

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, FEBRUARY 27, 2013**

1. ROLL CALL

Chairman, Robert C. Ritchie, called the February meeting to order at 7:05 PM with the following members present:

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

Also present were:

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

From the Public

Kelly Decker, Councilman-At-Large
Anne Horsham, Citizen

2. MINUTES

A motion was made to approve the minutes of the January 23, 2013 meeting with a correction; Marie Reeves should be removed from the attendance list:

Motion: Carl V. Hendrick 2nd: Betsy Gardner All in Favor

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the February 2013 administrative bills with members of the Board. A motion was made to approve the bills in the amount of \$14,224.32:

Motion: Marie Reeves 2nd: Dean A. Aumick All in Favor.

b. Monthly Financial Report

PJCDA Director presented the Agency financial report for January 2013. Not all the bills for relocation expenses have come in yet so we expect them to be paid in February and March. A motion was made to approve the January 2013 financial report:

Motion: Dean A. Aumick 2nd: Robert Waligroski All in Favor.

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

PJCDA Director presented her report covering Agency activities during February 2013. Copies of the written report were also distributed to the Board. PJCDA Housing Program Administrator then presented the Section 8 Housing Program report. There was a lengthy discussion regarding the eligibility policies and procedures for the Section 8 program and many of the misperceptions which exist out in the community, at-large.

A motion was made to approve the PJCDA Director and Section 8 reports:

Motion: Robert Waligroski 2nd: Betsy Gardner All in Favor.

4. **COMMUNICATIONS**

None

5. **OLD BUSINESS**

- a. Call for Proposals: Discussed under the Director's Report. PJCDA Director was contacted by Edward Keys of Access 23 TV and he is interested in doing an "info-mercial" regarding our outreach for developers and investment projects. This may be a unique and creative way to get the word out to area developers. We will also prepare a press release and notice which we plan to post to the City of Port Jervis website.
- b. NYS DEC Community Grant: Also discussed under the Director's Report. The DEC Office of Environmental Justice will be accepting applications for Community Impact Grants and Green Gems Grants. The new deadline date is Friday, April 5, 2013. Community Impact Grants range from \$10,000 to \$50,000 and address a community's exposure to multiple environmental harms and risks. However, this grant is for planning/soft costs only and cannot be used towards an environmental cleanup, remediation or construction. The Green Gems Grant program (\$2,500 to \$10,000) is for smaller scale projects that involve education, stewardship or monitoring activities related to parks, open space, community gardens, or green infrastructure. PJCDA Director will set up a meeting with the Port Jervis Community Garden participants to gather information and data for the application to fund the Community Garden program in 2013.

Chairman Ritchie had asked if a portion of monies could be set aside for the Shade Tree Commission towards tree planting projects in the community. PJCDA Director agreed to review the grant requirements to see if this could be done. Discussion followed.

6. **NEW BUSINESS**

- a. NYS DOT-Strategic Enhancement Transportation Program (STEP): As covered under the Director's Report, PJCDA prepared a STEP 1 submission to the NYS Department of Transportation for \$2.9M in infrastructure upgrades that would be coordinated with the East Main Street Improvements/Neversink Bridge replacement project. We were also seeking to add a second project to the submission, i.e., underground powers lines on East Main Street. Unfortunately, given the short timeline we were given to prepare the grant, Orange & Rockland was unable to provide us with a project plan or estimate that we could include in the submission. However, we may be able to add this project later or include it as part of our Consolidated Funding Application in May so we will continue to

pursue this project. Member Dean Aumick also stated that if we were to consider this as a future grant project, we would also need to contact Time Warner and Frontier regarding telecommunication lines.

- b. Local Government Records Management Improvement Fund: PJCDA had planned on submitting an application for funding assistance but, when requesting a preliminary review by the NYS Archives representative, it was not considered a qualified project under records management so we decided not to proceed with an application.
- c. Proposed Sidewalks Program: PJCDA Director will be contacting the Community Development Director in the city of Newburgh to get further information on their sidewalk program as a follow up to the newspaper article that appeared in the Times Herald Record. However, PJCDA Director did contact the NYS Office of Community Renewal and was once again reminded that Small Cities CDBG applications submitted to the State are ranked and awarded on a competitive basis against 200 other eligible communities in New York State. The city of Newburgh is an Entitlement community that receives its funds directly from HUD as a formula Grant and does not have to compete with other communities for its CDBG funds. There was also a lengthy discussion regarding needs for upgrading equipment and infrastructure of the city's other public facilities, i.e., replacement of aged and deteriorated water pumps.

7. PUBLIC COMMENT

Anne Horsham, Secretary of the Port Jervis Community Garden, discussed the history and progress of the Community Garden activities and made a request for funding assistance to help keep the Garden going in the future. Specifically, the Community Garden is in need of a lawnmower, replacement of a portion of the chain link fence, and removal of the brush and debris that has collected over the off season. PJCDA Director advised that these needs can be addressed through the proposed Green Gems grant funding. PJCDA Counsel reminded the Board of her suggestion that the Port Jervis Community Garden consider pursuing non-profit status. In that respect, they would qualify for many more grants and could do fundraising. PJCDA attorney offered to help with the application. There was also the concept of forming a joint not-for-profit with the other Orange County community garden programs. Chairman Ritchie stated that, although the CDA provided the seed monies for the Community Garden, the Garden group needs to figure out a way that they can continue the program as an independent group. Discussion followed.

PJCDA Director asked if the officers of the Port Jervis Community Garden could meet with her to provide data and assistance in the preparation of the Green Gems program grant in an effort to help find them monies to meet the needs of the Garden program.

8. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:15 PM to discuss loans and contractual matters:

Motion: Dean A. Aumick 2nd: Robert C. Ritchie All in Favor.

The PJCDA Board of Directors came out of Executive Session at 8:30PM. No action was taken.

9. **SCHEDULING OF NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, March 27, 2013. This meeting will be postponed. The next meeting of the PJCDA Board of Directors will be Wednesday, April 24, 2013. Should a matter arise that needs the attention of the Board between now and the next meeting in April, all Board members will be contacted by e-mail or telephone call.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:32 PM:

Motion: Dean A. Aumick

2nd: Carl V. Hendrick

All in Favor.