

**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 2nd: 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 2nd: 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 2nd: Elizabeth Gardner All in Favor