

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJEDA)
MEETING MINUTES
WEDNESDAY, *March 23, 2016***

1. ROLL CALL

On March 23, 2016, Chairman, Carl V. Hendrick, called the meeting to order at 7:10 p.m. with the following members present:

Carl V. Hendrick, Chairman
John A. Russell, Treasurer
Robert C. Ritchie, Member
Kristin Trovei, Secretary

Absent

Richard K. Roberts, Vice-Chairman

Also present were:

Valerie Maginsky, Executive Director
Beverly Felter, Section 8 Program Administrator

(Absent) Matthew D. Witherow, PJEDA Legal Counsel

2. MINUTES

The February 24, 2016 minutes were reviewed and approved:

Motion: Kristin Trovei 2nd: Robert Ritchie All in Favor

3. FINANCIALS

a. Administrative Bills

PJEDA Director reviewed the administrative bills in the amount of \$18,644.11. Total current admin balance is \$38,000.95. A motion was made to approve payment of the bills in the amount of \$18,644.11. The NYSHIP health insurance report showed a slight positive balance. Robert Ritchie and Kristin Trovei reported that the city's financial committee meeting report was not very positive:

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

b. Monthly Financial Report

PJEDA Director added the allocated loans to banking tracking sheet. A portability admin line was added. A motion was made to approve the financial report.

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the March 2016 Director's Report for review and comment.

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

Beverly Felter, Section 8 Program Administrator gave the Section 8 report. Seven new contracts in February 2016, zero termination, three transfers, three portabilities with contracts, 273-applicants are on the wait list. There are 199 leased units and eight with FS-S contracts. Four vouchers are looking for apartments. The FSS semi-annual report is ready for submittal. Melissa Pacheco-Fichera, Section 8 Family Services Coordinator submitted her resignation on 3/13/16. The new Happy Software has

been installed, there have been a few glitches, and training has commenced. HUD is moving towards a handheld reporting process.

A motion was made to accept the Section 8 Report:

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

4. COMMUNICATIONS

- Orange County Partnership – included the Fox N Hare in an article on micro-breweries
- The PJCDA will include a letter from Michael Dunleavy of Better Energy Solution Inc. which performs Empower NY upgrades, in the landlord mailings to introduce the Empower NY upgrades performed by his firm. He also offered to present an educational program to Port Jervis homeowners.
- Communications were made with regards to Old and New Business as listed.

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

- *AHC grant* – confirmed with the AHC rep that both the city and the CDA will be on the contract and that all funding will go through the city.
- *Micro-Enterprise* – applications are available for scoring. The SCORE ESP course begins on April 5, 2016. Board members will be invited to assist with the interviews.
- *Jersey Ave.* – working on the Environmental Review Record and is expected to be categorically excluded project. A Certifying Officer needs to be identified and the admin contract needs to be finalized by the
- *Storm Water Pumps* – GOSR – as this project was denied it will be removed from future reports
- *Permanent Generator* – MacArthur Circle – awaiting response
- *Technical Rescue* - Swiftwater – training is supposed to occur in May
- *Hudson Valley Greenway Grant* – ongoing
- *29-31 Front St.* – The roof has not yet been replaced as there was confusion as to who
- The CDBG grant due date for completion is April 2016 and a letter will arrive from NYS HCR to initiate contract close out.
- *42 Front St.* – in progress
- *46-48 Front St.* – the funding discussion continues
- *WWKP* – awaiting commentary from USFW and ACOE re: permit requests.
- *Code Review* – NYS DOS contract arrived for review
- *Complete Streets* – “lighter, quicker and cheaper” - <http://www.pps.org/reference/lighter-quicker-cheaper/#whylqc> options were suggested by the new OC planner Lauren Burns
- *Pattern for Progress* – Director Maginsky continues to attend the Community Builder course. Final CFA application still to be determined but expectation is that many of the options will be the same/similar to what was previously offered. Concerns are matching funds and reimbursable programs.
- *FY2015 Assistance to Firefighters Grant (AFG)* for \$25,000 of mobile communication- pending
- The *PACE Energize Program* – due to the city bond rating downgrade by Moody’s to an A3, now, in order to participate the city’s rating must improve or await a new pathway to implementation. Mark Thielking expects a new pathway to be available by the end of 2016 and suggested that the city continue through the establishment of the Energize law on the books.
- *Pathways* – did not attend the most recent meeting and awaiting the minutes from the previous meeting.
- *D&H Canal* – rental of an excavator to continue work was requested of the Common Council which preferred to look for assistance from Orange County. Options regarding cost effective

historical tourism based on updates of existing documentation and locations were discussed. The need for 501(c)3-like entities to perform fundraising and apply for grants for which the city is ineligible is an additional option to consider.

- *I&I study* – working through the check list of documentation which includes MWBE Utilization plan and resolutions.
- *MWBE, Section 3, Fair Housing* – after meeting with Robin Waizenegger and William Bavoso a question to other municipalities regarding MWBE and Section 3 plans resulted in one response. Director Maginsky is seeking additional information.
- *RECAP HOME GRANT* application for \$380,000 was awarded and a media event is planned for March 30th. These monies will be added to the AHC monies.
- *Tourism* – the Fat Bike race was a successful first event on the newly opened Port Jervis Watershed Trails. The bikers enjoyed the trails. A few communication issues need to be smoothed out. Looping shuttle buses from the railroad, around town and to the trailheads and drawing outdoor stores to the area were discussed.// Carson Tang, event planner, is considering a
- *NatGeo* – preparing for a May 2016 launch. Councilperson Trovei is reviewing the nominations.
- *Jeff Bank* – will be moving into the soon to be vacated Sussex Bank building on Fowler St.

6. NEW BUSINESS

- No new business

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:09 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:42 p.m.

Motion: John A. Russell 2nd: Kristin Trovei All in Favor

As a result of discussion in executive session the following motions were made:

To approve a loan of \$150,000 to Fox N Hare Brewing Company:

Motion: Robert C. Ritchie 2nd: Kristin Trovei All in Favor

To hire Nora Goetz as the PJCDA Section 8 Family Services Coordinator:

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

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, 4/27/16 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 8:43 p.m.

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