

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, November 18, 2015**

1. ROLL CALL

On November 18, 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
Kevin Cunningham, Member

Absent
John A. Russell, Treasurer
Elizabeth Gardner, Secretary

Also present were:

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

2. MINUTES

The October 28, 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 \$22,476.92 which includes the first payment for the Happy Software (HS) for \$341.25. The next HS payment of \$1228 will be due in Feb. 2016. Total current admin balance is \$61,955.05. A motion was made to approve payment of the bills in the amount of \$22,476.92:

Motion: Richard K. Roberts 2nd: Kevin Cunningham All in Favor

b. Monthly Financial Report

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

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

Section 8 - Five new contracts in Oct. (four from the new wait list), zero terminations, zero transfers, three portabilities with contracts, 192-applicants are on the waiting list. There are 195 leased units and eight with FS-S contracts. Waitlist entries are continuing with approximately 100 more to be inputted. The HUD SEMAP Certification submission required by 11/29/15 was submitted on 11/17/15. This report results in the agency's rating which for the last eight years has designated Port Jervis as a high performer.

A motion was made to accept the Section 8 Report:

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

4. **COMMUNICATIONS**

- Communications were made with regards to Old and New Business as listed

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

- *AHC grant* – the contract arrived with the PJCDA listed as grantee and correction was requested
- *Micro-Enterprise* – awaiting Director Maginsky
- *Jersey Ave.* – contract is with PJCDA attorney for review.
- *Storm Water Pumps* – GOSR – awaiting response
- *Permanent Generator* – MacArthur Circle – awaiting response
- The federal *Drug Free Communities* grant – a full-time coordinator is being hired
- *Technical Rescue* -Swift water – awaiting response
- *Hudson Valley Greenway Grant* – application almost complete
- *29-31 Front St.* – requesting a PJCDA loan
- *42 Front St.* – renovations continue, considering a façade loan
- *46-48 Front St.* – the City is awaiting the title report
- *URI grant application* – awaiting news in Nov./Dec. If awarded a full-blown application will be required
- *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.
- *National Geographic Geo-tourism* – kickoff meeting was held and anyone can nominate sites throughout the nine-county area. After the two year grant period closes, sponsors’ advertising is expected to maintain the site
- *Tourism* – an extra \$400k will be allocated by Orange County to tourism. The Heritage Trail extension into Middletown, a major component of its economic development plan, is under discussion in the OC Legislature.
- *Code Review* – Training for Planning and Zoning members is being researched.
- *Complete Streets* – the OC Planning office is hiring a full-time person for the Complete Streets program
- *Pattern for Progress* – is producing a story map for each of its UAA communities for its website. Pictures will be taken in the spring.//Jonathan Drapkin, Paul Hesse and Joseph Czjaka attended a meeting with Mayor Decker and Dir. Maginsky.//The meeting with Pattern’s Barbara Gref and PJCS D Superintendent Bongiovi provided options for additional resources.
- *Affordable Housing Training* – possible option to split payment between the city and the PJCDA

6. **NEW BUSINESS**

Director Maginsky has been invited to attend Pattern for Progress’ new Community Builder’s class beginning January 6, 2016. A TD Bank foundation grant is available for tuition. Mayor Decker supports the class and tuition reimbursement application to TD Bank. A motion was made to approve Director Maginsky’ attendance in the Community Builder’s class, application to TD Bank for the \$1,000 tuition cost and a \$100 attendance ticket to the annual dinner:

Motion: Kevin Cunningham 2nd: Gerald Oney All in Favor

Pattern has offered the UAA communities the opportunity to attend its 50-year anniversary dinner on 12/10/15 for \$100 instead of \$165 per ticket. Motion was made to approve Dir. Maginsky's attendance:

Motion: Kevin Cunningham 2nd: Robert C. Ritchie All in Favor

Designed to reduce obesity among youth, The Orange County Health Department is initiating Lets Move! with the City of Port Jervis. Lauren Carroll is the Port Jervis liaison and is seeking a meeting with Mayor Decker. The PJ City School District is already involved.

The draft calendar for PJCDA meetings was presented and tabled until discussion may be had with the 2016 PJCDA Board of Directors.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:24 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: Kevin Cunningham All in Favor

The PJCDA Board of Directors came out of Executive Session at 8:34 p.m.

Motion: Kevin Cunningham 2nd: Richard K. Roberts All in Favor

As a result of discussion in Executive Session:

A motion was made to approve a small business loan to the new owner of 29-31 Front St.

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

A motion was made to request a bank account type change of Citizens so as to reduce banking fees:

Motion: Robert C. Ritchie 2nd: Kevin Cunningham All in Favor

A motion was made to approve Sally von Saur's use of 165 accumulated sick-days towards the calculation of her pension under the 41-J provision which is already paid for by weekly allocations:

Motion: Kevin Cunningham 2nd: Richard K. Roberts All in Favor

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, December 16, 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 8:35 p.m.

Motion: Kevin Cunningham 2nd: Richard K. Roberts All in Favor