

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, July 23, 2014**

1. ROLL CALL

Chairman, Carl V. Hendrick, called the July meeting to order at 7:06 PM with the following members present:

Carl V. Hendrick, Chairman
John A. Russell, Treasurer
Kevin Cunningham, Member
Robert C. Ritchie, Member
Elizabeth Gardner, Secretary

Absent
Gerald Oney, Member
Richard K. Roberts, Vice-Chairman

Also present were:

Valerie Maginsky, Executive Director
Matthew D. Witherow, Esq., PJCDA Counsel

2. MINUTES

A motion was made to approve the minutes of the June 19, 2014 meeting:

Motion: Robert C. Ritchie 2nd: Kevin Cunningham All in Favor

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$24,474.50, and expected revenues of \$17,966.22 with members of the Board. Current balance in the account is \$18,204.51. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans.

- This month's bills include both the CPA and PJCDA Legal Counsel's mid-year invoices.
- 2010 and 2014 Q1 and Q2 Admin fees are to be calculated.
- SAMAKI admin fees are calculated and to be submitted to NYS HCR with the proper forms.
- Advanced Recovery is still expected to close around August 1, 2014.
- Director Maginsky reported a voice mail re: Kalport/Kaltec are working with a lender and hope to have an update regarding loan status within 30 days.
- The loan with Haven for Heroes is scheduled to close on Monday 7/28/14. The loan for PJ Bowl is approved and is to be scheduled.
- A running list of projects worked on by the director was added to the report.

A motion was made to approve payment of the bills in the amount of \$24,474.50:

Motion: Elizabeth Gardner 2nd: Kevin Cunningham 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. The salary section was adjusted. The income sheet is to be reviewed.

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

The new Citizens account is being worked on. The goal is to have all accounts moved by the August 2014 Board meeting.

Discussion regarding the director's time for admin fee calculation included the idea of tracking time more explicitly.

A motion was made to approve the financial report.

Motion: John A. Russell 2nd: Robert C. Ritchie All in Favor

4. OLD BUSINESS

- a. 2013 REDC CDBG the Pre-submission submitted in June 2014 to support 10 Micro-business resulted in an invitation to submit a full grant application no later than August 29, 2014.
- b. Chairman Hendrick reported he spoke with the Mayor about grant writing and hours needed by the PJCDA Director to perform tasks that will support economic development in Port Jervis. The Director will attend the PJ Finance Committee meeting scheduled for 7/24/14 and provide an overview of the PJCDA's financial status.

5. DIRECTOR & SECTION 8 REPORT

- a. PJCDA Director presented her report covering Agency activities during July 2014. Copies of the written report were also distributed to the Board. There was an overview of the open CDBG programs. Within each heading, monthly updates will be identified by date.
- b. Per Charlie Philion, NYS HCR Senior Developer, the revised Lead-Based Paint Plan sent to NYS HCR as part of the grant contract for 29-31 Front St., Project #938HR41-13, needed improvement. Per the NYS HCR Lead-Based paint forms revised in May 2014, as new costs and possible liabilities will/may be incurred by the grantee, the City of Port Jervis, Director Maginsky forwarded the newly proposed plan to PJCDA Counsel Matthew Witherow for review and possible consultation with City of Port Jervis corporate counsel.

As the one available Orange County lead paint risk assessor is leaving the position for work in the private sector, the position is expected to remain vacant for the time being due to budgetary shortfalls. As a result, for NYS-HCR CDBG projects within the city, a lead paint risk assessor may need to be hired. Over the winter in Newburgh, sponsored by the Orange County Planning Department, there may be a free lead-based paint risk assessor training class which may be open to PJCDA staff.

The previous commitment letter to The Ruby Group, which needs to be updated by the Director, may need a new section on lead-based paint. Action awaits input from legal counsel.

Motion to accept the Director's Report:

Motion: Robert C. Ritchie 2nd: John Russell All in Favor

- c. In Ms. von Sauers' absence, Director Maginsky reported that Section 8 was performing intakes of some 10 families. Three families are scheduled for July intake with the rest following, hopefully in August/September. Chandler Campbell helped compile the necessary paperwork used during the intakes. HUD Section 8 Representative Ms. Rodriguez, is expected in August for a regular site visit. Chairman Hendrick plans to attend.

Motion to accept the Section 8 Report:

Motion: Elizabeth Gardner 2nd: John A. Russell All in Favor

