

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
WEDNESDAY, June 19, 2014**

**1. ROLL CALL**

Chairman, Carl V. Hendrick, called the May meeting to order at 7:02 PM with the following members present:

Carl V. Hendrick, Chairman  
Richard K. Roberts, Vice-Chairman  
Robert C. Ritchie, Member  
John A. Russell, Treasurer  
Elizabeth Gardner, Secretary

**Absent**

Gerald Oney, Member  
Kevin Cunningham, Member

**Also present were:**

Valerie Maginsky, Executive Director  
Sally von Sauers, Program Administrator  
Matthew D. Witherow, Esq., PJCD A Counsel

**2. MINUTES**

A motion was made to approve the minutes of the May 28, 2014 meeting:

**Motion:** Robert C. Ritchie                      **2<sup>nd</sup>:** **Richard K. Roberts**                      **All in Favor**

**3. FINANCIALS**

**a. Administrative Bills**

PJCD A Director reviewed the administrative bills in the amount of \$16,611.75, and expected revenues of \$19,139.65 with members of the Board. Current balance in the account is \$12,122.14. PJCD A Director also briefed the Board on the budgeted line item costs and program income generated from the loans.

Discussion of anticipated revenues included an old loan for some \$29,000 under Jack Jacke in foreclosure, last communication dated 2010 was deemed too old and lack of information and too expensive to pursue. As a result it will be dropped from tracking.

Advanced Recovery is still expected to close sometime in July/August 2014.

Kalport and Kaltec are working to refinance resulting in payoff of Kalport and monies towards the Kaltec balance. Final dates and details are TBD.

The NYS CDBG for 29-31 Front St./The Ruby Group, Pete Berman was awarded to the City of Port Jervis resulting in \$50,000 in Admin fees spread over 2014 and 2015. As the original notification was not received by the Mayor's office or the PJCD A, a short-time frame to address the contract package, which included an updated Lead-Based Paint Plan was given and met.

With the recapture and retention of HAPS monies previously maintained by PJ CDA as well as a calculation determining an overage of funds by HUD, the Section 8 HAPS fund was short. Therefore, the Section 8 Admin check for \$22,306 went to HAPS/landlord payments. This check was mis-calculated as it was based on the total vouchers available to the Section 8 program at some 327 units, when it should have been based

on the actual number of units actually leased at approximately 200. It is estimated that some \$9,000 will be owed to HUD.

A motion was made to approve payment of the bills in the amount of \$16,611.75:

**Motion: Elizabeth Gardner 2<sup>nd</sup>: Richard K. Roberts All in Favor**

**b. Monthly Financial Report**

PJCDA Administrative Budget and 2014 Administrative Fees & Program Income is to be reviewed and adjusted by Director Maginsky.

New accounts were opened in Sussex Bank with minimal initial deposits. Once accounts are fully established those initial funds will be returned. The bank balances were reviewed and John Russell will contact the Governmental Banking Unit at Citizens to open an account to hold the NY Restore funds. The \$316.86 will be maintained as a cashier's check pending final location.

Director Maginsky is to review the NY Restore fund history and determine available uses and Admin fee options.

**Motion: John Russell 2<sup>nd</sup>: Richard Roberts All in Favor**

The Board discussed transferring all balances from the Bank of America accounts and closing the Bank of America accounts.

**Motion: Elizabeth Gardner 2<sup>nd</sup>: John A. Russell All in Favor**

A motion was made to approve the financial report.

**Motion: Elizabeth Gardner 2<sup>nd</sup>: John A. Russell All in Favor**

**4. OLD BUSINESS**

2013 REDC CDBG – Pre-submission due June 30, 2014

June 2014 - Per the Citizen Participation requirements a Public Hearing was held on May 27, 2014, no public comments were collected. A CDBG Microenterprise Grant Application for \$200,000 is proposed. Per project, the grants would range from \$5,000-\$35,000. The proposal currently stands at 60% CDBG funds, 30% PJCDA loan, and 10% owner equity. Total funding: \$330,000. The PJCDA Board discussed options regarding requirements and review process. The board decided to propose to assist 10 businesses.

July 2014 – A Resolution supporting the pre-submission was distributed and discussed by the Board. A motion was made to support the pre-submission via this Resolution:

**Motion: John Russell 2<sup>nd</sup>: Richard Roberts All in Favor**

**5. DIRECTOR & SECTION 8 REPORT**

a. PJCDA Director presented her report covering Agency activities during May 2014. Copies of the written report were also distributed to the Board. There was an overview of the open CDBG programs.

Motion to accept the Director's Report:

**Motion: Richard K. Roberts 2<sup>nd</sup>: Elizabeth Gardner All in Favor**

- b. The Section 8 Program Director, Ms. Sally von Sauers reported on a discussion with Gary Weidelman and Sherri Roth, HUD rep who agreed the Section 8 program could take on 10-12 new replacement families. Three families are scheduled for July intake. The program sent out 12 letters to people next on the wait list and plan to have seven enrollments in August. The Family Self-Sufficiency program information will be part of the enrollment process. By Sept/Oct the program is expected to be up to date with number of families. Ms. von Sauers went over the intake process from application to voucher and rental, landlord participation and positive unit inspection prior to approval before the client may move in. The balance must be maintained between HUD dollars available and rents charged.
- c. Gary Weidelman reconciled transactions through December 2013. He also explained what bookkeeper Diana van Valkenberg needed to do with the books to help bring 2014 up to date.

Motion to accept the Section 8 report:

**Motion: Robert C. Ritchie                      2<sup>nd</sup>: Richard K. Roberts                      All in Favor**

**6. COMMUNICATIONS**

Director Maginsky received an initial general phone call from the Metro Wood Group about possible Port Jervis location.

**7. NEW BUSINESS**

Director Maginsky reported she was working on a proposal for \$100,000 to Senator Bonacic’s office for the proposed new Church Street Community and Recreation Center on behalf of the City of Port Jervis.

Chair Carl Hendrick reported the City of Port Jervis was going to work with an outside grant writer for the full Rec Center application. A one year contract was proposed.

Elizabeth Gardner inquired if board members could be paid for work performed on behalf of PJCDA projects as compensation by clients. Attorney Matthew Witherow agreed to look into the issue.

**8. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 9:05 pm pm to discuss loans and contractual matters.

**Motion: Elizabeth Gardner                      2<sup>nd</sup>: Richard K. Roberts                      All in Favor**

The PJCDA Board of Directors came out of Executive Session at 9:30 PM.

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Elizabeth Gardner                      All in Favor**

The loan for Robert and Jennifer Garnham of \$15,000, 3%,10 year for Haven for Heroes comic book and collectible store was discussed. A motion to proceed with the loan upon an acceptable credit report review was made.

**Motion: Robert C. Ritchie      2<sup>nd</sup>: Elizabeth Gardner**

**Abstention: Richard K. Roberts      All Others in Favor**

Regarding the financial future of the PJ CDA a meeting was proposed with the Mayor. Carl V. Hendrick will research.

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, June 25, 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: Elizabeth Gardner      2<sup>nd</sup>: Richard K. Roberts      All in Favor.**