

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, April 24, 2014**

1. ROLL CALL

Chairman, Carl V. Hendrick, called the April meeting to order at 7:05 PM with the following members present:

Carl V. Hendrick, Chairman

Richard K. Roberts, Vice-Chairman

John A. Russell, Treasurer

Elizabeth Gardner, Secretary

Gerald Oney, Member

Absent

Kevin Cunningham, Member

Robert C. Ritchie, Member

Also present were:

Valerie Maginsky, Executive Director

Sally von Sauers, Program Administrator

Matthew D. Witherow, Esq., PJCD A Counsel

Kelly B. Decker, Mayor

2. MINUTES

A motion was made to approve the minutes of the March 26, 2014 meeting:

Motion: Richard K. Roberts

2nd: Elizabeth Gardner

All in Favor

3. FINANCIALS

a. Administrative Bills

PJCD A Director reviewed the administrative bills in the amount of \$25,969.67, and expected revenues of \$46,161.62 with members of the Board. Current balance in the account is \$17,525.677. PJCD A Director also briefed the Board on the budgeted line item costs and program income generated from the loans. A motion was made to approve payment of the bills in the amount of \$25,969.67:

Motion: Richard K. Roberts

2nd: Elizabeth Gardner

All in Favor.

4. Monthly Financial Report

PJCD A Director presented the Agency financial report for March 2014 including expenses and revenues. The Board requested Director Maginsky to investigate flat rate billing for the telephone/fax lines. A motion was made to approve the financial report.

Motion: Richard K. Roberts

2nd: Elizabeth Gardner

All in Favor

5. OLD BUSINESS

a. Annual Renewal – Tri-State Chamber of Commerce Membership

Due to financial constraints, the CDA Board requested Director Maginsky to speak with Mayor Decker about attending chamber events under the City of Port Jervis or as a guest of Hawk's Nest Realty, owner and PJCD A Vice-Chair, Richard K. Roberts. When the director's position returns to full-time the PJCD A Board will then reconsider membership, and if offered, a position on the chamber's board.

- b. Orange County Citizens Foundation Placemaker’s Conference
Director Maginsky reported on the conference, demographic reports and the common interests of Millennials and seniors with regards to community needs and desires and the earmarks of successful public/private partnerships.
- c. 2014 Fresh Connect Grant
The grant was submitted in Albany by Director Kathleen Hendrickson on April 2, 2014. Some support letters followed.
- d. HUD and Reporting
Chairman Hendricks reported on a telephone conference held with HUD representative Chris Ingram on March 28, 2014. Unbeknownst to the PJCDA, Mr. Ingrahm indicated the PJCDA was red flagged on Voucher Management System (VMS) information. This issue hadn’t been previously mentioned by the HUD financial rep to Ms. von Sauers. PJCDA accountant, Gary Weidelman, will be in-office on April 7, 2014 and this issue will be discussed. Though normal accounting activity, it appears that some journal entries may have tripped the flag.

Regarding previous PJ CDA board discussion about possibly moving the PJ Section 8 over to PJ Housing Authority, Mr. Ingram said the nearest agency with a voucher program and therefore authorized to manage this program would be Pathstone in Middletown.

6. DIRECTOR & SECTION 8 REPORT

PJCDA Director presented her report covering Agency activities during April 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 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 the loss of one family from the program and the gain of one family from Pike County. She plans to contact existing program participants with information regarding the Family Self-Sufficiency (FSS) Program for new enrollees.

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: Per the Board’s request, Executive Director, Valerie Maginsky and PJCDA Counsel, Matthew Witherow, prepared and submitted a letter asking for clarification and elimination of fees.

A motion was made to accept the Director and Section 8 Report:

Motion: Elizabeth Gardner 2nd: John Russell All in Favor

7. NEW BUSINESS

- a. Community Preservation Corporation (CPC) Walking Tour
A downtown tour and visit with Mayor Decker is scheduled for May 1, 2014 with Mary Paden and Michael Kroog of the CPC. Interior and exterior views of a few available buildings and introduction to possible investors with CPC as one of many funding options will be part of the tour.

- b. Walking tour – Rep. Maloney
Chairman Carl Hendrick joined in the walking tour with Representative Sean Patrick Maloney.
- c. PJ CDA Press Package
Director Maginsky plans to develop a PJCDA press package containing an overview of the PJCDA and professional listings of various funding sources and professionals such as engineers, architects, attorneys, accountants, etc. For networking and distribution purposes, it was noted that there is a local Business Networking International (BNI) chapter and that real estate professionals would find this package useful.
- d. Habitat for Humanity
Responding to an inquiry by Habitat for Humanity, Mayor Decker will contact Habitat for more information and advise the PJCDA of the results. There may be a tie-in to the Section 8 – Family Self-Sufficiency (FSS) program.
- e. Sidewalk Repairs and Reset
Mayor Decker asked whether there were some programs or monies the PJCDA could provide to residents to repair/reset their sidewalks. Chairman Hendrick asked Director Maginsky to investigate previous work by former Director Kathleen Hendrickson and the sidewalk program in the City of Newburgh.
- f. Summer Youth Employment – BOCES
To repeat last year’s success at Laurel Grove Cemetery and the Community Garden, Larry Gotham of BOCES is looking for projects for some 30 youths registered for a grant program. They will be supervised, paid minimum wage, carry worker’s compensation and divide the day into field work and class work. Director Maginsky will schedule a meeting with Mayor Decker and Mr. Gotham for discussion.
- g. ICE T – Grant program
Mayor Decker requested information on a grant program titled ICE T through then elected official Charles Cook. Director Maginsky will advise findings.
- h. CDBG Application for 2013
This grant is due June 30, 2014 and may include water and sewer, storm water, sidewalks and streets. Public facilities may include community centers and senior centers. Housing activities may include housing rehabilitation and homeownership assistance. There is also a small business and micro-enterprise option. As part of the citizen participation requirement, a public hearing is required. The time involved for this process, grant writing, and general economic development activities require more than a part-time CDA Director is able to provide. As PJCDA activities benefit the city at large, discussion regarding possible collaboration between Port Jervis City objectives and the PJCDA was initiated with Mayor Decker.

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:35 pm to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 9:25 PM.

Motion: Gerald Oney 2nd: Elizabeth Gardner All in Favor

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, May 28, 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 9:35 p.m.

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