

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, **November 16, 2016****

1. ROLL CALL

On November 16, 2016 Chairman, Carl V. Hendrick, called the meeting to order at 7:30 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John A. Russell, Treasurer

Absent

Kristin Trovei, Secretary
George Belcher

Also present were:

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

2. MINUTES

The October 26, 2016 minutes were reviewed and approved:

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

The November 3, 2016 Special minutes were tabled until the December 21, 2016 meeting for review and approval by those board members originally in attendance.

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 29,454.95 Total current admin balance is \$75,068.99. A motion was made to approve payment of the bills in the amount of \$29,454.95:

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

b. Monthly Financial Report

All bills received have been paid accordingly. Section 8's November and December 2017 admin fees will be reduced for a total of \$4,754 as an adjustment for an overage in portability monies. This budget line will be tracked and reviewed in preparation of the 2018 budget. The final proposed 2017 PJCDA budget with up to date adjustments will be sent to the PJCDA board for review with the December meeting notice and agenda.

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the November 2016 Director's Report for review and comment. Motion to approve:

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

CDA Director Maginsky presented the Section 8 Report:

In November 2016, there were 0 new contracts, 2 terminations, 3 port-outs. There are currently 185 of 200 possible vouchers leased with 9 families still looking for rentals.

On November 3, 2016, Valerie Maginsky, Nora Goetz and Beverly Felter attended a seminar sponsored by Harmonious Homes: Understanding the Intersection of Family Stability and Fair Housing in Albany, New York. The seminar was extremely informative covering Human Rights Law Protection, Basic Fair Housing Rules and how they apply, as well as, exceptions. In addition, the course covered Domestic Violence Victims protection and VAWA (Violence Against Women Act), which is a HUD requirement. PJ Section 8 will be assembling a Landlord Handbook to update our landlords regarding the regulations on renting and fair housing laws.

An informational brunch covering Fair Housing law, lead paint resources and Q&A with the Section 8 inspector and staff will be held on December 12, 2016 from 10 .m. – 11 a.m. at 134 Pike St.

Motion to approve:

Motion: Richard K. Roberts

2nd: John A. Russell

All in Favor

4. COMMUNICATIONS

OC CD Director Richard Mayfield is seeking lead paint hazard program participants in Port Jervis under the existing grant. Signups are needed to extend the program. To date, only three dwellings in Port Jervis have been remediated.

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

- Restore New York Communities grant- SHPO will be completed by the end of November.
- *AHC grant* – Appointment pending with Penny Thelman of RECAP.
- *Micro-Enterprise* – extension request is in process. Six businesses are in process.
- *Jersey Ave.* – conference call with NYS HCR confirmed that the projected needed to be rebid due to MWBE compliance issues
- *Permanent Generator* – MacArthur Circle – awaiting response.
- *Hudson Valley Greenway Grant* – ongoing – requested close out sequence directly
- *29-31 Front St.* - (former Newberry’s) – awaiting update
- *42 Front St.* – (Foundry 42) – opened on 11/12/16
- *46-48 Front St.* - (Fox N Hare) – closed the PJCDA loan and made the down payment on the brewing equipment
- *WWKP* – no update – still have a \$30k plus project cost to reply to the USCOE
- *Code Review* – kickoff meeting was held on 11/1/16
- *Complete Streets* – final report was received
- *I&I study* – monitors have been deployed, awaiting ½ inch of rain needed in order to move
- *Tourism* – no updates
- *DHSES Grant* – awaiting decision
- *Section 3 Compliance* – still outstanding
- *MWBE* – the PJ City Clerk-Treasurer’s office is working on the process
- *Fair Housing* – see: Section 8 report. As recommended by NYS FEOH Deputy Director Collins, Director Maginsky will attend another training on 11/17/16 in Albany.

6. NEW BUSINESS

A motion was made to match the PJCDA 2017 Holiday calendar to that which was approved for the City of Port Jervis on Monday, November 14, 2016:

Motion: Richard K. Roberts

2nd: John A. Russell

All in Favor

