

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Special Meeting – Thursday, January 14, 2016**

**1. ROLL CALL**

On January 14, 2016, Vice-Chairman, Richard K. Roberts, called the special meeting to order at 6:56 PM with the following members present:

**Absent**

Richard K. Roberts, Vice-Chairman  
John A. Russell, Treasurer  
Elizabeth Gardner, Secretary  
Robert C. Ritchie, Member

**Also present were:**

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

As all the PJCDA Board members had not yet been appointed by Mayor Decker and approved by the Port Jervis Common Council, the four remaining members of the 2014-2015 PJCDA board listed above met the criteria of an active and certified board by NYS Municipal Law, the NYS Attorney General's office and the PJCDA by-Laws. Municipal officers cannot serve on the PJCDA board after their term expires.

**2. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:00 p.m. to discuss loans and contractual matters.

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

The PJCDA Board came out of Executive Session at 8:06 p.m.

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

As a result of executive session discussion, motions were made to change the PJCDA Personnel Policy:

The word "paid" was added to Section IX. Working Hours "with one (1) paid hour for lunch."

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

The Section 8 Program Administrator job type was changed from salary non-exempt to a choice of salaried (administrative) or hourly. The choice will be defined and documented at the time the position is filled.

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

As PJ Common Council appointments of the PJCDA will not be effective until 12/31/16, the January 27, 2016 meeting will be held on Monday, February 1, 2016.

**3. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:09 p.m.