

- b. Annual Renewal – Tri-State Chamber of Commerce Membership
The PJCDA Board agreed to table this matter until further notice.

6. DIRECTOR & SECTION 8 REPORT

PJCDA Director presented her report covering Agency activities during March 2014. Copies of the written report were also distributed to the Board. There was an overview of the open CDBG programs, including the Beach Road Pump House. The CDBG Grant program, Samaki, Inc., was discussed in Executive Session.

The Program Administrator then presented her report on activities with the Section 8 Housing Voucher Program. A written report was also provided to the Board. Ms. von Sauers briefed the Board regarding a graduate of the Family Self-Sufficiency (FSS) Program who accrued over \$34,000 in her escrow account and will be using the funds to purchase a home.

There was also discussion regarding a letter received from the city’s auditor, O’Connor Davies, LLP requesting signature two (2) letters including: (a) a representation letter; (b) a filing agreement requesting \$1,250 for 2012 and \$1,500 for 2013 in fees to facilitate the REAC filing certification. After lengthy discussion, the Board requested the new Executive Director, Valerie Maginsky and PJCDA Counsel, Matthew Witherow, prepare a response letter asking for clarification and a good-will release from the fee request.

7. NEW BUSINESS

- a. Orange County Citizens Foundation Placemaker’s Conference
PJCDA Board authorized the new Executive Director to attend the Orange County Citizens Foundation Placemaker’s Conference in Newburgh on March 28, 2014. Cost of this conference is \$45.00.

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

- b. 2014 Fresh Connect Grant
Retiring Executive Director, Kathleen Hendrickson, briefed the Board regarding the NYS 2014 Fresh Connect Grant that would provide funding to return the farmer’s market to Port Jervis. The market would be located at Millennium Park in downtown Port Jervis and be held on Saturdays, from June 14th to November 1st, 8:00 AM to 1:00 PM. Discussion ranged from proposed partners, advertising, the hiring of a market manager to the purchase and use of an on-site EBT machine. Ms. Hendrickson requested a leverage of local PJCDA funds, as a requirement for receipt of Fresh Connect funds. PJCDA invested in the 2012 Fresh Connect program, which proved a success. A motion was made to contribute PJCDA funds, of approximately \$1,000, as needed, for the receipt of NYS 2014 Fresh Connect funds for the Port Jervis Farmer’s Market:

Motion: Richard K. Roberts 2nd: Gerald Oney All in Favor

- c. Vacation Pay Benefits for Retiring Executive Director
Retiring Executive Director, Kathleen Hendrickson, requested the PJCDA Board make a slight change to her vacation pay benefits of 25 days (5 weeks). In order for her to attain her 30 years in the retirement system, she is requesting that 20 vacation days be paid out in the payroll system rather than a lump sum payment. This would change the effective retirement date from March 29th to April 26th 2014. There would

be no additional monies required to do this. For the final vacation paycheck (one week), this would be paid as a lump sum payment. A motion was made to approve the retiring Executive Director to remain on the payroll for 4 weeks (20) days vacation until Friday, April 25, 2014 with the remaining one week (5 days) vacation paid as a lump sum payment:

Motion: Richard K. Roberts 2nd: Gerald Oney All in Favor

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:30 pm to discuss loans and contractual matters.

Motion: Kevin Cunningham 2nd: Gerald Oney All in Favor

The PJCDA Board of Directors came out of Executive Session at 8:55 PM.

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

a. **Skydyne – 100 River Rd. Subordination**

Peter Keay, President of Skydyne Company, re: “100 River Rd.” expects to be refinancing his first loan and requested a subordination of our PJCDA loan. We would still retain our 2nd lien position. The PJCDA Board approved this request providing: (a) the new loan does not include additional principal, with the exception of reasonable closing costs; or (b) if new monies will be added to the loan, PJCDA Board reserves the right to meet with the company and review the terms and conditions of the loan as well as company financials.

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

b. **CDA Printer**

The Executive Director’s printer is in need of replacement. The PJCDA authorized the purchase of a new printer at a cost of up to \$300.00:

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

c. **Samaki, Inc.**

The PJCDA Board was briefed on the underwriting efforts of the CDBG loan for Samaki, Inc.. The company CEO, Simon Marrian, declined to pledge his personal guarantee for the loan. It is the policy of PJCDA to request personal guarantees for all PJCDA loans as an important part of the Agency’s lending criteria and it would not be fair or prudent to change this policy. As such, the PJCDA Board would not approve to move forward with the loan.

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, April 23, 2014 at 7:00 PM at the Port Jervis Youth Center.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:05 p.m.

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