

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, December 16, 2015**

1. ROLL CALL

On December 16, 2015, Chairman, Carl V. Hendrick, called the meeting to order at 7:02 PM with the following members present:

Carl V. Hendrick, Chairman	<u>Absent</u>
Richard K. Roberts, Vice-Chairman (7:35 pm)	John A. Russell, Treasurer
Elizabeth Gardner, Secretary	
Robert C. Ritchie, Member (8:00 pm)	
Gerald Oney, Member	
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 November 18, 2015 minutes were reviewed and approved:

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

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$27,025.62 Total current admin balance is \$58,175.61. Additional bills are expected from the CPA as the Section 8 closeout and REAC filing was recently completed. Citizen Bank fees of some \$300 per month were avoided upon a change in bank account type. The local Citizens Bank forwarded a contact name and telephone numbers of a person from corporate who swiftly addressed our concern. If an account goes under \$100k then fees of some \$10.00 per month will be levied. A motion was made to approve payment of the bills in the amount of \$27,025.62:

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

b. Monthly Financial Report

PJCDA Director presented the Agency financial report for November including expenses and revenues. As the MHREDC was not awarded in the 2015 URI competition, the \$800,000 allocated to this project will be unallocated as of January 2016. A motion was made to approve the financial report.

Motion: Kevin Cunningham 2nd: Elizabeth Gardner All in Favor

DIRECTOR & SECTION 8 REPORT

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

Section 8 - Seven new contracts in Nov. (four from the new wait list), zero terminations, one transfer, three portabilities with contracts, 196-applicants are on the waiting list. There are 198 leased units

and eight with FS-S contracts. The current contracts will bring the PJCDA up to \$15k in monthly HUD admin and will expend available voucher monies. Waitlist letters are expected to be completed by the end of December. The ad for a Family Services Coordinator, scheduled for 12/11/15 did not print until 12/16/15. Due to the Record's mistake, the PJCDA received a 10% discount and the closing is now 12/28/15. Interviews will be held by the current staff and hiring recommendation will be made to the Board of Directors at the January 2016 meeting. Gary Weidelman closed out the Section 8 financial year and the REAC report was filed on 12/15/15. The auditing firm, Bonadio & Co., LLP is scheduled to come to the PJCDA Section 8 for a pre-audit on January 7, 2015.

A motion was made to accept the Director's Report and the Section 8 Report:

Motion: Elizabeth Gardner **2nd: Kevin Cunningham** **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* – awaiting response from AHC regarding the contract reassignment from PJCDA to the City of Port Jervis. The annual report was sent.
- *Micro-Enterprise* – awaiting Director Maginsky
- *Jersey Ave.* – contract is with PJCDA attorney for review. MG&H the engineering firm. Annual report due early Jan. 2016.
- *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* - Swiftwater – 20th and last in NYS, received \$12,133 which will be used towards training
- *Hudson Valley Greenway Grant* – application submitted, awaiting response.
- *29-31 Front St.* – loan closed for building clean-out and new roof. Full project funding under discussion.
- *42 Front St.* – façade loan application received.
- *46-48 Front St.* – a closing is expected by the end of Dec. 2015. Façade loan application is expected in January.
- *URI grant application* – MHREDC did not receive a URI whereas the Central NY, Finger Lakes and Southern Tier regions did.
- *2015 CFA* – the City was awarded \$100k for the I&I study and \$50k for the Code Review and update. Additional funding will be sought for the code review.
- *WWKP* – awaiting additional information/direction. Landside plan CFA not awarded.
- *National Geographic Geo-tourism* – site nominations are open until mid-Jan. 2016.
- *Tourism* – Per OC County Executive Newhaus, the Heritage Trail extension into Middletown received adequate funding. Executive Director Maginsky and Mayor Decker discussed branding and event marketing with Carson Tang. Arts, Culture and Heritage 2015 CFA was not awarded.
- *Code Review* – Training for Planning and Zoning members continues to be researched. \$50k in CFA funding received. Additional funding is being researched.
- *Complete Streets* – the OC Planning office is hiring a full-time person for the Complete Streets program.
- *Pattern for Progress* – held a Roundtable with NYS HCR Rubin. Community Builder course paperwork has been submitted. The project will be Placemaking. Director Maginsky attended the 50th Anniversary Gala.

- *Affordable Housing Training* – to be determined.

6. NEW BUSINESS

Energize NY and the Orange County Planning Department will present the PACE program to Mayor Decker, William Bavoso, Robin Waizenegger and Yvonne Duryea on Friday, 12/17/15. If approved by the PJ Common Council, the program will pay 100% of NYSERDA approved energy efficient improvements in commercial buildings and the repayment would be placed on the building’s Port Jervis tax bill. Proceeds would then be forwarded to the PACE program.

A forum, *Moving Orange County Forward*, hosted by the Citizens Foundation is scheduled for Jan. 7th/snow date Jan. 14th (new dates as of 12/22/15: Jan. 14th and snow date Jan. 21st). Elizabeth Gardner expressed interest in attending.

The City of Port Jervis requested three interior water fountains (approx. \$1600 each) from the OC DOH Community Outreach. Maureen Sailer, Port Jervis liaison, made the offer from short-term available monies.

Through Operation P.J. PRIDE, vacant Port Jervis buildings may be able to be demolished by the NYS ANG&A. Asbestos abatement may be an offered training course through the Otisville Correctional facility. Director Maginsky will research and coordinate.

Department of Homeland Security NOFO for FY2015 Assistance to Firefighters Grant (AFG) is due by January 15, 2015. Details need to be secured from the PJFD.

The Orange County Housing Consortium’s yearly membership stands at \$200. Over the course of last year’s membership, two apartments were made available to Port Jervis residents. Motion was made to renew PJCDA membership through Small Cities funding:

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

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:48 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 9:27 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 accept the PJCDA 2016 budget as presented:

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

A motion was made to adopt the December 16, 2015 PJCDA Personnel Policies:

Motion: Elizabeth Gardner 2nd: Kevin Cunningham All in Favor

A motion was made to approve a façade loan for 42 Front St. in the amount of \$17,123.87:

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

A motion was made to write off three previous PJCDA debts for 7 Cyber St., Hairway to Heaven and B&E Retailing pending a resolution to be written by PJCDA legal counsel:

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

A motion to authorize the subordination of the existing loan with Hal Holdings re the loan on the RGMOB refinance scheduled for January 2016.

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

A motion was made to authorize the hiring of an Assistant to the Executive Director for \$19 hours per week at \$14.00 per hour based on available funding:

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

A motion was made to enter into a contract to administer HOPWA:

Motion: Elizabeth Gardner 2nd: Kevin Cunningham All in Favor

8. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Thursday, January 14, 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 9:31 p.m.

Motion: Gerald Oney 2nd: Elizabeth Gardner All in Favor