

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, October 26, 2016**

1. ROLL CALL

On October 26, 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
George Belcher
Kristin Trovei, Secretary

Also present were:

Matthew D. Witherow, PJCDA Legal Counsel
Valerie Maginsky, Executive Director
Beverly Felter Section 8 Administrator
Bill Fioravanti Orange County Partnership
Dave Krantz/ Sean Donnelly – Fox N Hare Brewing Co.

2. MINUTES

The September 28, 2016 minutes were reviewed and approved:

Motion: Richard K. Roberts 2nd: George Belcher All in Favor

3. FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 25,215.07 Total current admin balance is \$69,160.55. A motion was made to approve payment of the bills in the amount of \$25,215.07:

Motion: Richard K. Roberts 2nd: George Belcher All in Favor

b. Monthly Financial Report

All bills received have been paid accordingly. All accounts have been moved over to Jeff Bank, all Sussex bank accounts are now closed. Signature cards are available for board member signature. A motion was made to approve the financial report.

Motion: Richard K. Roberts 2nd: George Belcher All in Favor

c. 2017 PJCDA Budget Review

Director Maginsky presented the draft 2017 PJCDA Budget that included a 2% increase for full-time agency employees and a \$1.00 per hour increase for the once-a-week bookkeeper. Health insurance was calculated at a 7.65% increase and reimbursement for Medicare for one retired employee. The original contract service PJCDA expense request submitted to the Mayor Decker was \$97,000 which was reduced to \$90,000 in the first municipal draft. With the change in office expense allocations to more accurately reflect usage between Section 8 and Small Cities expected grant administration

revenues and tight financial management, the request to the Port Jervis Common Council for 2017 contracted services was reduced to \$60,000. The revolving loan funds will carry an interest rate of some 4% in 2017. The budget will be presented to the City on 11/01/16 at 6 p.m.

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

Section 8 Program Administrator Felter presented the Section 8 Report:

In October, there were 0 new contracts, 2 termination due to a death, 4 port-outs. There are currently 188 of 200 possible vouchers leased with 3 families still looking for rentals.

An intake with 10 families is planned. The SEMAP report was submitted ahead of schedule. The Administrative plan is currently being updated and is under review.

Motion to approve:

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

4. COMMUNICATIONS

- Spartan Race may not even come to Orange County
- Port Jervis Finance Meeting was attended by Executive Newhouse who spoke about monies coming to Port Jervis centered around the Kayak park.
- Orange County Planning department fall newsletter will have a spotlight section on Port Jervis
- Gary Weideman, PJCDA CPA is moving into retirement and is now working remotely. The agency is working to identify a replacement.
- Fair Housing seminar in Albany from 9 a.m.to 3 p.m. on 11/3/16. Director Maginsky proposal to close the office for the day to allow for full PJCDA attendance was accepted.
- The OC Community Development and Health Department’s Lead Reduction grant program is seeking project homes in Port Jervis. Thus far only three houses in P.J. have been rehabbed. Director Mayfield would give a presentation.
- Hudson Valley Pattern for Progress’ 51st Annual Dinner honoring Joe Distefano \$165 with discount \$95 is scheduled for 11/9/16. Motion to allow PJCDA Director to attend:

Motion: Richard K Roberts 2nd George Belcher All in Favor

- Director Maginsky spoke about travel expenses and after discussion with staff offered to request reimbursement for tolls and gas from the agency with additional costs/mileage to be a personal itemization.

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

- Restore New York Communities grant- SHPO has yet to be completed
- Complete Streets - sent expensed items will submit comprehensive plan shortly
- I Love NY Haunted History Tour- Laurel Grove Cemetery tour with a writer went well article will come out next year
- *AHC grant* – Appointment pending with Penny Thelman of RECAP.
- *Micro-Enterprise* – Contract end date is 11/11/16 and a request for extension through the beginning of July 2017 was submitted. Progress is being made on the Last Owner title searches which are necessary for the security instruments.
- *Jersey Ave.* – Director Maginsky and Farr and City Clerk-Treasurer Waizenegger attended a four-hour monitoring session with Charlie Pillion regarding the completed Beach Road Pump

Station at the end of which Jersey Ave. documentation was discussed. Fair housing, blabor standards, MWBE and SEQR requirements have all been tightened and the project may need to be re-bid.

- *Permanent Generator* – MacArthur Circle – awaiting response.
- *Hudson Valley Greenway Grant* – ongoing – requested close out sequence
- *29-31 Front St. - (Newberry's)* – discussing with inspector
- *42 Front St. – (Foundry 42)* – in progress, expected opening in fall 2016.
- *46-48 Front St. - (Fox N Hare)* – SBA loan is approved. Environmental review is in process.
- *WWKP* – no update
- *Code Review* – Mayor Decker requested volunteers for the Code Review committee.
- *Complete Streets* – awaiting final draft
- *I&I study* – monitors have been deployed
- *Quality of Life Initiative* – no update
- *NY RESTORE Communities* – submitted
- *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
- *PJ Farmers’ Market (PJFM)* – the fundraising breakfast on 10/8/16 was a great success
- *Fair Housing* – no update
- *TASC Classes* – are expected to start in November 2016 at the library for ages 18 to 21

6. NEW BUSINESS

- Director Maginsky and Mayor Decker met with George Profus, Senior DEC Forester on 10/12/16 and discussed upcoming grants to perform tree inventories, planting and maintenance.

7. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:07 p.m. to discuss loans and contractual matters.

Motion: Richard K. Roberts 2nd: George Belcher All in Favor

The PJCDA Board of Directors came out of Executive Session at 7:45 p.m.

Motion: George Belcher 2nd: Richard K. Roberts All in Favor

A motion was made to go into the second Executive Session of the evening at 8:33 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:50 p.m.

Motion: George Belcher 2nd: Richard K. Roberts All in Favor

As a result of discussion in executive session:

A motion was made to Fox and Hare release previously approved \$150,000 loan

Motion: John A. Russell 2nd: George Belcher All in Favor

A motion was made that Fox N Hare expenditures will be paid directly from the PJCDA to vendors and that additional documentation such as subordination agreements for SBA funding will be forthcoming.

Motion: Richard K. Roberts 2nd: George Belcher All in Favor

8. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for November 16 at 7:30 p.m. at the Port Jervis Youth Center.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:53 p.m.

Motion: Richard K. Roberts 2nd: George Belcher All in Favor