

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, June 22, 2016**

1. ROLL CALL

On June 22, 2016, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 p.m. with the following members present:

Absent

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John A. Russell, Treasurer
Kristin Trovei, Secretary
Robert C. Ritchie, Member

Also present were:

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

2. MINUTES

The **May 25, 2016** minutes were reviewed and approved:

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

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of **\$19,144.01** Total current admin balance is **\$63,031.06**. A motion was made to approve payment of the bills in the amount of **\$19,144.01**:

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

b. Monthly Financial Report

Began opening the Jeff Bank accounts and Mr. Russel asked whether the third-party custodial agreement had been signed. Online banking will not be an option with Jeff Bank, therefore contact will need to be made for balance checks and statements ahead of the mailings. It is hoped that all accounts will be addressed by September.

A new laptop is being purchased and Microsoft Office 365 options are being researched.

A motion was made to approve the financial report.

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

DIRECTOR & SECTION 8 REPORT

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

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

In Section 8 Program Administrator Felter's excused absence, Director Maginsky provided the Section 8 update. In June there were three terminations (two deaths, one moved into a nursing home) and one port out. There 264 applicants on the waitlist, 190 leased units and 8 FSS participants.

Additional enrollments are planned to replace the losses. The agency received notice that HUD administration fees will be increasing from 81% to 84%. This will result in approximately \$900 additional dollars per month in Section 8 admin fees.

Family Services Coordinator Nora Goetz is working to develop a Section 8 Homeownership program presentation. In a previous agency, Ms. Goetz ran this program throughout Orange County and moved over 55 families into their own homes, self-sufficiency and after 15-years, off housing subsidies. After review, first, the PJCDA board would need to approve program participation. If approved, an application will then be submitted to HUD.

A required first-time homebuyer's course provided by Pathstone would be open to the public at large. With full approval, this program would then be taken also by qualified Section 8 clients. FSS Coordinator Goetz will make a presentation on Section 8 Homeownership and general overview on the First-time Homebuyer's course at the July 27, 2016 PJCDA Board meeting.

A motion was made to accept the Section 8 Report:

Motion: Robert Ritchie

2nd: Richard K. Roberts

All in Favor

4. COMMUNICATIONS

- Communications were made with regards to Old and New Business as listed.
- Calls were received regarding new business applications. Three applications were disbursed, none returned as of yet.

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

- *AHC grant* – final review of contract is in process. Awaiting City legal counsel review input.
- *Micro-Enterprise* – Chairman Hendrick attended the June 9, 2016 graduation and noted the camaraderie among participants. Dir. Maginsky is meeting with each of the participants for Q&A, going over the requirements once more.
- *Jersey Ave.* – waiting for NYS HCR ERR determination. Expect it to be listed exempt.
- *Permanent Generator* – MacArthur Circle – awaiting response. Per OCCD Director Mayfield FEMA is working on two large OC projects and then then smaller ones.
- *Technical Rescue* - Swiftwater – reports coming due
- *Hudson Valley Greenway Grant* – ongoing – paperwork is now with HV Pattern for Progress for processing.
- *29-31 Front St.* – CDBG involvement is done. Awaiting work/permits to continue. Requested status report.
- *42 Front St.* – in progress, may open in summer 2016.
- *46-48 Front St.* – the funding discussion continues. Bank appraisal still outstanding.
- *WWKP* – a City meeting is being scheduled to discuss SEQR.
- *Code Review* – met on May 26 with David Bavoso to discuss funding options for the match which may include the OC Planning dept. Solution still outstanding.
- *Complete Streets* – some \$20,000 of OC Complete Streets funding to be utilized by the end of Sept. 2016, is available to Port Jervis. This includes the services of a design consultant. Pike St., Front St. into Jersey Ave. was designated the primary corridor with the Front St. block between Pike and Fowler as the primary focus.
- *Pattern for Progress* – Pattern Senior V.P. Joseph Czajka met for two hours with Director Maginsky discussing Port Jervis and upcoming CFA items.// The Community Builders Class 2016 graduated. Follow-up meetings are being discussed among participants.// Pattern will include Port Jervis in a 2016 LWRP CFA application as one of seven of its 25 UAA

communities with LWRP designations. If awarded, the funding will underwrite the cost of Pattern’s demographic work.//Pattern requested that the Fellows graduation presentation be temporarily removed from the city’s website until a revised version with updated attributions/disclaimers be made available.

- *FY2015 Assistance to Firefighters Grant (AFG)* for \$25,000 of mobile communication-pending
- *Pathways* – awaiting next meeting July 2016
- *I&I study* – all required paperwork was submitted to EFC. Received notice that the MWBE waiver was approved.
- *MWBE, Section 3, Fair Housing* – continuing to research options. Attorney Carole Gallagher is to work on MWBE.
- *RECAP HOME GRANT* – RECAP is awaiting the contract. Director Maginsky to contact RECAP
- *Energize NY* – attended the June 2, 2016 Mid-Hudson area training. Recommend that the city review and pursue a Climate Smart Communities agenda over time. Energize rep recommended that the city develop the law to allow the city to pursue the designation when additional funding options become available. Simon Gruber, consultant with the Citizen Foundation and Fellow with Hunter College’s Urban Policy and Planning, is interested in working with Port Jervis on these items and more.
- *Tourism* – Farmers’ Market opening on June 25th.
- *NYS – MH-REDC – Downtown Revitalization Initiative* - \$10 million application due 5/27/16, understand that initial round of interviews already occurred. There may be a second round.
- *Medical Drop Box* – donated by CVS, via NY National Guard Counterforce Taskforce and through Operation P.J. PRIDE was unveiled in City Hall on June 13, 2016. Chief Worden will be contacting other police departments to advise them of this opportunity.
- *Council of Community Agencies* – FSS Goetz attended.\
- *Leadership Orange* – June 2, 2016 – Just after a visit to Gillinder Glass, Director Maginsky spoke to approximately 40 participants at Point Peter about Port Jervis and its attributes.
- *Citizens Foundation Placemaking Conference* – June 3, 2016 – Director Maginsky attended and found the information and opportunity to speak with other attendees valuable.
- *Tri-State Chamber Spring Banquet* – June 8, 2016 – Director Maginsky attended the banquet as a guest of Bon Secours Community Hospital.

6. NEW BUSINESS

- Director Maginsky – spoke with Sabine Werner of Leviticus 25:23 Alternative Fund, Inc. and learned that the fund primarily works with not-for-profits on projects for housing and or spaces in which not-for-profits operating.
- Simon Gruber, consultant with the Citizen Foundation and Fellow with Hunter College’s Urban Policy and Planning, is interested in working with Port Jervis on Energize NY items as well as water/water runoff.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:58 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 8:29 p.m.

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

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

To approve an increase to the housing inspector's fee from \$300.00 per day to \$360.00 beginning July 1, 2016 accompanied with a movement of \$1,500 from the training line to the home inspector's line:

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

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for **Wednesday, 7/27/16** 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 8:36 p.m.

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