* – Mayor Decker requested volunteers for the Code Review committee.
- *Complete Streets* – draft report is on the website with a request for comments and preferences
- *I&I study* – received executed contract. Awaiting start date from MH&E and PJ DPW.
- *Quality of Life Initiative* – Email communication will continue with a possible in-person meeting early November.
- *NY RESTORE Communities* – will submit 6-city owned properties for demo.
- *Tourism* – No one was available to attend the August Pathways meeting. No updates to national Geographic Geo-tourism.

- *DHSES Grant* – joint grant submission for PJFD and Sparrowbush FD for \$136,760 was submitted for confined space training and equipment on 9/16/16
- *Section 3 Compliance* – still outstanding
- *Big Brothers Big Sisters of*
- *HOPWA* – is not available to the PJCDA at this time because the lengthy contract process would have required negotiations to have been completed by April 2016.
- *MWBE* – the PJ City Clerk-Treasurer’s office contacted city vendors and placed responses in its database
- *PJ Farmers’ Market (PJFM)* – will hold a fundraising breakfast on October 8, 2016. Tickets will be available in advance and at the door. The Barryville Greenmarket Foundation, Ltd. is the PJFM’s fiscal agent. As a 501(c)3, this arrangement allows the PJFM to apply for EBT processing which is a pre-requisite to obtain Orange County grant funding for next year.
- *RECAP* – the breakfast on 8/25/16 brought the news of a grant application to expand the current Head Start classes to include Pre-Head Start options
- *Fair Housing* – training classes will be taken by PJCDA employees. After discussion, additional information and educational opportunities in the Fair Housing Act will be suggested to the PJ CC.

6. NEW BUSINESS

- Per John Russell the new NYS “zombie law” will force qualified mortgage companies to maintain their mortgaged properties even before foreclosure occurs
- The FAST application for five projects resulted in \$360k allocated to the Promenade project
- PJ Volunteer Ambulance Corp. is considering two upcoming grants

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:15 p.m. to discuss loans and contractual matters.

Motion: Kristin Trovei 2nd: Richard K. Roberts All in Favor

The PJCDA Board of Directors came out of Executive Session at 9:36 p.m.

Motion: John A. Russell 2nd: Kristin Trovei All in Favor

As a result of discussion in executive session:

A motion was made to charge off a loan with a balance of \$269,111.85 to Kevin Machinski due to discharge of bankruptcy.

Motion: John A. Russell 2nd: George Belcher All in Favor

A motion was made to amend the PJCDA personnel policy with regards to health benefits, whereas in the case of a certified waiver of health benefits, the health care buy out will be \$10,200 stipend paid monthly beginning after six months of employment.

Motion: John A. Russell 2nd: George Belcher All in Favor

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for October 26, 2016 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 9:40 p.m.

Motion: Kristin Trovei 2nd: John A. Russell All in Favor John A. Russell