

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, FEBRUARY 26, 2014**

1. ROLL CALL

Chairman, Robert C. Ritchie, called the February meeting to order at 7:00 PM with the following members present:

Robert C. Ritchie, Chairman	<u>Absent</u>
Carl V. Hendrick, Vice-Chairman	None
Gerald Oney, Secretary/Treasurer	
Betsy Gardner, Member	
Kevin Cunningham, Member	
Richard K. Roberts, Member	
John A. Russell, Member	

Also present were:

Kathleen Hendrickson, Executive Director
Sally von Sauers, Program Administrator
Beverly Felter, Family Services Coordinator
Kelly B. Decker, Mayor

Chairman Ritchie welcomed the new PJCD A Board members.

2. MINUTES

A motion was made to approve the minutes of the January 22, 2014 meeting:

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

Vice-Chairman Hendrick requested that the Board amend the meeting Agenda and move New Business up before Financials and Reports.

3. NEW BUSINESS

a. Election of Officers

A motion was made to nominate Carl V. Hendrick to serve as PJCD A Chairman for a two-year term:

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

A motion was made to nominate Richard K. Roberts to serve as PJCD A Vice-Chairman for a two-year term:

Motion: Kevin Cunningham 2nd: Carl V. Hendrick All in Favor.

A motion was made to nominate Betsy Gardner to serve as the PJCD A Secretary for a two-year term:

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

A motion was made to nominate John A. Russell to serve as the PJCD A Treasurer for a two-year term:

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

b. Appointment of PJCDA Counsel

A motion was made to appoint Matthew Witherow to serve as PJCDA Counsel:

Motion: Richard K. Roberts 2nd: Kevin Cunningham

There was discussion regarding the re-appointment of Victoria Campbell as PJCDA Counsel, as brought up by Robert Ritchie and agreed to by Gerald Oney.

All in Favor: Carl V. Hendrick, Richard K. Roberts, Kevin Cunningham, and John Russell

Opposed: Robert C. Ritchie, Gerald Oney, and Betsy Gardner

Motion is carried.

c. Designation of Check Signatories

PJCDA Director advised that she spoke with the managers of each bank branch and was told that all Board members have to go, in person, to file as a check signatory and bring with them two (2) forms of identification. The registration for check signatories is now filed electronically. Board members will bring with them a letter and board resolution and/or extracts from the meeting minutes appointing the Board members and identifying them as authorized to sign checks on behalf of the Agency. Discussion followed. A motion was made to designate the following PJCDA Board members as check signatories:

- Carl V. Hendrick, Chairman
- Gerald Oney, Member
- Richard K. Roberts, Vice-Chairman
- John A. Russell, Treasurer
- Robert C. Ritchie, Member
- Kevin Cunningham, Member

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

d. Schedule of 2014 PJCDA Board Meetings

It was agreed by all to retain the meeting date and time on the fourth Wednesday of the month at 7:00 PM. PJCDA Director will distribute to all Board members and staff the 2014 Meeting Schedule, by e-mail, along with a list of PJCDA Board members and contact information.

4. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$20,444.93 and expected revenues of \$30,670.00 with members of the Board. Current balance in the account is \$10,205.64. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans.

There was a lengthy discussion regarding bank fees and collection of administrative fees for loans and Agency business and activities through program delivery fees.

A motion was made to approve payment of the bills in the amount of \$20,444.93:

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

5. Monthly Financial Report & Proposed 2014 Administrative Budget

PJCDA Director presented the Agency financial report for January 2014 including expenses and revenues. She also reviewed the 2014 Administrative Budget, line by line, for the Board’s consideration. A motion was made to approve the proposed 2014 Administrative Budget:

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

PJCDA then briefed the new Board members on the various bank accounts, account balances, and the purpose of the individual accounts. Vice-Chairman Roberts then suggested we open an account with TD Bank for the NY Restore Grant.

6. DIRECTOR & SECTION 8 PROGRAM REPORTS

PJCDA Director presented her report covering Agency activities during February 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 and Samaki projects.

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. Of special note is a Family Self-Sufficiency (FSS) Program graduate who achieved her goals and is now ready to receive her escrow fund. The FSS graduate is a single mother, working full-time, who is interested in using the funds to pursue homeownership. Member Gerald Oney asked if we have the authority to reduce the rents to landlords because we have had a reduction in our administrative fees through the federal sequestration. Ms. von Sauers explained that we have executed HAP contracts with the Section 8 landlords and cannot reduce rents without being in violation of those contracts. However, we do have control over rent increases based on a formula that is stipulated in the HUD regulations and there is a cap established for rent adjustments. Discussion followed.

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

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

7. COMMUNICATIONS

None

8. OLD BUSINESS

a. PJCDA w. PJHA

Chairman Hendrick briefed the Board regarding the concept of moving the Section 8 program from the PJCDA to the Port Jervis Housing Authority (PJHA). Chairman Hendrick and PJCDA staff met with the PJHA Board on Wednesday, February 19th and was presented with a list of questions which the CDA staff prepared written responses that were provided to the PJCDA Board. It was agreed that the Section 8 program would remain with PJCDA and there will be careful attention paid to revenues and expenses to ensure the program remains solvent.

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

There was also discussion of the outstanding audit fees and how PJCDA will handle the matter with the City of Port Jervis. Also discussed were options regarding the replacement of the PJCDA Director when she retires on Friday, March 28th.

9. EXECUTIVE SESSION

A motion was made to go into Executive Session at 9:10 PM to discuss loans and contractual matters:

Motion: Kevin Cunningham 2nd: Betsy Gardner All in Favor.

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

Motion: Carl V. Hendrick 2nd: Robert C. Ritchie All in Favor.

No action was taken.

10. SCHEDULING OF NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, March 26, 2014 at 7:00 PM. The meeting will be held at the offices of PJCDA located on the 2nd floor of the Port Jervis Youth Center.

11. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:30 PM:

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