

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, JULY 24, 2013**

1. ROLL CALL

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

Robert C. Ritchie, Chairman
Carl V. Hendrick, Vice-Chairman
Betsy Gardner, Member
Marie Reeves, Member
Robert Waligroski, Member

Absent

Dean A. Aumick, Member
Gerald Oney, Secretary/Treasurer
Victoria B. Campbell, PJCDA Counsel

Also present were:

Kathleen Hendrickson, Executive Director
Sally von Sauers, Program Administrator

2. MINUTES

A motion was made to approve the minutes of the June 26, 2013 meeting:

Motion: Marie Reeves 2nd: Robert Waligroski All in Favor
Abstention: Betsy Gardner

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the July 2013 administrative bills with members of the Board. The July bills amount to \$19,426.92. A motion was made to approve the July bills:

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

4. Monthly Financial Report

PJCDA Director presented the Agency financial report for June 2013. A motion was made to approve the June financial report:

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

PJCDA Director then reviewed the bank balances and requested the Board give consideration to authorizing use of program income as a match/leverage for the New York Main Street program. PJCDA Director advised that the Community Preservation Corporation (CPC) is providing a support letter for participation of private bank funds and Orange County Office of Community Development will provide support through the HUD-funded HOME program. However, since these sources are not yet available, it would improve our score if we could commit as leverage from our own local sources. We would use local funds as gap financing. The Board agreed to offer local program income

sources as leverage the New York Main Street Grant. However, the Agency will use CPC and HOME funds, when available, should we be awarded a Main Street grant.

5. DIRECTOR & SECTION 8 PROGRAM REPORTS

PJCDA Director presented her report covering Agency activities during July 2013. Copies of the written report were also distributed to the Board. PJCDA Director brought the Board up to speed with the Beach Road pump station grant and the delays due to the preparation of a consultant proposal and execution of a contract with the city for the Agency to act as a consultant for the administration of the Grant. We submitted our first drawdown for \$8,000 with another \$26,000 remaining in both administration and program delivery funds. PJCDA Director also briefed the Board on pending applications the Agency is working on for submission in August including funding for sidewalks through the NYS Department of Transportation.

There was also discussion regarding the on-site visit of Orange County CDA to solicit applications for HOME funds for housing rehabilitation.

A motion was made to approve the July Director Report:

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

PJCDA Housing Program Administrator then presented the Section 8 Housing Program report for July 2013. In September there will be a family going off the program as they have achieved self-sufficiency. A motion was made to approve the Section 8 report:

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

**3. COMMUNICATIONS
None**

**4. OLD BUSINESS
None**

6. NEW BUSINESS

- a. Historic Homes & Garden Tour: PJCDA to consider a sponsorship for this event, which will be held on Saturday, August 3, 2013. A motion was made to approve a \$100.00 Silver sponsorship:

Motion: Robert C. Ritchie 2nd: Marie Reeves All in Favor.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:45 PM to discuss loans and contractual matters:

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

The Board came out of Executive Session at 8:14 PM.

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

8. SCHEDULING OF NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, August 28, 2013 at 7:00 PM.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:15 PM:

Motion: Marie Reeves

2nd: Carl V. Hendrick

All in Favor.