

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, *December 21, 2016***

**1. ROLL CALL**

On **December 21, 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  
George Belcher

**Also present were:**

Valerie Maginsky, Executive Director

**2. MINUTES**

The November 3, 2016 Special Meeting minutes were reviewed and approved:

**Motion: Mr. Belcher 2<sup>nd</sup>: Ms. Trovei**

**Abstain: Mr. Roberts, Mr. Russell All Others in Favor: Aye**

The November 16, 2016 minutes were reviewed and approved:

**Motion: John A. Russell 2<sup>nd</sup>: Richard K. Roberts**

**Abstain: Mr. Belcher, Ms. Trovei All Others in Favor: Aye**

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$ **25,580.48** Total current admin balance is \$**77,865.85**. A motion was made to approve payment of the bills in the amount of **\$25,580.48:**

**Motion: Mr. Russell 2<sup>nd</sup>: Mr. Belcher All in Favor**

**b. Monthly Financial Report**

All bills received have been paid accordingly. Payments to the City and to businesses have been updated.

**Motion: Mr. Russell 2<sup>nd</sup>: Mr. Belcher All in Favor**

**c. 2017 PJCDA Budget**

Happy Software yearly maintenance fee of \$9,224 will be due March 2017 and will be listed in 2017 billing. Health insurance increased by 12.2% in 2017. The revised 2017 PJCDA Budget was reviewed by the board. A motion was made to approve the 2017 PJCDA Budget:

**Motion: Mr. Roberts 2<sup>nd</sup>: Mr. Belcher All in Favor**

**DIRECTOR & SECTION 8 REPORT**

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

Motion to approve:

**Motion: John A. Russell 2<sup>nd</sup>: Ms. Trovei All in Favor**

CDA Director Maginsky presented the Section 8 Report:

In December 2016, there were 3 new contracts, 0 terminations, 3 port-outs. There are currently 187 of 200 possible vouchers leased with 6 families still looking for rentals.

On December 12, 2016, Valerie Maginsky, Nora Goetz and Beverly Felter, OC CD Director Mayfield, Mr. James Obrakta and a Healthy Communities rep provided information on lead hazards and their reduction, Fair Housing law updates, and PJ Section 8 information to 15 landlords RSVP'd, 8 landlords attended (there was a snow storm and delays and cancelations). A separate public informational meeting for local landlords regarding Fair Housing and county and local rehab programs is anticipated.

Motion to Approve:

**Motion: John A. Russell                      2<sup>nd</sup>: Ms. Trovei                      All in Favor**

### **3. COMMUNICATIONS**

- a. End of year reporting continues.
- b. Federal Delaware River Basin Conservation Act press conference in Hancock, NY scheduled for December 22, 2016.
- c. U.S. Crane presented to the Planning Board as it has purchased 100-200 Skyline Drive (the former Kolmar) for storage and "new construction debris recycling" processing.

### **4. OLD BUSINESS – see Director's Report above and:**

- Restore New York Communities grant- SHPO was completed and approved. Awaiting paperwork.
- *AHC grant* – Held meeting with Penny Thelman of RECAP for January 2017 rollout.
- *Micro-Enterprise* – extension request was approved. Contract end is now July 1, 2017.
- *Jersey Ave.* – extension request was approved through mid-September 2017. A rebid for the construction company will be posted in January 2017.
- *Permanent Generator* – MacArthur Circle – awaiting response.
- *Hudson Valley Greenway Grant* – ongoing – requested close out sequence directly
- *29-31 Front St. - (former Newberry's)* – still working on the roof
- *46-48 Front St. - (Fox N Hare)* – received confirmation that no gas tanks are present
- *WWKP* – Fundraising is proceeding for the \$31,000 engineering report. A \$20,000 contribution was added to the current \$520 available.
- *Code Review* – NYS DOS Rep will attend the 12/22/17 meeting via conference call.
- *I&I study* – monitors are working
- *Tourism* – no updates
- *DHSES Grant* – awaiting decision
- *Section 3 Compliance* – still outstanding
- *MWBE* – the PJ City Clerk-Treasurer's office continues to work on the process
- *Fair Housing* – see: Director Maginsky attend another training on 11/17/16 in Albany.

### **5. NEW BUSINESS**

*Director Maginsky attend the HV Pattern for Progress – Gentrification Conference, Beacon – 12/15/17 – keynote speaker was Rubin Diaz, Bronx Borough president about the process that has taken place under his tenure and improvements to local infrastructure, environment, jobs and commercial upgrades. President Diaz emphasized that the existing citizens need to be*

included in the process and to be encouraged to become part of the improvements.//The cities of Beacon and Warwick were noted as areas where gentrification is/has taken place.

**6. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:48 p.m. to discuss loans and contractual matters.

**Motion: Mr. Roberts 2<sup>nd</sup>: Mr. Belcher All in Favor**

The PJCDA Board of Directors came out of Executive Session at 8:00 p.m.

**Motion: Richard K. Roberts 2<sup>nd</sup>: John A. Russell All in Favor**

**As a result of discussion in executive session:**

A motion was made to approve Executive Director Valerie Maginsky's evaluation as written by Carl V. Hendrick, Chairman and Richard K. Roberts, Vice-Chairman.

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Roberts All in Favor**

**7. NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for January 25 at 7:00 p.m. at the Port Jervis Youth Center.

**8. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:02 p.m.

**Motion: Richard K. Roberts 2<sup>nd</sup>: John A. Russell All in Favor**