

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, April 22, 2015**

1. ROLL CALL

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

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

Also present were:

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

2. MINUTES A motion was made to approve the minutes of the March 25, 2015:

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

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 21,276.08, and expected revenues of \$ 20,459.93 with members of the Board. Total current admin balance is \$ 80,415.57. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans. The Director also requested a new larger monitor for her laptop and a new office shredder when the current one stops working. Purchasing at Staples with coupons and sales was suggested. A motion was made to approve payment of the bills in the amount of \$21,276.08:

**Motion: Kevin Cunningham 2nd: Gerald Oney Abstain: Elizabeth Gardner
All in Favor**

4. Monthly Financial Report

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

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

5. DIRECTOR & SECTION 8 REPORT

29-31 Front St. – Peter Berman used the majority of his time on the panel of the March Citizen’s Foundation Placemaking conference. The application to NYSHCR listed 29-31 Front St. Two other options to move the grant monies to are being

discussed. There are no contractual obligations between the City, PJCDA and the Ruby Group.

Jersey Ave. Sewer RFP/RFQ – TBD

NY Main St. – no update – no funds were disbursed

NYS HCR Microenterprise – the Schedule A contract is almost ready to be returned, including a scoring process. Applicants can't be charged an application fee or credit report fee.

White Water Kayak Park – US Army Corp of Engineers letter of March 2015 adds another approximate \$80,000 for permitting, all together engineering costs of \$200-\$250k through construction. This includes a mussel study performed on the PA side. Except for the PA mussel study, the NYS Park Service CFA may be a source for these monies.

CDBG Disaster Relief – Access road resolution was updated to reflect \$1.9 million engineering report.

HGMP – Hazard Mitigation – One homeowner declined the Maiden Lane project rendering it a “no go.” A holding pond area is now being considered. The storm water pump project is being prepared for submission.

AHC – grant paperwork has been accepted and is being processed by headquarters. Additional paperwork has been requested. The AHC rep would like to have everything available to present to the review committee in May.

Drug Free Communities Grant – was submitted on 3/18/15. Award announcements are due the end of August.

CFA and URF Grant Competition – Ryan McLeod of ESD came for a tour on March 26th and again in early April with Megan Taylor, ESD and MHREDC Director. Each were very impressed with the options available for economic development via tourism here in Port Jervis. Questions to MHREDC need to be placed ahead of the CFA announcement. The mayor toured Wayne Booth and Harry Porr around Port Jervis and they offered assistance with City CFA applications. Sullivan County was also interested in joining in a regional project. Trails are a “hot topic” this year.

Tourism – I Love NY campaign will advertise PJ with a 1-2-3 night stays.

Waterfront District – additional code review was suggested.

A motion was made to accept the Director's Report:

Motion: Elizabeth Gardner 2nd: Robert C. Ritchie All in Favor

Section 8 Director Sally von Sauers' reported that there was one new contract for March, one termination, two transfers, two current portabilities with contracts, fifteen applicants are on the waiting list. There are 191 leased units and nine with FS-S contracts.

Eight families are scheduled for enrollment interviews in May.

The 5-year PHA HUD plan will be worked on in April and a public notice of review will be published in May. Smoke and carbon monoxide detectors and a small fire extinguisher in the kitchen may be added to the plan.

A motion was made to accept the Section 8 Report:

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

6. **COMMUNICATIONS**

Communications were made per existing projects.

7. **OLD BUSINESS**

See Director’s Report above.

8. **NEW BUSINESS**

Chairman Hendrick mentioned that RECAP is planning to restructure the Ball St. residence and that RECAP is looking forward to working the City on the AHC grant.

The Port Jervis Business Professional and Women’s Club invited Valerie Maginsky as chair of Operation P.J. PRIDE (OPJP) to the club’s 5/20/15 meeting to bring the club up to date on OPJP activities.

The Tri-State Chamber of Commerce’s (TSCC) America’s Best Communities application (in conjunction with the City of Port Jervis, Town of Deerpark and the PJCDA) was not chosen to proceed. Deb Bogdanski of Frontier is to receive a debrief.

It was decided that Executive Director Maginsky would attend the (TSCC) spring Banquet.

Motion: Elizabeth Gardner 2nd: Richard Ritchie All in Favor

9. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:53 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: Kevin Cunningham All in Favor

The PJCDA Board of Directors came out of Executive Session at 8:24 p.m. and the following matters were decided:

A motion was made for Counsel Witherow to make contact on one delinquent loan and Director Maginsky another.

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

10. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, May 27, 2015 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 8:25 p.m.

Motion: Robert C. Ritchie 2nd: Elizabeth Gardner All in Favor