

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, JUNE 26, 2013**

1. ROLL CALL

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

Robert C. Ritchie, Chairman
Carl V. Hendrick, Vice-Chairman
Gerald Oney, Secretary/Treasurer
Dean A. Aumick, Member
Marie Reeves, Member

Absent

Betsy Gardner, Member
Robert Waligroski, Member

Also present were:

Kathleen Hendrickson, Executive Director
Sally von Sauers, Program Administrator
Victoria B. Campbell, PJCDA Counsel

From the Public

Kelly Decker, Councilman-At-Large

2. MINUTES

There was no meeting held in May. A motion was made to approve the minutes of the April 24, 2013 meeting:

Motion: Marie Reeves 2nd: Carl V. Hendrick All in Favor
Abstention: Dean Aumick

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the May and June 2013 administrative bills with members of the Board. The May bills amount to \$17,818.23. A motion was made to approve the May bills:

Motion: Dean Aumick 2nd: Marie Reeves All in Favor.

A motion was made to approve the June bills in the amount of \$20,978.04:

Motion: Gerald Oney 2nd: Carl V. Hendrick All in Favor.

4. Monthly Financial Report

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

Motion: Robert C. Ritchie 2nd: Dean Aumick All in Favor.

PJCDA Director then reviewed the Agency financial report for May 2013. A motion was made to approve the May financial report:

Motion: Marie Reeves 2nd: Dean Aumick All in Favor.

PJCDA Director then reviewed the bank balances and explained the differences between each program income account and the Section 8 program accounts.

5. DIRECTOR & SECTION 8 PROGRAM REPORTS

PJCDA Director presented her report covering Agency activities during May and June 2013. Copies of the written report were also distributed to the Board. There was discussion regarding the Consolidated Funding application process for 2013 and the potential projects that the CDA is reviewing for funding consideration. There was also a lengthy discussion regarding income limits to qualify for the various grant funding programs.

The permitting and review process for the Port Jervis Whitewater Kayak Park was also discussed as well as the process timeline. The most recent grant received for the proposed park for permitting and bids will be administered by PJCDA with the city of Port Jervis as the contractor/project owner. The deadline for expenditure of funds is three (3) years. PJCDA Director also reviewed the intricate requirements for the NYS DOT grant program which is due August 16, 2013 and discussion continued regarding various projects that we could submit on behalf of the city.

A motion was made to approve the May and June Director Reports:

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

PJCDA Housing Program Administrator then presented the Section 8 Housing Program report. We have 205 families under lease with the Section 8 program. The Agency was visited by our HUD representatives on Tuesday, May 14th and, as a high performing agency, we are not required to file an Annual Plan with HUD this year. There was a lengthy discussion regarding the policy of limitations on rent increases for participants of the Section 8 program versus the private housing market.

A motion was made to approve the Section 8 report:

Motion: Carl V. Hendrick 2nd: Dean Aumick All in Favor.

3. COMMUNICATIONS

- a. Letter from the U.S. EPA regarding the city's application for funds under the Revolving Loan Fund program. Although we were denied funding in this round, our scores were fairly good and we have been encouraged to submit again in the next round. PJCDA Director and our environmental attorney have a scheduled teleconference with the EPA on Friday, July 26th at 10:00 AM to discuss the specifics of the application and ways in which we can make improvements for the next funding opportunity.
- b. Letter to Sarah and James Hendry – regarding the status of their project.
- c. Tri-State Pools – follow up letter after a meeting with the owners regarding their business needs. They have been in operation in the city of Port Jervis for several decades.

There was a lengthy discussion regarding online access to accounts to expedite the bank account reconciliation process.

4. **OLD BUSINESS**

None

6. **NEW BUSINESS**

a. East Main Street Medians - Plantings: a request was made by the city for the PJCDA to cover the cost of the flower plantings in the East Main Street medians for this year. A motion was made to approve a cost of \$4,198.00 for the East Main Street median flower beds:

Motion: Robert C. Ritchie 2nd: Dean Aumick YEA: 4 NAY: 1

b. Arts Walk Sponsorship: PJCDA Director reviewed the various sponsorship opportunities for the 2013 Arts Walk. The event will be held on Saturday, July 20th with a rain date of Sunday, July 21st. Bon Secours will be sponsoring the evening movie, Spiderman, which will be shown on Front Street at 9:15 PM.

A motion was made to approve a \$300.00 Patron for the Arts sponsorship:

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

c. 2013 National Night Out: PJCDA Director recommended the Agency man a booth for this year's National Night Out on Tuesday, August 6th and raffle off a few items for the kids. A motion was made to approve a \$300.00 budget to purchase raffle items for the National Night Out event:

Motion: Marie Reeves 2nd: Carl V. Hendrick All in Favor.

Chairman Bob has suggested that we schedule a meeting between the PJCDA Board and city officials to prepare a document that outlines the financial responsibilities between the city and the Agency. The proposed meeting date is Monday, August 5th at 7:00 PM.

7. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:55 PM to discuss loans and contractual matters:

Motion: Dean Aumick 2nd: Gerald Oney All in Favor.

The Board came out of Executive Session at 9:20 PM.

Motion: Carl V. Hendrick 2nd: Dean Aumick All in Favor.

A motion was made to authorize the hiring of an intern to assist the PJCDA Director and staff during the summer. This is a volunteer position.

Motion: Carl V. Hendrick 2nd: Gerald Oney All in Favor.

8. SCHEDULING OF NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, July 24, 2013 at 7:00 PM.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:25 PM:

Motion: Marie Reeves

2nd: Carl V. Hendrick

All in Favor.