

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, February 1, 2016**

The City of Port Jervis held elections in November 2015. As of January 1st, Port Jervis Common Council (PJCC) members who were also members of PJCDA Board of Directors who did not seek or were not re-elected to office, were automatically severed from the PJCDA Board of Directors. Until the new PJCDA Board of Directors was appointed by the mayor and confirmed by the Common Council on January 25, 2016, the PJCDA business was limited to Special Meetings conducted by the remaining active PJCDA members.

Per a 2012 legal opinion by the NYS Attorney General's office clarifying PJCDA participation by PJCC members based on the number of registered party members elected to the PJCDA and as the November 2015 election resulted in a PJCC with only one registered Democrat (the mayor), the composition of the PJCDA changed from seven to five members. Per the NYS AG's opinion, the number of community members remains constant at three. The number of PJCC representatives changes from four (two from each majority party), to two from the super majority. Registered Blanks on the PJCC are not included in this calculation as they are unaffiliated to either party. As the final confirmation of the PJCDA Board of Directors occurred in late January, the first 2016 PJCDA board meeting was scheduled for 2/1/16.

On February 1, 2016, Vice-Chairman, Richard K. Roberts, called the meeting to order at 7:04 PM.

1. **ROLL CALL**

A. Introduction of new PJCDA Board members with a two-year term of office.

Community appointees included: Carl Hendrick, Richard K. Roberts, John A. Russell

Port Jervis Common Council (PJCC) appointees included: Robert C. Ritchie (PJCDA liaison to PJCC), Kristin Trovei

B. As. Mr. Roberts had been previously sworn in by Port Jervis City-Clerk Treasurer Robin Waizenegger, Attorney Matthew D. Witherow, as notary, administered Oath of Office and Acknowledgment of Fiduciary Duties and Responsibilities to Carl Hendrick, John A. Russell, Robert C. Ritchie, Kristin Trovei

C. The Election of Officers was initiated by standing Vice-Chairman Richard K. Roberts who requested nominations for Chairman. With a Motion by: John A. Russell and 2nd by: Richard K. Roberts and All in Favor – Aye, Carl Hendrick was elected Chairman

Carl Hendrick as Chairman then led the meeting with nominations for Vice-Chairman.

With a Motion by: John A. Russell, 2nd by: Carl Hendrick and All in Favor – Aye, Richard K. Roberts was elected Vice-Chairman

Chairman Hendrick requested nominations for Treasurer. With a Motion by: Richard K. Roberts, 2nd by: Robert C. Ritchie and All in Favor – Aye, John A. Russell was elected Treasurer

Chairman Hendrick requested nominations for Secretary. With a Motion by: Richard K. Roberts, 2nd by: John A. Russell and All in Favor – Aye, Kristin Trovei was elected Secretary

D. Appointments:

After discussion regarding another candidate for the PJCDA counsel position who had submitted a resume for consideration, Matthew D. Witherow was re-appointed as PJCDA counsel through January 31, 2018

Motion by: Richard K. Roberts 2nd by: John A. Russell All in Favor

Also present were:

Matthew D. Witherow, Esq., PJCDA Counsel
 Valerie Maginsky, Executive Director
 Beverly Felter, Section 8 Program Administrator
 Sally von Sauers, Section 8 Program Administrator (retired)
 Mayor Decker

2. MINUTES

The December 16, 2015 minutes were reviewed and approved:

Motion: Robert C. Ritchie 2nd: Richard K. Roberts Two Abstentions (CH, KT) All others: Aye

The Special Meeting minutes of January 14, 2016 were review and approved:

Motion: Robert C. Ritchie 2nd: Richard K. Roberts Two Abstentions (CH, KT) All others: Aye

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$36,232.60 Total current admin balance is \$58,405.70 The service contract between the City of Port Jervis and A motion was made to approve payment of the bills in the amount of \$36,232.60:

Motion: Robert C. Ritchie 2nd: John A. Russell All in Favor

b. Monthly Financial Report

PJCDA Director presented the Agency financial report for December including expenses and revenues. Sussex Bank is leaving Port Jervis and the PJCDA must consider other options located in NYS. John A. Russell will explore banking alternatives. A motion was made to approve the financial report.

Motion: Robert C. Ritchie 2nd: John A. Russell All in Favor

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the January 2016 Director’s Report for review and comment.

Motion: John A. Russell 2nd: Richard K. Roberts All in Favor

Section 8 – Retired Section 8 Program Administrator Sally von Sauers thanked the board for the pleasure of working at the PJCDA and Board of Directors for 26.5 years. She supported the choice of Beverly Felter as her replacement saying Ms. Felter was imminently qualified with over 21 years of experience here at the Port Jervis Section 8 office. Ms. von Sauers reported for the ninth year running, HUD once again determined the Port Jervis Section 8 to be a High Performing Agency. The Board accepted Ms. von Sauers offer to volunteer in the office until the arrival of the new Family Services Coordinator planned for mid-February.

Four new contracts in January 2016 (four from the new wait list), one terminations, zero transfers, three portabilities with contracts, 274-applicants are on the wait list. There are 198 leased units and eight with FS-S contracts. Six vouchers are looking for apartments. All 1099's were sent to landlords. The new software implementation has begun with data collections. March 2016 go-live will require online training which will require Section 8 to be closed to the public minimally for two days. Happy Software will load the program and CGS will provide on-site assistance. Chairman Hendrick complimented Ms. von Sauers on a job well done in preparing the agency for her retirement.

