

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
WEDNESDAY, August 26, 2015**

**1. ROLL CALL**

On August 26, 2015, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 PM with the following members present:

Carl V. Hendrick, Chairman **Absent**  
Richard K. Roberts, Vice-Chairman  
Robert C. Ritchie, Member  
John A. Russell, Treasurer (7:05 p.m.)  
Gerald Oney, Member  
Elizabeth Gardner, Secretary  
Kevin Cunningham, Member

**Also present were:**

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

**2. MINUTES**

The June 24, 2015 minutes were reviewed and approved:

**Motion: Robert C. Ritchie 2<sup>nd</sup>: Elizabeth Gardner All in Favor**

The July 22, 2015 minutes were reviewed and approved:

**Motion: Elizabeth Gardner 2<sup>nd</sup>: Gerald Oney All in Favor**

**3. FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$ 28,265.42. The Happy Software upgrade is now \$3,412.50 for Happy Software desktop version (original quote \$5,066 was for a server version) with a 32-bit system. The service contract will be approximately \$8,000 in the spring. After the upgrade, if the response time is too slow, a 64-bit system will need to be considered. Total current admin balance is \$68,098.25. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans. Moving forward, all Small Cities bills will be reimbursed monthly to the Section 8 Admin from the Small Cities Admin. Director Maginsky will attend the PJ Finance meeting to discuss payment of an on-line Fair Housing course of approximately \$500. CDBG grants require that any annual interest received over \$100 from 2010 to 2014 totals \$400.65 and is due to NYS HCR. Director Maginsky introduced the HOPWA program to monitor RECAP, Pathstone and HONOR. for a possible revenue stream A motion was made to approve payment of the bills in the amount of \$28,265.42:

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

**b. Monthly Financial Report**

PJCDA Director presented the Agency financial report for July including expenses and revenues. Chairman Hendrick will remind the City Clerk-Treasurer about the sale of the agency car. A motion was made to approve the financial report.

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

**DIRECTOR & SECTION 8 REPORT**

*29-31 Front St.* – a new developer may be interested in the property. Director Maginsky read a letter from HUD regarding HOME funding that the US Senate budget is proposing a 93% cut on top of the previous 50% cuts.

*Jersey Ave.* - The PJCDA interviewed with PJ city representatives for the Administrative portion of the grant.

*NY Main St.* – Given that none of the 16 affordable housing units due by mid-December 2015 are planned, discussion resolved that timing didn't allow for grant completion and rescission was the most appropriate action. The final approval will come from the Port Jervis Common Council. A motion was made to rescind the NY Main St. grant:

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

*NYS HCR Microenterprise*- Equifax reporting now working

*WWKP* – CHA and AECOM surveys are moving ahead.

*CDBG Disaster Relief* – Director Maginsky is planning to meet with Joe Donat from U.S. Rep. Maloney's office.

*GOSR* – the Storm pump grants will require the city to produce policies and procedures such as MWBE.

*AHC* – The exhibits are being prepared but MWBE is still issued. John Farr is taking on MWBE for only one project.

*Technical Rescue Grant* – Swiftwater – PJ FD and Sparrowbush FD - \$150k due by 9/9/15

*CFA and URF Grant Competition*- All six CFA applications were confirmed received by ESD.

*CDBG Housing NOFA* – due by 9/25/15 – no projects are currently identified but if any are identified, 29-31 Front St. may need to be rescinded before application submission - TBD

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

*OC Tourism* – Orange Magazine wants to do an article on Laurel Grove.

*Code Review* – The City and the OC Dept. of Planning are discussing free training options.

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

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

Per Section 8 Program Administrator Sally von Sauers' report there were seven new contracts in July, zero terminations, zero transfers, zero portabilities with contracts, 127-applicants are on the waiting list. There are 189 leased units and seven with FS-S contracts.

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.

Enrollment interviews are scheduled for September.

A motion was made to accept the Section 8 Report:

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

4. **COMMUNICATIONS**

Communications were made per existing projects above. The city’s auditor has requested information on compensated absences.

5. **OLD BUSINESS – see Director’s Report above and:**

A. Director Maginsky and Mayor Decker met with Joseph Czajka of RECAP to discuss various housing programs and the AHC grant.

6. **NEW BUSINESS**

Director Maginsky will attend the upcoming Pathways of Orange County meeting and has been invited to a tourism discussion meeting co-hosted by the Center of Business Innovation and OC Tourism. Climate Smart Communities conference will be held on 9/25/15. Director Maginsky presented the WWKP status at the local Rotary group.

OC Tourism wrote a 48-hours in Port Jervis itinerary which has been reviewed and will be placed on their website.

7. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:12 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 9:05 p.m.

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

As a result of discussion in Executive Session the following motions were made:

Motion to take legal action against delinquent loan to Viccs Deli:

**Motion: Elizabeth Gardner                      2<sup>nd</sup>: John A. Russell                      All in Favor**

Motion was made to grant the PJCDA Executive Director three weeks of vacation per year, which is available to be taken after the first six-months of full time employment, and any carry over to the new year must be approved by the PJCDA Board of Directors.

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

8. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, September 23, 2015 at 7:00 p.m. at the Port Jervis Youth Center.

9. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:07 p.m.

**Motion: Richard K. Roberts                      2<sup>nd</sup>: John A. Russell                      All in Favor**