

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
WEDNESDAY, Sept. 23, 2015**

**1. ROLL CALL**

On Sept. 23, 2015, Chairman, Carl V. Hendrick, called the meeting to order at 7:05 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  
Kevin Cunningham, Member

**Absent**  
John A. Russell, Treasurer

**Also present were:**

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

**2. MINUTES**

The August 26, 2015 minutes were reviewed and approved:

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

**3. FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$ 21,796.88. Total current admin balance is \$68,820.48. The Happy Section 8 software upgrade will be \$3,412 followed in the spring with approx. \$8,544 for yearly maintenance. A module to pay landlords via EFT will not be possible as there is no segregation of financial tasks through the bank's online services. PJCDA Director also briefed the Board on the budgeted line item costs and program income generated from the loans. Some \$65,000 in admin did not materialize for Small Cities in 2015. A total of \$15,000 was lost with the rescission of NY Main St. A total of \$50,000 admin from 29-31 Front St. is pending in the case a new developer or similar project comes available in that area. Through daily tracking, Director Maginsky spends 85% of her time on city business. She plans to attend the upcoming Finance Meeting, present this time percentage and preliminary review of PJCDA finances along with a reminder of the grants written on behalf of the city. The majority of the grants written either did not offer admin money or offer reduced admin. The CFA grant applications will not be awarded until November or December. A motion was made to approve payment of the bills in the amount of \$21,796.88:

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

**b. Monthly Financial Report**

PJCDA Director presented the Agency financial report for September including expenses and revenues. 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**

Director Maginsky presented the September 2015 Director's Report for review and comment.

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

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

Per Section 8 Program Administrator Sally von Sauers' report there were three new contracts in Sept., zero terminations, zero transfers, three portabilities with contracts, 175-applicants are on the waiting list. There are 191 leased units and seven with FS-S contracts. Enrollments are progressing. Waitlist entries are continuing with approximately 100 more to be inputted. Administrator von Sauers announced that she is planning to retire the end of January 2016. Transition preparations are in process to finish outstanding reports and formalize office policies and procedures.

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 on on-going projects.

NYC Department of Mental Health and Hygiene contacted the PJEDA to discuss a fee-for-service option to monitor three Orange County agencies (RECAP, Pathstone, HONORehg) providing vouchers to Housing Opportunities for People with AIDS (HOPWA). After further discussion, Director Maginsky clarified the admin was \$15k per year. The program is a reimbursement program with an initial 25% draw. Dir. Maginsky requested additional information for review and consideration. Gary Wiedleman, PJEDA accountant concurred that agencies are expanding their revenue streams in this manner. Per Matthew Witherow, the oversight has to be reviewed as unapproved reimbursements would be the PJEDA's responsibility.

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

- *AHC grant* – additional commentary requested on exhibits was returned to AHC.
- *Micro-Enterprise* – still on going. Plans are to have the first group ready by the end of the year and send them to Montgomery for training. A second group could be trained in the summer in Port Jervis.
- *Jersey Ave.* admin was awarded to the PJEDA
- *Access Road* – U.S. Rep. Maloney's office will seek other options outside of CDBG-DR including as a replacement for the GOSR Maiden Lane project and or part of a federal highway bill.
- *Permanent Generator* – MacArthur Circle – engineering update received
- *Technical Rescue-Swiftwater Grant* for some \$96k was submitted for training purposes
- The federal *Drug Free Communities* grant awarded to Operation P.J. PRIDE and Catholic Charities will be supported by grants submitted by ADAC.
- *NY Main St.* – approval to rescind from the PJEDA and the City of Port Jervis was submitted to NYS HCR.
- *29-31 Front St.* – no change
- *URI grant application* – written by Pattern for Progress on behalf of the MHREDC will be submitted to NYS in the near future
- *Affordable Housing Training* – going to the PJ Finance Committee
- *NYS Monitoring* – submitted check for interest overage and paperwork
- *WWKP* – surveys are progressing

- *Federal Economic Development*, - Port Jervis meets the threshold of an economically stressed community. Director Maginsky is working to schedule a meeting with the Hudson Regional Economic Council to discuss options.
- *National Geographic Geo-tourism* – is planning to highlight the Delaware River from Hancock, NY to Philadelphia

6. **NEW BUSINESS**

- The *Greenway Grant* was submitted by pattern for progress, of three communities, Port Jervis is the lead. Each community will receive some \$10k in NY Main St. studies from Pattern which provided the match.
- *Urban Action Agenda* will occur on 9-29-15 discussing Business Improvement Districts
- *Climate Smart Communities* conference will be held on 9-25-15
- *Center for Business Innovation* at Orange County Tourism-discussion ranged around options that may be available through increased tourism funding.
- *Start-up NY Press conference* – a 10-year tax free zone is located around Stewart Airport and an international real estate firm Cushman, Wakefield/Pyramid to market the 240 acres in and around the airport. Mount St. Mary is the local partner college.
- *Quality of Life* – discussion is expanding, the lead is TBD, the objective is to reduce barriers between residents and inform and educate local residents of community opportunities

7. **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:05 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 8:30 p.m.

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

8. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, October 28, 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 8:32 p.m.

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