

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, June 24, 2015**

1. ROLL CALL

Chairman, Carl V. Hendrick, called the June meeting to order at 7:02 PM with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John A. Russell, Treasurer
Robert C. Ritchie, Member

Absent
Elizabeth Gardner, Secretary
Kevin Cunningham, Member
Gerald Oney, Member

Also present were:

Valerie Maginsky, Executive Director
Matthew D. Witherow, Esq., PJCDA Counsel
Sally von Sauers, Program Administrator
Beverly Felter, Family Services Coordinator

2. **MINUTES** A motion was made to approve the minutes of the May 27, 2015:
Motion: John A. Russell 2nd: Robert C. Ritchie All in Favor

3. **FINANCIALS**

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$ 21,394.26, and expected revenues of \$ 20,569.18 with members of the Board. Total current admin balance is \$69,191.66. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans. A motion was made to approve payment of the bills in the amount of \$21,394.26:

Motion: John A. Russell 2nd: Richard K. Roberts All in Favor

b. **Monthly Financial Report**

PJCDA Director presented the Agency financial report for April including expenses and revenues. A motion was made to approve the financial report.

Motion: John A. Russell 2nd: Richard K. Roberts All in Favor

4. **DIRECTOR & SECTION 8 REPORT**

29-31 Front St. – NYS HCR is requesting a status update as soon as possible.

Jersey Ave. Sewer RFP/RFQ advertised for Engineering and Administration and will close on July 21, 2015

NY Main St. – no update – no funds were disbursed. NYS HCR is requesting a status update as soon as possible.

NYS HCR Microenterprise- the contract was received from NYS HCR and the process may now commence.

White Water Kayak Park – the Port Jervis Common Council approved the CHA and AECOM proposals. REP provided and updated Engineering Proposal.

CDBG Disaster Relief – Director Maginsky is reviewing adherence to national objectives

HGMP – Hazard Mitigation – no update on the storm water pumps. Director Maginsky attended a monitoring webinar from GOSR

AHC – received notice that the city was awarded the \$350,000 grant. Contract paperwork needs to be completed within 90 days in order to proceed with the applications. MWBE requirements are still outstanding and are being pursued. An organizational meeting is to be scheduled with RECAP. A joint press release was sent to local media. As a result, the CDA has received multiple inquiries.

Drug Free Communities Grant – no update - was submitted on 3/18/15. Award announcements are due the end of August.

CFA and URF Grant Competition – continuing to organize multiple CFA applications. Held the CDBG public hearing on June 22, 2015 requesting public comment. Final decisions on other applications and their letters of support, matching fund requirements, etc. are in process by the Port Jervis Common Council.

Tourism – a successful Stephen Crane Memorial Day was held on June 20, 2015.

Waterfront District – On May 22nd, Barton & Loguidice representatives gave a workshop on various code aspects and training requirements and options to the Common Council.

A motion was made to accept the Director's Report:

Motion: Richard K. Roberts 2nd: John A. Russell All in Favor

Section 8 Program Administrator Sally von Sauers' reported that there were five new contracts and one new family in June, three terminations, two transfers, two current portabilities with contracts, seven applicants are on the waiting list. There are 188 leased units and nine with FS-S contracts.

The 5-year PHA HUD plan public hearing was advertised on Friday, May 29, 2015 and was held on June 8, 2015 in the Common Council chambers. The public hearing was held on June 8th, 2015.

A public notice regarding the opening of the wait list was published in the Times Herald Record, on the city website, at the June 22nd Common Council meeting, through flyers and social media. The wait list will be opened for 7 full business days, through June 30, 2015.

Section 8 Program Administrator von Sauers and Family Services Coordinator Felter explained that support for the current Section 8 HAPPY software will no longer be available in 2016. Clients are offered a 30% discount for sign-up on the new system by the end of September. With the discount the new software will cost just over \$5,000. The support contract for 2016, will be about the same. The Board gave permission to investigate system requirements with our outside computer technician.

Section 8 Program Administrator von Sauers also reported the HUD will be sending additional monies to the agency. Actual dollar amounts are to be determined.

A motion was made to accept the Section 8 Report:

Motion: Richard K. Roberts 2nd: John A. Russell All in Favor

5. COMMUNICATIONS

Communications were made per existing projects. See above.

6. OLD BUSINESS

- A. With the exception of one consistent finding, the NYS HCR monitoring session for Kolmar, Gio's Gelato and Save-a-Lot went well. Though the City has all the components of an ADA Grievance policy and procedure, an official grievance procedure must be implemented within thirty days to comply with state and federal regulations. Information was forwarded to the city's legal counsel by Director Maginsky to address this issue.
- B. The final report for the financial audit is still outstanding. Some suggestions to produce and use checklists and document process flow were made by the auditor.

7. NEW BUSINESS

- A. The Board discussed a PJCDA administrative bid for the Jersey Ave. Sewer Repair per the RFP on the City's website. A motion was made for Chairman Hendrick to sign the resolution produced by Attorney Witherow and for Director Maginsky to write and submit the bid for this RFP.

Motion: Richard K. Roberts 2nd: Robert C. Ritchie All in Favor

- B. As the Consolidated Funding Applications are due no later than July 31, 2015 and none carry direct administration to the PJCDA or require PJCDA matching funds, the Board approved Director Maginsky to complete and submit City of Port Jervis approved CFA applications as part of the 2015 City of Port Jervis/PJCDA contract.

Motion: Robert C. Ritchie 2nd: Richard K. Roberts All in Favor

- C. The 2015 Market, NY CFA application is a regional application led by the Sullivan County Planning Department to upgrade the Upper Delaware Scenic Byway website and to produce a website video to highlight the member communities, beginning with Port Jervis. A Letter of Support was requested from the PJCDA for this application which will be circulated for review and approval of the PJCDA Board and then signed by Chairman Hendrick. Director Maginsky will forward the final document to the Sullivan County Planning Department for inclusion in this application.

Motion: Richard K. Roberts 2nd: John A. Russell All in Favor

- D. As the current Section 8 end of fiscal year-end is September 30th and the City's fiscal year-end is December 31, 2015, when the City's certified audit is late, the Section 8 reports to HUD are late. To address this discrepancy, the City's financial auditor suggested that PJ Section 8 ask HUD to allow the Section 8 year end be moved to December 31, 2015 to match the City's fiscal end-of-year.

Motion: John A. Russell 2nd: Richard K. Roberts All in Favor

8. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:33 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: John A. Russell All in Favor

The PJCDA Board of Directors came out of Executive Session at 9:45 p.m.

Motion: Robert C. Ritchie 2nd: Richard K. Roberts All in Favor

9. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, July 22, 2015 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 9:46 p.m.

Motion: Richard K. Roberts 2nd: Robert C. Ritchie All in Favor