

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
WEDNESDAY, DECEMBER 18, 2013**

**1. ROLL CALL**

Chairman, Robert C. Ritchie, called the December meeting to order at 7:01 PM with the following members present:

Robert C. Ritchie, Chairman  
Carl V. Hendrick, Vice-Chairman  
Gerald Oney, Secretary/Treasurer  
Betsy Gardner, Member  
Marie Reeves, Member

**Absent**

Dean A. Aumick, Member  
Robert Waligroski, Member

**Also present were:**

Victoria B. Campbell, PJCDA Counsel  
Kathleen Hendrickson, Executive Director  
Sally von Sauers, Program Administrator

**From the Public**

Mayor Elect, Kelly B. Decker  
Councilman, 4<sup>th</sup> Ward, Frank Bell

**2. MINUTES**

A motion was made to approve the minutes of the November 27, 2013 meeting:

**Motion: Betsy Gardner**

**2<sup>nd</sup>: Marie Reeves**

**All in Favor**

**3. ADMINISTRATIVE BILLS**

PJCDA Director reviewed the bills to be paid for the months of December and bills due in January 2014 including: (a) Staples office supplies @ \$127.97; (b) Frontier telephone bill (long distance and fax line) @ \$24.48; (c) City telephone bill @ \$133.76 (October and November); (d) Agency vehicle maintenance @ \$175.00; (d) Copier lease @ \$50.42; (e) Section 8 Inspector @ \$1,500.00 (12/19/13 to 1/21/14); (f) November payroll @ \$15,595.10; (g) health insurance @ \$3,151.02; (h) NYS Retirement for November @ \$2,958.00; (i) dental insurance for January @ \$101.15; (j) Workmen's Compensation insurance for December @ \$129.00; and (k) replenishment of petty cash @ \$84.40. Bills to be paid total \$24,034.15 and there is \$60,000.00 in the account to pay the bills. We also estimate there will be an additional \$41,123.00 in deposits this month. Vice-Chairman Hendrick requested estimates from the City Clerk-Treasurer regarding payroll costs till the end of December so that we might pay those bills including payroll, retirement, and disability. Estimated costs for these expenses will be \$15,000. There are sufficient revenues to cover these expenses.

With payment of these final bills, PJCDA will be caught up on all expenses with the exception of the audit costs. There are not sufficient funds to cover these costs in full. Discussion followed. It was agreed by the Board that maintaining the ability to cover bills, most notably payroll and other critical administrative costs through to the end of March 2014 was the more important goal. Audit costs can be dealt with at a later date. There was also discussion regarding the NY Restore funds as program revenue for the CDA in 2014. A motion was made to pay bills in the amount of \$39,035.15:

**Motion: Carl V. Hendrick                      2<sup>nd</sup>: Betsy Gardner                      All in Favor.**

**4. FINANCIAL STATEMENT**

PJCDA Director reviewed the financial statement up to and including the end of November 2013. A motion was made to approve the monthly financial statement:

**Motion: Gerald Oney                              2<sup>nd</sup>: Marie Reeves                              All in Favor.**

**5. DIRECTOR & SECTION 8 PROGRAM REPORTS**

PJCDA Director presented her report covering Agency activities during December 2013. Copies of the written report were also distributed to the Board. PJCDA Director provided an update on the Beach Road Pump House project. Mr. Lopez informed PJCDA that the project would not be completed until the end of January, which requires a Program Extension request since the deadline to disburse all funds for the program was December 9<sup>th</sup>. A letter requesting a program extension was submitted to the NYS Office of Community Renewal requesting a 60-day extension. PJCDA Director also submitted a budget amendment, moving \$1,142.00 in program delivery funds to the construction budget, thereby giving the city additional funds to complete the project.

PJCDA was approved for a program extension on the economic development program, Samaki, Inc., to April 25, 2014. The business owner is willing to take a smaller loan and invest additional equity into the project. We are waiting for the approval of the revised budget. Our administrative funds of \$15,000 will remain unchanged. PJCDA Director also briefed the Board on the New York Main Street program application and the proposed Small Cities CDBG application. A public hearing was held. A grant application to the NYS DEC for 30 trees was also submitted. No word yet on the status of the NYS DOT grant for the sidewalks program.

The Program Administrator then presented the Section 8 report for the month of December. We had a small increase in the monthly Housing Assistance Payments which should provide us an increase in the administrative fee. A motion was made to approve the PJCDA Director’s Report and Section 8 Report:

**Motion: Betsy Gardner                              2<sup>nd</sup>: Gerald Oney                              All in Favor.**

**6. COMMUNICATIONS**

None

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

Vice-Chairman Hendrick requested contact information for our HUD representative for the Section 8 program. The CDA Reorganization Committee will be contacting HUD to discuss the option of moving the Section 8 program over to the Port Jervis Housing Authority. Sally von Sauers, Program Administrator, will provide that information. Ms. Von Sauers also advised the Board that an e-mail was received from the Office of Public Housing at HUD informing PJCDA that any move of the Section 8 program to the Port Jervis Housing Authority or other entity must be requested, in writing, to the HUD Regional Office. The decision is ultimately made by HUD.

Mayor Elect Decker asked about the functions of the CDA bookkeeper. She performs functions for both the Section 8 and CDA programs including the important task of preparing and filing the Voucher Management System (VMS) report to HUD. She reconciles the bank accounts and provides data for the PJCDA financial reports, which is generated from the QuickBooks program. The bookkeeper does not sign checks or make withdrawals. In fact, the Executive Director is not a check signatory for the CDA, only selected members of the PJCDA Board.

**9. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:50 PM to discuss contractual and financial matters with the City. Mayor-elect, Kelly Decker, and Councilman, 4<sup>th</sup> Ward, Frank Bell, were invited into the Executive Session.

**Motion: Carl V. Hendrick                      2<sup>nd</sup>: Robert C. Ritchie                      All in Favor.**

The Board came out of Executive Session at 8:50 PM.

**Motion: Gerald Oney                              2<sup>nd</sup>: Carl V. Hendrick                              All in Favor.**

**10. SCHEDULING OF NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, January 22, 2014 at 7:00 PM.

**11. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:50 PM:

**Motion: Carl V. Hendrick                      2<sup>nd</sup>: Gerald Oney                              All in Favor.**

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