

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, NOVEMBER 27, 2013**

1. ROLL CALL

Chairman, Robert C. Ritchie, called the November meeting to order at 7:07 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
Robert Waligroski, Member

Absent

None

Also present were:

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

From the Public

Kelly Decker, Councilman-At-Large

Chairman Ritchie then asked the Board if we could postpone the Agency Financials (No. 3 on the Meeting Agenda) until the end of the meeting.

2. MINUTES

A motion was made to approve the minutes of the October 23, 2013 meeting:

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

3. DIRECTOR & SECTION 8 PROGRAM REPORTS

PJCD A Director presented her report covering Agency activities during November 2013. Copies of the written report were also distributed to the Board. PJCD A Director requested clarification from the NYS Homes & Community Renewal regarding the preparation and filing of the Labor Standards report for the Beach Road pump house project, project no. 938PF141-11. We had to amend the budget for the Samaki, Inc. program (excluding construction costs) and a program extension was approved to April 2014, although we anticipate completing the program sooner. A meeting is scheduled with the company president and PJCD A Director to review and finalize the program budget. We will be able to retain the full administration and program delivery fees of \$15,000.00.

A public hearing notice was filed with the Times Herald Record and the ad should run on Monday, December 2nd for a public hearing on Monday, December 9th for the Small Cities CDBG application due Friday, December 20th.

There was discussion regarding the Port Jervis Whitewater Park and the issue of habitat mitigation (mussels in the Delaware River).

There is a grant opportunity for additional funds under the NYS DEC Urban & Community Forestry Program. The PJCDA Director needs technical guidance and input from the Tree Commission. It was suggested that the PJCDA Director forward her e-mail (to the Tree Commission regarding the Grant program) to Vince Lopez, and Jack Farr with a copy to Gerry Oney, as the council liaison.

PJCDA prepared a draft 2014 Administrative Budget to be discussed under New Business.

There is no word yet on the NYS DOT grant for sidewalk replacement. PJCDA Director advises that we will probably not receive news on this grant until the end of the year.

A motion was made to approve the PJCDA Director's Report:

Motion: Betsy Gardner 2nd: Marie Reeves All in Favor.

The Program Administrator then presented the Section 8 report for the month of November. We are at the maximum limit for housing assistance payments. As such, we are not able to bring on any new enrollments in the program. However, we have adequate funding in place to take care of existing contracts. There was also discussion regarding portability requirements and the effects on the program budget. The Program Administrator prepared and submitted our annual SEMAP (Section 8 Management annual performance) report. We contract with a software company to update our utility allowance charts. This year's cost will be \$350.00 to handle this upgrade. This is done every year and is a HUD requirement. This expense has been approved in the administrative budget.

The Program Administrator also requested the Board approve the closing of the Agency offices the day after Christmas and PJCDA staff will use their own personal/vacation time for this day. The Board approved letting staff take the day off and close the office.

A motion was made to approve the Section 8 report:

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

4. COMMUNICATIONS

PJCDA Director prepared a memo to the Board summarizing her meeting with Maria Bruni, Director of Community Development for the city of Middletown. The memo was distributed to the Board for their review. However, since much of the information is considered proprietary, discussion will be reserved for Executive Session, as advised by PJCDA Counsel. Chairman Ritchie suggested that the information might be beneficial for the CDA Re-organization Committee.

5. OLD BUSINESS

We received a funding award of \$142,278.50 under the NYS Division of Homeland Security and Emergency Services for the Fire Department. This grant was prepared by the PJCDA Director and there will not be any administrative funds connected with the grant. There will be follow up documentation and reports required for this Grant

and the City should designate an individual to handle this task since the PJCDA Director will be retired before this grant is implemented.

6. **NEW BUSINESS**

Proposed 2013 Small Cities CDBG Application – Housing Activities: PJCDA Director discussed the details of a project that is being proposed by Peter Berman of the Ruby Group, in partnership with a local Port Jervis developer. A letter confirming discussions regarding the project was sent to Mr. Berman and a copy of that letter was made available to the PJCDA Board. The project is located in a downtown property at 29-31 Front Street, former Variety Show. PJCDA Director did discuss the project with NYS Homes & Community Renewal (NYS HCR) regarding eligibility. We are eligible for a single purpose application for up to \$400,000 with approximately \$50,000 for administration and \$350,000 for project costs. It was recommended by NYS HCR that we use some of our program income as leverage to the NYS CDBG Grant and ensure that there are no funding gaps when submitting an application for the project. Discussion followed. A motion was made to approve financial participation of PJCDA in the 2013 NYS Small Cities application in the amount of \$75,000:

Motion: Robert C. Ritchie 2nd: Betsy Gardner All in Favor.

7. **FINANCIALS**

a. **Administrative Bills**

PJCDA Director advised that she is not sure of exactly what is in the Administrative account since the Bookkeeper was out this week due to the snow storm. PJCDA Director then briefed the Board on expected revenues for the month of December and anticipated bills to pay (except the amounts owed to the City for payroll). The only bills to be paid are petty cash, postage, Staples, fax line, copier and health insurance. The total due for bills is \$6,498.05. The balance in the account as of the last meeting was \$19,576.42 and we paid a little more than \$1,000 in bills, leaving a balance of approximately \$17,000 in the account. PJCDA Director then briefed the Board on the computation of Program Delivery fees for 2012 and 2013. She also maintained detailed back up documentation for the fees. A motion was made to pay all this month's bills using the \$17,000 left over from last month, leaving approximately \$10,000 in the account:

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

b. **Financial Statement**

PJCDA Director presented the financial statement for the month of October 2013. She provided clarification regarding the timing for the approval of bills. When the Board approves bills at a monthly meeting, the bills approved are generally for the following month, i.e., bills approved by the Board in November are December/January bills that are due and owing by the Agency.

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:20 PM to discuss contractual and financial matters with the City. Mayor-elect, Kelly Decker, was invited into the Executive Session:

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

The Board came out of Executive Session at 9:10 PM.

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

A motion was made to reimburse the City of Port Jervis the outstanding obligations for payroll and benefits in the amount of \$98,339.42

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

A motion was made to approve emergency housing rehabilitation assistance (replacement of a furnace) to an eligible senior resident:

Motion: Robert Waligroski 2nd: Marie Reeves All in Favor.

9. SCHEDULING OF NEXT MEETING

Due to the Christmas Holiday, the next meeting of the PJCDA Board of Directors is scheduled for Wednesday, December 18, 2013 at 7:00 PM.

Mayor-elect Kelly Decker requested Chairman Ritchie organize a committee for the re-organization of PJCDA. Mr. Ritchie is in the process of doing that and has appointed Frank Bell, Gerald Oney, Kelly Decker, Carl V. Hendrick and Robert C. Ritchie as members to the committee. A meeting will be scheduled, possibly in the second week of December, and PJCDA Counsel, Victoria B. Campbell, will be asked to attend to handle any legal/contractual issues that may arise.

10. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:15 PM:

Motion: Betsy Gardner 2nd: Marie Reeves All in Favor.