

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
DIRECTOR'S REPORT
March 2016**

I. GRANT PROGRAMS & ACTIVITIES

A. Small Cities CDBG Programs

Proposed 2014 Small Cities Program for Housing Activities – 29-31 Front St.

PJCDA submitted a Small Cities CDBG application for housing activities on Friday, January 17, 2013.

January 2015 – Annual NYS HCR report submitted. Clean out almost complete, roof in process. Snow mural placed on front windows which will change with the seasons.

February 2016 – Received notice that the roof and clean out are almost complete. NYS HCR sent notice of the contract end in April 2016.

March 2016 – in a conference call held with Scott LaMountain of NYS HCR with Mayor Decker and Executive Director Maginsky, the contract end for 29-31 Front St. was discussed. Director Maginsky is to submit administrative fees through the finalization of the Environmental Review Record and then another letter will formally close the project.

2. 2014 NYS CDBG – Jersey Ave. Sewer Replacement Project

The Priority Project application to the Mid-Hudson Regional Economic Development Council and the online Consolidated Funding Application were submitted on time on June 16, 2014. The announcements are expected in August 2014.

January 2016 – NYS HCR annual report submitted. MHE hired as engineering firm. The survey has been received and preliminary design is in process. PJCDA contract with the city is pending.

February 2016 - preliminary design is in process

March 2016 – in conference calls with Scott LaMountain, even though the project appears to be categorically exempt, proof of each condition in the Environmental Review Record is to be documented.

4. 42 Front St. –

January 2016 – facade loan closed late December, front glass is due to be installed on Jan. 30, 2016.

February 2016 – front glass installed

March 2016 – progress on the building continues

5. 46-48 Front St. –

January 2015 – property closed on 12/30/15. Working on funding options.

February 2016 – financial discussions regarding stabilization of the building and installation of brewery and restaurant continue.

March 2016 – a commitment letter to Empire State Bank outlining proposed terms was sent.

B. OTHER PROGRAMS

1. 2013 REDC – NYS HCR MicroEnterprise Grant

Based on the proposal submitted in June by the City of Port Jervis, the PJCDA as sub-recipient has been invited to submit a full application by August 29, 2014.

January 2016 – no activity

February 2016 – SCORE Entrepreneurial Success Program (ESP) program schedule confirmed, applications to be distributed from 2/22/16 through 3/11/16. ESP course to run from April 5 – June 9, 2016.

March 2016 – applications were received and are in the review process

2. White Water Kayak Park

January 2016 – US Army Corps. of Engineers say no problems with wetland delineation. Awaiting talks with US Fish and Wildlife Service regarding the PA mussel issues.

February 2016 – initial survey of PA side of the Delaware River revealed some habitat suitable for the dwarf wedge mussel. Spoke with Joseph Donat during US Rep. Sean Patrick Maloney's visit on 2/20/16 regarding assistance with communications with US Fish and Wildlife Service. Will also contact Senator Schumer's office for similar assistance.

March 2016 – a review letter from the US Army Corps. of Engineers asking for additional documentation was received. The preliminary PA mussel survey report was sent to USFW for review.

3. CDBG Municipal Disaster Recovery Program – Permanent Generator at MacArthur Circle

January 2016 – no activity

February 2016 – no activity

March 2016 – awaiting response

4. HMGP – Hazard Mitigation through NYS Governor's Office of Storm Recovery (GOSR)

January 2016 – no activity

February 2016 – no activity

March 2016 – in late February, the city received notice that the cost-to-benefit ratios did not calculate high enough for an award and therefore the request was denied. This section will be removed from the April Director's report.

5. FY 2014 Housing NOFA – AHC

January 2016 – Annual report confirmed received. Just received phone call from AHC rep to revive contract revision making the city the grantee.

February 2016 – AHC discussion with internal legal department allows for a public benefit corp. to be a grantee. Communications being sent to PJCDA and CPJ legal counsel for review and input.

March 2016 – the agreement that the PJCDA and the CPJ will both sign as grantees was sent to AHC.

