

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
WEDNESDAY, October 28, 2015**

1. ROLL CALL

On October 28, 2015, Chairman, Carl V. Hendrick, called the meeting to order at 7:01 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
John A. Russell, Treasurer
Kevin Cunningham, Member

Also present were:

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

2. MINUTES

The Sept. 23, 2015 minutes were reviewed and approved:

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

The minutes from the special meeting held on October 13, 2015 were reviewed and approved:

Motion: Elizabeth Gardner 2nd: Robert Ritchie All in Favor

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 27,986.67. Total current admin balance is \$68,977.60. Director Maginsky reviewed the upcoming Section 8 Happy Software payments through March 2016 which will total some \$12k. The agency car was turned in for salvage. A motion was made to approve payment of the bills in the amount of \$27,986.67:

Motion: Richard K. Roberts 2nd: Elizabeth Gardner 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

DIRECTOR & SECTION 8 REPORT

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

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

Motion: Gerald Oney 2nd: Richard K. Roberts All in Favor

Section 8 Program Administrator Sally von Sauers will retire as of January 31, 2016. A procedure book is in process. The October report shows three new contracts in Sept., zero terminations, zero transfers, three portabilities with contracts, 193-applicants are on the waiting list. There are 194

leased units and seven with FS-S contracts. An additional \$2,000 is requested of HUD. Admin has been raised to 81% from 79%. Waitlist entries are continuing with approximately 100 more to be inputted. HUD confirmed the five-year plan was approved.

A motion was made to accept the Section 8 Report:

Motion: Gerald Oney 2nd: Richard K. Roberts All in Favor

4. **COMMUNICATIONS**

- HOPWA – conversation continues regarding a \$15k contract
- Pattern for Progress – Director Maginsky is invited to attend a new Community Builders Project class that will begin in January. A grant may be available from TD Bank for the tuition.

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

- *AHC grant* – the contract arrived with the PDA listed as grantee and correction was requested
- *HOME/RECAP grant* - \$350k was submitted
- *Micro-Enterprise* – still ongoing additional loans may be available through Community Capital.
- *Jersey Ave.* – contract is with PJCDA attorney for review.
- *Access Road* – seeking options
- *Permanent Generator* – MacArthur Circle – grant application was submitted
- The federal *Drug Free Communities* grant – a full-time coordinator is being hired
- *NY Main St.* – final confirmation received from NYS HCR
- *29-31 Front St.* – due to close on Nov. 6th. May use the original CDBG plan.
- *URI grant application* – awaiting news in Nov./Dec. If awarded a full-blown application will be required
- *NYS Monitoring* – final confirmation received from NYS HCR
- *WWKP* – surveys are progressing – no sign of unexpected wetlands. The survey for dwarf wedge mussels was limited to the original scope until further discussion may be held with the Army Corps of Engineers and the U.S. Fish and Wildlife Service regarding their desire for a vastly enlarged survey area. The mussel survey season reopens in March.
- *Federal Economic Development* - Port Jervis meets the threshold of an economically stressed community. Mayor Decker and Director Maginsky met with Patricia Pomeroy of the Hudson Regional Economic Council to discuss options ranging up to \$2 million per year for brick-and-mortar projects that support jobs.
- *National Geographic Geo-tourism* – Charlene Trotter, executive director of the Tri-State Chamber of Commerce is a Stewardship committee member.
- *Tourism* – Scenic Byway was nominated one of the top scenic drives in the Northeast, Venture Parks is meeting with John Faggione, Port Jervis recreation director, trails on the watershed property are to be marked off over Thanksgiving.
- *Quality of Life* – project is being discussed.
- *Code Review* – Training for Planning and Zoning members is being researched.
- *Pattern for Progress* – a meeting set with the Mayor and a separate meeting is scheduled between Barbara Gref of Pattern and PJ City School District Superintendent Bongiovi to discuss options regarding students’ college and career readiness.
- *Pattern for Progress* – A session on Business Improvement Districts (BID) provided information on the location, funding, and activities. Middletown has had a BID for over 25-years and highly recommends having one.
- *Climate Smart Communities* – A program named PACE would provide funding for NYSERDA approved energy efficiencies on a business. Payments would be made on real estate bills.

They are working to develop a program whereby the municipality would be insured against possible losses in the case of foreclosure.

6. NEW BUSINESS

In response to the request to move the Section 8 year-end to December 31st HUD requires a resolution from the board to allow the director instead of the chairman to sign the request. The proposed resolution was reviewed by PJCDA legal counsel and read to and approved by the PJCDA Board:

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

Community Health Outreach – Maureen Sailer of the OC DOH CHO, identified as the Port Jervis liaison met with DPW Director Farr, Building Inspector Rivera and Director Maginsky regarding \$7,500 available to the city in a grant. The monies will update Orange Square with new benches, grass seed, etc.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:51 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 9:14 p.m.

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

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, November 18, 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 9:15 p.m.

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