

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, July 28, 2015**

1. ROLL CALL

As the regular July 22, 2015 meeting was rescheduled due to a lack of quorum, on July 28, 2015, Chairman, Carl V. Hendrick, called the meeting to order at 6:00 PM with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
Robert C. Ritchie, Member
Gerald Oney, Member
Elizabeth Gardner, Secretary

Absent

Kevin Cunningham, Member
John A. Russell, Treasurer

Also present were:

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

2. **MINUTES** The review of the June 24, 2015 minutes were tabled until the August 26, 2015 meeting.

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 25,728.79, and expected revenues of \$ 21,634.06 with members of the Board. Total current admin balance is \$63,567.05. 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 \$25,728.79:

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

b. Monthly Financial Report

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

- Director Maginsky to draw up a letter directed to HUD requesting the extension of the PJ Section 8 year end to match that of the City of Port Jervis.
- Director Maginsky to find the City of Port Jervis Common Council minutes approving the sale of the agency car.

Motion: Elizabeth Gardner 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. - The PJCDA will interview for the Administrative portion of the grant.
NY Main St. –NYS HCR is requesting a status update as soon as possible.
NYS HCR Microenterprise- working to resolve credit reporting processes

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

AHC – Meeting has been set with the Mayor and RECAP in August.

CFA and URF Grant Competition Necessary resolutions were passed by the Port Jervis Common Council (PJ CC) on July 27, 2015.

Monitoring of three 2010 projects are moving along towards close-out.

Greenway Compact and ADA Grievance – were passed by the PJ CC.

Government Office of Storm Recover (GOSR) and MWBE – need to be addressed.

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

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

Per Section 8 Program Administrator Sally von Sauers’ report there were two new contracts in July, one termination, two transfers, two portabilities with contracts, 63- applicants are on the waiting list. There are 187 leased units and seven with FS-S contracts.

The 5-year PHA HUD plan was completed, submitted and accepted ahead of the July 18th, 2015 deadline.

The waitlist was officially closed as of July 1, 2015. Over 300 applications were received. Each application must be screened for eligibility, logged into the computer, files set-up and letters sent to every applicant advising them whether they are eligible or ineligible.

Section 8 Program Administrator von Sauers and Family Services Coordinator Felter explained in June 2015 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 as 2015 (due in March). In July, the PJCDA computer tech came and reviewed the PJCDA systems and said everything is in order. The funds needed to upgrade the system were re-presented and approved.

Motion: Elizabeth Gardner 2nd: Richard K. Roberts All in Favor

A motion was made to accept the Section 8 Report:

Motion: Elizabeth Gardner 2nd: Richard K. Roberts All in Favor

5. COMMUNICATIONS

Communications were made per existing projects above as well as interested applicants for AHC and MicroEnterprise, new manufacturers, Advanced Recovery, and possible purchasers of downtown businesses.

6. OLD BUSINESS

A. An ADA Grievance Policy was passed by the Port Jervis Common Council and accepted by NYS HCR.

7. NEW BUSINESS

A. The NYS Upstate Revitalization Fund

Five of the City of Port Jervis CFA grant submittals due July 31, 2015 will be incorporated into the Upstate Revitalization Initiative (URI) application for the combined \$500 million MHREDC URI application. As the Intent to Submit URI application needs to show a match within the \$9.1 million submittal, the city will commit \$100k the PJCDA \$800k of eligible funds. This project is expected to produce some 700 jobs. Through the URI project, the PJCDA will be involved with established eligible housing and economic development, business start-up and expansion activities. A Resolution committing the PJCDA to \$800,000 in matching funds to this 2015 URI was read for accepted.

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

- B. Director Maginsky is requesting Fair Housing training to support the position of City of Port Jervis Fair Housing Officer. Questions arose to how this position came to the PJCDA. Further investigation is necessary.
- C. Health insurance costs are expected to rise some 6.5% in 2016.
- D. Ms. von Sauer is considering retirement by the end of 2015.
- E. Director Maginsky explained the need for office assistance.

8. EXECUTIVE SESSION

A motion was made to go into Executive Session at 6:55 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: Elizabeth Gardner All in Favor

The PJCDA Board of Directors came out of Executive Session at 7:10 p.m.

Motion: Elizabeth Gardner 2nd: Richard K. Roberts All in Favor

9. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, Aug. 26, 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 7:14 p.m.

Motion: Richard K. Roberts 2nd: Elizabeth Gardner All in Favor