7. FY 2015 Technical Rescue Grant – Swiftwater Training –

January 2016 – In spring 2016 eight rescue members will attend Swiftwater I and Swiftwater II training with the \$12,133 awarded to the PJFD.

February 2016 – revised training plan and budget submitted for review and approval.

March 2016 – awaiting update

8. Hudson Valley Greenway Grant –

January 2016 – The Hudson Valley Greenway Grant was awarded. Paul Hesse is longer with Hudson Valley Pattern for progress and Joseph Czjaka will take over the project.

February 2016 – into to be submitted to Pattern for Progress

March 2016 – awaiting update

9. Assistance to Firefighters Grant - \$25k micro-grant – no admin

January 2016 – AFG grant was submitted on 1/15/16 for \$25k for mobile computer purchase, installation and networking fees in eight PJFD vehicles.

February 2016 – awaiting response

March 2016 – awaiting response

10. 2015 CFA – NYS DOS – LWRP - Code Review Grant - \$50k

December 2015 – The City of Port Jervis was awarded \$50k from the NYS DOS LWRP to review its codes. Additional monies may be available to the city for this project. One option may be from the OC Planning Federation. The City's status with the Federation needs confirmation before proceeding.

January 2016 – spoke with NYS DOS rep who strongly recommended not moving forward until contracts are received date unknown. MWBE policy needs to be defined by the city.

February 2016 – no update received from NYS DOS regarding contract

March 2016 – draft contract from NYS DOS was received and is in review. Still have to seek additional funding.

11. 2015 CFA – EFC/DEC – Engineering Planning Grant - \$100k of \$125k I&I study

February 2016 – received checklist of necessary documents and policies. Have to confer with CPJ legal counsel.

March 2016 – multiple meetings were held to determine next steps including engineering, MWBE and Section 3 processes. EFC rep Terrance Deual asked to be updated step-by-step as a progress report is constantly opened and reviewed. The PJ Common Council passed one of four necessary and progressive resolutions. The document checklist must be completed before a contract will be generated. Once fully executed the work is to take more than nine months.

C – OUTREACH / FUTURE OPTIONS

Tourism - January 2016 – The city is planning a March 2016 Fat Bike race on 13 of the 24-mile trails on the watershed property. In June 2016 the Pioneer Challenge Company will hold a Mid-Atlantic Cup Challenge Triathlon in the city. Carson Tang is maintaining communications.

February 2016 – the Heritage Trail extension into Middletown was approved by the OC Legislature.

March 2016 – conference call was held with Mayor Decker, Director Maginsky, Carson Tang and David Kranz who are volunteering to assist with the branding and marketing the city. The Fat Bike race was held on 3/19/16 on the newly opened trails on city watershed property.

Pathways of Orange County

January 2016 – a LOS from the Citizens Foundation for the Heritage Trail addressed to the Orange County Legislature for \$350k contribution was distributed. Discussion revolved around various mapping formats and coverage. // At the 1/25/16 PJCC meeting the council approved Mayor Decker's signature on the Heritage Trail's LOS.

February 2016 – next meeting in March

March 2016 – did not attend the March meeting due to scheduling conflicts. Awaiting minutes.

Train Museum/D&H Canal Park

January 2016 – no activity

February 2016 – no activity

March 2016 – Mayor Decker met with various groups interested in the train museum and excursions. Project parameters are being defined. // Progress on the D&H Canal park continues. The PJ DPW requested \$5,000 for excavation equipment which was denied by the Common Council pending requests for assistance from Orange County.

National Geographic Geotourism –

December 2015 – the website remains open for nominations

January 2016 – website closed to nominations

February 2016 – awaiting updates

Complete Streets

January 2016 – no update

February 2016 – new OC Planning person dedicated to Complete Streets began work

March 2016 – inquiry into OC complete Street resources resulted in direction by OC Planning representative Lauren Burns to review: "Lighter, Quicker, Cheaper" ... A good introduction to the LQC concept can be found on the Project for Public Spaces website - <http://www.pps.org/reference/lighter-quicker-cheaper/#why/lqc>. They also have a "Lighter, Quicker, Cheaper" Pinterest page that may offer possible small project ideas. – TBD - VM

