

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
WEDNESDAY, JANUARY 22, 2014**

**1. ROLL CALL**

Chairman, Robert C. Ritchie, called the January meeting to order at 7:00 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

**Absent**

Robert Waligroski, Member

**Also present were:**

Kathleen Hendrickson, Executive Director  
Sally von Sauers, Program Administrator  
Victoria B. Campbell, PJCD A Counsel  
Kelly B. Decker, Mayor  
Robin Waizenegger, City Clerk-Treasurer  
Richard K. Roberts, Appointed PJCD A Member

**2. MINUTES**

A motion was made to approve the minutes of the December 18, 2014 meeting:

**Motion: Marie Reeves      2<sup>nd</sup>: Betsy Gardner      All in Favor**  
**Abstention: Dean A. Aumick**

**3. FINANCIALS**

**a. Administrative Bills**

PJCD A Director reviewed the administrative bills in the amount of \$27,179.40 and expected revenues of \$35,947.43 for January 2014 with members of the Board. Current balance in the account is \$24,993.89. We have not yet received an invoice for January payroll. All bills up to the end of 2013 have been paid. A motion was made to approve the bills in the amount of \$27,179.40:

**Motion: Marie Reeves      2<sup>nd</sup>: Betsy Gardner      All in Favor.**

**b. Monthly Financial Report**

PJCD A Director presented the Agency financial report for December 2013 and reviewed the statement on a line-by-line basis. A motion was made to approve the December 2013 financial report:

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

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

PJCDA Director presented her report covering Agency activities during January 2014. Copies of the written report were also distributed to the Board. PJCDA Director provided an update on all open CDBG programs including the Beach Road Pump House project which we have submitted a 60-day extension. The extension was approved but, after consultation with the DPW Director, additional time is needed due to delay in shipment of critical parts from vendors. A revised extension request was submitted to the NYS Homes & Community Renewal with a follow up telephone call. For program 938ED736-11, an amended budget and revised environmental records review was submitted and we are awaiting a release and certification of funds to move forward with the project. PJCDA Director also provided an overview of the Small Cities CDBG application that was submitted to the NYS HCR on January 17, 2014.

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.

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

**Motion: Betsy Gardner      2<sup>nd</sup>: Dean A. Aumick      All in Favor.**

Chairman Ritchie announced that there will be another meeting with the PJCDA Reorganization Committee and the Board of the Port Jervis Housing Authority. The meeting will be held on Wednesday, February 19<sup>th</sup> at 6:30 PM at the Housing Authority, 39 Pennsylvania Avenue offices.

**5. COMMUNICATIONS**

None

**6. OLD BUSINESS**

*PJCDA Draft Administrative Budget for 2014:* PJCDA Director requested approval of the proposed administrative budget for 2014. A budget is needed to file with the State and we are past the deadline. A motion was made to approve the budget, as presented, with the understanding that there may be modifications made by the new Board of Directors:

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

**7. NEW BUSINESS**

a. *Happy Software Contract:* The Program Administrator briefed the Board on the contract renewal with Happy Software. This vendor provides the complete software for the Section 8 Housing Assistance Program including case management, housing assistance payments, and housing quality standards inspections. Cost of the software is \$7,759.00 which includes technical support and updates to the program, as and when changes are implemented by HUD. This expense is reflected in the 2014 approved budget.

A motion was made to approve a one-year contract renewal with Happy Software in the amount of \$7,759.00:

**Motion: Betsy Gardner      2<sup>nd</sup>: Marie Reeves      All in Favor.**

- b. Tri-State Chamber of Commerce Membership – PJCDA Director presented the Board with a letter from the Tri-State Chamber of Commerce for a one-year membership in the Chamber at a cost of \$185.00. After discussion, it was agreed that this matter should be tabled and taken up with the new Board of Directors at the February meeting.

A motion was made to table the PJCDA’s continued membership in the Tri-State Chamber of Commerce until February 2014:

**Motion: Robert C. Ritchie 2<sup>nd</sup>: Dean A. Aumick All in Favor.**

**8. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:17 PM to discuss loans and contractual matters including the retirement of PJCDA Director, Kathleen Hendrickson:

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

The PJCDA Board of Directors came out of Executive Session at 9:02 PM.

A motion was made to accept the PJCDA Director’s letter of retirement and all terms and conditions as stipulated in the letter.

**Motion: Marie Reeves 2<sup>nd</sup>: Dean A. Aumick All in Favor.**

**9. SCHEDULING OF NEXT MEETING**

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

**10. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:05 PM:

**Motion: Dean A. Aumick 2<sup>nd</sup>: Gerald Oney All in Favor.**