A motion was made to accept the Section 8 Report:

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

4. **COMMUNICATIONS**

- Communications were made with regards to Old and New Business as listed
- A presentation regarding the Fox N Hare Brewery Co.'s plans to open a microbrewery/restaurant in 46-48 Front St., was made by co-owner Sean Ryan Donnelly. Port Jervis resident Peter Tomasi offered his frontline observations on micro brewing and support of the Fox N Hare project. Mr. Donnelly's wife, Kate, is also involved with taproom plans. Mr. Donnelly will be the onsite manager and co-owner David Krantz will telecommute during the week and be on-site weekends as time allows. Plans for building stabilization and brewing equipment installation were discussed.

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.
- *Micro-Enterprise* – awaiting Director Maginsky who is contacting SCORE to confirm the education component
- *Jersey Ave.* – contract is with PJCDA attorney for review. MG&H the engineering firm. Annual report was submitted in Jan. 2016.
- *Storm Water Pumps* – GOSR – awaiting response
- *Permanent Generator* – MacArthur Circle – awaiting response
- The federal *Drug Free Communities* grant – a full-time coordinator has been hired with an early Feb. 2016 start date.
- *Technical Rescue* - Swiftwater – the revised training budget for \$12,133 was submitted for review.
- *Hudson Valley Greenway Grant* – application was approved.
- *29-31 Front St.* –building clean-out and new roof almost complete. The CDBG grant due date for completion is April 2016.
- *42 Front St.* – façade loan application approved. Windows are going in.
- *46-48 Front St.* – building closed and application for small business loan is under consideration
- *WWKP* – PA mussel study was initiated. Wetland delineation review is positive. There is dwarf wedge mussel habitat on the PA side of the Delaware River.
- *Code Review* –Additional funding is being researched. Do not support starting the process until after the contract is executed or possibly face loss of \$50k grant.
- *Complete Streets* – the OC Planning office still hasn't hired a full-time person for the Complete Streets program.
- *Pattern for Progress* – Director Maginsky continues to attend the Community Builder course.
- *Affordable Housing Training* – to be determined.
- The Department of Homeland Security *FY2015 Assistance to Firefighters Grant (AFG)* for \$25,000 of mobile communication equipment was submitted.

- The *PACE Energize Program* was presented to the public and PJCC on 2/8/16. It is now up to the decision of the PJCC whether or not to move forward.
- *Demolition of vacant PJ homes* by the NYS ANG&A through Operation P.J. PRIDE is awaiting NYS ANG&A transition and Director Maginsky's research into asbestos abatement.
- *Tourism* – Port Jervis will hold a Fat Bike race on 13 of the 24 miles of trails in March 2016.
- *Pathways* – a LOS to the OC legislature in support of a \$350k expenditure in the OC budget has been submitted to the City for consideration.
- *Housing* – After introduction by NYS HCR Sean Fitzgerald, Director Maginsky spoke with Ben Lockwood of the not-for-profit Housing Visions about a tour of Port Jervis. Housing Visions purchases, rehabs and rents properties to LMI persons.
- *I&I study* – check list of documents and policies have been received.
- *Section 8 pre-audit* – passed with few comments and received list of docs to collect before the next visit
- *HOPWA monitoring* – expect a contract in June 2016

6. NEW BUSINESS

- Per Mayor Decker the title for 24-32 Front St. may be ready for transfer in March 2016.

- 2015 PJCDA Annual Report was presented to the board. A motion was made to accept the report:
Motion: Robert C. Ritchie 2nd: Richard K. Roberts, One Abstention (KT), All others in favor - Aye

- Bank Signatories will be Carl Hendrick, Richard K. Roberts, Robert C. Ritchie and Kristin Trovei. Until matters with the Sussex Bank replacement are completed, Ms. Trovei will be added to the Citizen Bank accounts only.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:40 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:45 p.m.

Motion: Richard K. Roberts 2nd: Kristin Trovei All in Favor

As a result of discussion in Executive Session:

A motion was made to promote Beverly Felter from Port Jervis Family Services Coordinator to Section 8 Program Administrator effective 2/2/16 at an annual salary of \$40,000 per year with benefits:

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

A motion was made to hire Melissa Pacheco-Fichera as the new Port Jervis Section 8 Family Services Coordinator at an hourly rate of \$14.00 for the first six-months:

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

A motion was made to revise the PJCDA Personnel Policies vacation schedule for new hires to one week to be taken after the six month probation period in the first year of employment and two weeks available after the first year:

Motion: John A. Russell **2nd:** Richard K. Roberts **All in Favor**

A motion was made to approve a small business loan to Fox N Hare of a \$100,000 contingent upon acquisition of primary financing to complete the project at 46-48 Front St. Terms will be adjusted to match that of the primary lender and may initially include interest only.

Motion: Richard K. Roberts **2nd:** Kristin Trovei **All in Favor**

8. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, 2/24/16 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 9:30 p.m.

Motion: Richard K. Roberts **2nd:** John A. Russell **All in Favor**

3/20/16: Corrections to Roll Call section above to officer titles - VM