

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJEDA)
MEETING MINUTES
WEDNESDAY, December 17, 2014**

1. ROLL CALL

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

Carl V. Hendrick, Chairman
John A. Russell, Treasurer
Elizabeth Gardner, Secretary
Gerald Oney, Member
Kevin Cunningham, Member
Robert C. Ritchie, Member

Absent

Richard K. Roberts, Vice-Chairman

Also present were:

Valerie Maginsky, Executive Director
Matthew D. Witherow, Esq., PJEDA Counsel

2. MINUTES

A motion was made to approve the minutes of the November 2014 meeting:

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

3. FINANCIALS

a. Administrative Bills

PJEDA Director reviewed the administrative bills in the amount of \$27,449.01, and expected revenues of \$18,739 with members of the Board. Current balance in the account is \$85,347.31.54. PJEDA 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 \$27,449.01:

Motion: John A. Russell **2nd:** Gerald Oney **All in Favor**

4. Monthly Financial Report

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

Motion: John A. Russell **2nd:** Gerald Oney **All in Favor**

5. DIRECTOR & SECTION 8 REPORT

- NY Main St. – of 16 residential units due to be occupied by December 2016 none are scheduled to be begun
- Micro-enterprise grant was awarded – three inquiries have been received from Gazette newspaper article
- White Water Park – conversations with Gary Spears, incoming Deerpark supervisor will be initiated by the Tri-State Chamber of Commerce
- Disaster Recovery – to discuss in Executive Session
- Hazard Mitigation – Maiden Lane-no update/Storm Water Pumps benefit analysis is under question. Jack Farr requested more information from Assessor

Section 8 Director Sally von Sauers' report was presented by Director Maginsky. There were four new contracts for November, two terminations, two transfers, seven families with contracts seeking apartments, thirty applicants are on the waiting list. There are 190 leased units and nine families with vouchers. Five families have enrollment interviews scheduled for Jan. 6, 2015. Currently planning to open the wait list in March 2015.

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

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

6. COMMUNICATIONS

- Awaiting contracts from NYS HCR for the Jersey Ave. Sewer Grant and the Micro-Business Grant

7. OLD BUSINESS

- 46-48 Front St. had a HOME application submitted directly by the developer. Letters of support were supplied by the CDA and Section 8 and the CDA assisted in some communications. Diane Mentken of Meloi Realty has been the primary contact here in Port Jervis.
- Director Maginsky attended the Receptive Operators reception at Stewart Airport where she met Markly A. Wilson, Director International Marketing, NYS Division of Tourism. He asked the Director to send him a journalistic style list of what to do in a day in Port Jervis. A tourism tri-fold was produced with support of Mayor Decker.
- Laurel Grove Cemetery will most likely have a webpage under the Minisink Valley Historical Society.
- In January, the PJ Common Council will consider the Natural Lands Trust review of PJ City codes with an eye to water run-off. The review and summary report is pro bono.
- Complete Streets are to be introduced to the PJ Common Council in January 2015.

8. NEW BUSINESS

- Director Maginsky attended the Orange County Housing Consortium (OCHC) meeting in Middletown. Carl Clark from Vet-2-Vet explained their outreach program. A \$200.00 membership fee to the Consortium helps to pay for a consultant who guides the consortium and writes grant applications. HUD appears to be moving towards an umbrella consortium of care model. Under this model an organization like the consortium would be the applicant and funds would funnel through consortium members and into local communities. Currently \$2.7 million dollars among 14 agencies are in the current application.

A motion was made to become an OCC paid member with a \$200 membership fee:

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

- 2014 NOFA – Housing Trust Fund
There is a CDBG up to \$400,000 with maximum 5% admin due Feb. 27, 2015 for housing rehab and AHC Affordable Home Ownership Development Program of

up to \$40k per unit in Port Jervis, up to 10% admin due Feb. 13, 2015 for acquisition and housing rehab. Previously target areas were determined by census tract/block. Director Maginsky will research the cap for AHC. Pathstone's, Eileen Clifford has offered to assist with first-time home buyer education. RUPCO and REAC may also be considering applications. Director Maginsky will make an appointment with the Mayor to discuss.

A motion was made to move ahead with the grant research and writing process if the Mayor was interested in doing so.

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

9. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:03 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 9:12 p.m. and the following matters were decided:

The 2015 PJCDA budget as presented by Director Valerie Maginsky was accepted:

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

That a second counter proposal extending deferment of up to five years be extended to Peter Berman of The Ruby Group with regards to 29-31 Front St:

**Motion: John A. Russell 2nd: Robert C. Ritchie
Elizabeth Gardner: Opposed - All Others in Favor**

10. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, January 28, 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 9:14 p.m.

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