Pattern for Progress –

January 2016 - Paul Hesse returned to Dutchess County Planning and will concentrate on Poughkeepsie. // City of Port Jervis was awarded the \$1,000 tuition fee from TD Bank North which will be sent to Pattern for Director Maginsky's attendance in the Community Builder's class. Attendees include representatives from Beacon, New Rochelle, Yonkers, Newburgh, Middletown, Port Jervis. Recent discussion re: Port Jervis' economic development plans revolved around the lack of lodging within the city and options such as B&B's and AirB&B and possible CFA in this area. // Sean Fitzgerald visited Port Jervis with Joseph Czjaka on 12/30/16 and met with Mayor Decker and Dir. Maginsky. Afterwards, DC Fitzgerald introduced Dir. Maginsky to Ben Lockwood of Housing Visions a not for profit centered in Syracuse that typically purchases, rehabs and rents affordable housing units. Port Jervis is best suited to scattered infill projects. Awaiting possible visitation dates. // Three of eight Pattern Fellows assigned to Port Jervis attended a 1/26/16 meeting in Port Jervis with Dir. Maginsky to review economic development options.

February 2016 – continuing to attend the Community Builders class. Paul Welte left Pattern in January.

March 2016 – attending the Community Builder's class. Now considering a grant application for first time homeowner's assistance. CDBG offered a 2015 fall housing round, therefore may look for a different option for the spring 2016 CFA grant process.

Energize NY –

January 2016 – a 6:00 p.m. public Energize NY workshop is scheduled for February 8, 2016 in the Common Council Chambers

February 2016 – after the Energize NY workshop on 2/8/16, the PJCC is to consider whether or not to approve participation in the program

March 2016 – After discussion at the Feb. PJCDA meeting, and a talk with EIC director Mark Thielking, Dir. Maginsky presented additional information to the PJ Common Council on 3/14/16. On 3/10/16 Moody's downgraded Port Jervis' bond rating from A3 to A1 with a negative outlook. Per Thielking, PJ would need an A2 to apply for the program. With the expectation of there being another path to Energize NY implementation by the end of 2016, he suggested going through the required institution of a new law so as to be prepared.

Let's Move! – First Lady Michelle Obama's program to reduce childhood obesity

January 2016 – Led by the OC DOH, Community Outreach representative Lauren Carroll collected four of five required PJ community components. On January 25th the PJCC approved the last component a letter of support.

February 2016 – Lauren Carroll of the OC Health Dept. Community Health Outreach is collecting the elements of the PJ Let's Move! to determine present medal level.

March 2016 – Lauren Carroll of the OC Health Department is continuing to collect required documentation.

II. AGENCY ADMINISTRATION

March 2016 - Melissa Pacheco-Fichera, Family Services Coordinator hired on 2/17/16 submitted her resignation via email on 3/13/16. Resumes continue to arrive.

Beverly Felter, Section 8 Program Administrator began the new Happy Software training.

Sally von Sauers volunteered time and addressed phone and paperwork requirements.

Bookkeeper Diana Van Valkenburg returned to the office from vacation.

Continuing to pursue contract and policy updates with the City of Port Jervis including required updates (NYS HCR riders and monitoring requirements/MWBE/Section 3/Fair Housing).

Notes:

Projects removed from this report:

Beach Road Pump House – removed July 2014

NYS Homeland Security – Technical Fire Rescue Grant – removed November 2014

2014 State and Municipal Facilities Capital Program/Sen. Bonacic – Removed November 2014

Port Jervis Safe Sidewalks Program – removed December 2014

SAMAKI – February 2015

46-48 Front St. – April 2015

2015 Fall CDBG – removed Oct. 2015

Monitoring- Save-a-Lot, Kolmar, Gio's removed from Nov. 2015

NY Main St. – removed Nov. 2015

DFC Grant – removed Dec. 2015

2015 CFA – removed Jan. 2016/Added separate EFC-I&I study and NYS DOS-Code update sections

GOSR-Storm pumps/Maiden Lane – to be removed April 2016