

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
WEDNESDAY, September 24, 2014**

**1. ROLL CALL**

Chairman, Carl V. Hendrick, called the September meeting to order at 7:05 PM with the following members present:

Carl V. Hendrick, Chairman	<b><u>Absent</u></b>
Richard K. Roberts, Vice-Chairman	
John A. Russell, Treasurer	
Elizabeth Gardner, Secretary	
Robert C. Ritchie, Member	
Gerald Oney, Member	
Kevin Cunningham, Member	

**Also present were:**

Valerie Maginsky, Executive Director  
Sally von Sauers, Section 8 Program Director  
Matthew D. Witherow, Esq., PJCDA Counsel

**2. MINUTES**

A motion was made to approve the minutes of the August 27, 2014 meeting:

**Motion: Richard K. Roberts      2<sup>nd</sup>: Gerald Oney      All in Favor**

**3. FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the estimated administrative bills in the amount of \$16,787.23, and expected revenues of \$17,562.33 with members of the Board. Current balance in the account is \$59,838,08. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans.

- 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.

A motion was made to approve payment of the bills in the estimated amount of \$16,787.23:

**Motion: Richard K. Roberts    2<sup>nd</sup>: Robert C. Ritchie      All in Favor**

**b. Monthly Financial Report**

Director Maginsky reviewed all expenses to date through 2014 to present and updated the Budget Report and updated the Revenue Report dividing income by that which has been received and to be received. We expect \$14,568 from HUD-Section 8 per month for Oct./Nov./Dec 2014. All bank accounts total \$934,200.14. In preparation of compiling the 2015 PJCDA Budget, the Section 8 Happy Software will be approximately \$8,600 (up some \$900 from 2014).

A motion was made to approve the financial report.

**Motion: Elizabeth Gardner      2<sup>nd</sup>: Richard K. Roberts      All in Favor**

**4. OLD BUSINESS**

- a. The Micro-Enterprise grant was submitted per schedule.
- b. See 29-31 Front St., under Section 5 – Director’s Report for more information. The CIF funding component with regard to the BOSS center is pending approval. Mayor Decker sent a letter of support to NYS-HCR.

## 5. DIRECTOR & SECTION 8 REPORT

PJCDA Director presented her report covering Agency activities during September 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.

- a. The Environmental Review Record (ERR) for NYS HCR CDBG for 29-31 Front St. is moving on schedule. Director Maginsky will send a Request for Release of funds to Charlie Phillion this week opening the window for monies. Bid specs and the bid process are still to be identified. Davis Bacon requirements are going to be reviewed. The HOME funds of \$350k were approved. With the approval of the CDA moving to a 25 year term on this project, the CDA will be in 2<sup>nd</sup> ahead of HOME. NY Main St. requirements including a committee, community outreach, call for applications, and projects identified, and environmental check-off sheet were supposed to have been identified and the current project will be fast-tracked. The CDA Board agreed to perform as the committee.
- b. Sally von Sauers will attend the required Lead Based Paint Plan webinar scheduled for Sept. 25<sup>th</sup> while Director Maginsky attends US Rep. Maloney's Small Business Disaster Relief Seminar on behalf of Mayor Decker.
- c. The Jersey Ave. Sewer Project wasn't listed as a Priority Project through NY CFA system. The Priority Projects chosen were job oriented. Funds may yet be awarded in Oct/November 2014.
- d. Section 8 Program Director Sally von Sauers reported that currently 190 Section 8 units are leased and 10 vouchers are pending as clients search for rentals. Four more should be leased by October 1, 2014. One large family is having trouble finding a unit. The agency is close to reaching the optimum number and type of leased units. One voucher was terminated due to violations regarding drugs (arrest and evidence). Per input by HUD Rep, utility reimbursement letters are being prepared to be sent.

PJ CDA receives complaints regarding clients who are not PJ CDA clients. Pathstone and or DSS residents also have clients in PJ. It was noted in some cases that single females are allowing boyfriends not on the lease to move in. Per the PJ Section 8 policy, all residents within a leased unit must be listed on the lease with the landlord.

Motion to accept the Director's and Section 8 Report:

**Motion: Richard K. Roberts      2<sup>nd</sup>: Elizabeth Gardner      All in Favor**

## 6. COMMUNICATIONS

- a. The Director attended the Orange County Chamber of Council Business Expo and touched base with Orange County Tourism and other agencies and businesses.
- b. The Director also attended a Placemaking Tour in Montgomery sponsored by the Citizens Foundation. The idea of the Business Improvement District (BID) was raised and Joe Donat of U.S. Rep. Maloney's office will research this option for us. Middletown has one.
- c. The Ruby Group's 29-31 Press conference (10/2/14) and Haven for Hero's grand opening (10/4/14) are coming up.
- d. Director Maginsky met with Cindy Clune of the Small Business Development Center who is available to local
- e. Richard K. Roberts, Carl Hendrick and Director Maginsky met Neil Schreyer, E.V.P. of Sussex Bank and toured 51-55 Front St. the former JC Penny, Dr. Mahmud's. office. It is listed for \$369k. The Mayor would like OCCC to consider the space.

## 7. NEW BUSINESS

- a. Municipal Disaster Application – both Senator Bonacic and U.S. Rep. Maloney's office are eager for Port Jervis to submit applications. Three projects are under consideration. Monies will be funneled

through the Office of Community Development with the expectation that some \$2 million may come to the City.

- b. Director Maginsky will attend the Small Business Disaster Relief Workshop in Middletown and extended the invitation to Kalport/Kaltec since they experienced some \$500k in damages and lost wages after Irene.

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:02 pm to discuss loans and contractual matters.

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Kevin Cunningham                      All in Favor**

The PJCDA Board of Directors came out of Executive Session at 9:12 pm.

**Motion: Kevin Cunningham                      2<sup>nd</sup>: Elizabeth Gardner                      All in Favor**

Per discussion in Executive Session:

Motion to make available up to six days per month to Diana van Valkenberg the bookkeeper:

**Motion: Elizabeth Gardner                      2<sup>nd</sup>: Kevin Cunningham                      All in Favor**

Motion to provide Sally von Sauers a \$0.40 per hour longevity raise retroactive to her 25<sup>th</sup> work anniversary date of August 8, 2014 :

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Kevin Cunningham                      All in Favor**

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, October 22, 2014 at 7:00 p.m. at the Port Jervis Youth Center.

10. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:14 p.m.

**Motion: Richard K. Roberts                      2<sup>nd</sup>: Kevin Cunningham                      All in Favor**