

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, January 25, 2017**

1. ROLL CALL

On **January 25, 2017**, Chairman, Carl V. Hendrick, called the meeting to order at 6:55 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
Kristin Trovei, Secretary
George Belcher

Absent

John Russell

Also present were:

Matthew Witherow, Legal Counsel
Valerie Maginsky, Executive Director

2. MINUTES

The December 21, 2016 Meeting minutes were reviewed and approved:

Motion: Mr. Belcher 2nd: Mr. Roberts All Others in Favor

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 36,039.76 Total current admin balance is \$62,654.17. A motion was made to approve payment of the bills in the amount of **\$36,039.76:**

Motion: Mr. Belcher 2nd: Ms. Trovei All in Favor

b. Monthly Financial Report

All bills received have been paid accordingly. Payments to the City and to businesses have been updated and moved forward to accommodate the PJCDA bookkeeper's vacation. Happy Software yearly maintenance fee of \$9,224 will be due March 2017 and will be listed in 2017 billing.

Motion: Mr. Belcher 2nd: Ms. Trovei All in Favor

c. 2017 PJCDA Budget

The revised 2017 PJCDA Budget was reviewed by the board and compared to the 2016 budget. Changes included staffing costs. Health insurance increased by 12.2% in 2017.

A motion was made to approve the 2017 PJCDA Budget:

Motion: Mr. Belcher 2nd: Ms. Trovei All in Favor

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the January 2017 Director's Report for review and comment.

Motion to approve:

Motion: Mr. Roberts 2nd: Mr. Belcher All in Favor

As a result of discussion in executive session:

The motion was made to allow a borrower to pay an interest payment on funds used to date. Monthly review of the account will follow with the expectation that all funds will be expended for eligible expenditures in the near future.

Motion: Mr. Belcher 2nd: Ms. Trovei All in Favor

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for February 22, at 7:00 p.m. at the Port Jervis Youth Center.

7. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:37 p.m.

Motion: Mr. Roberts 2nd: Mr. Belcher All in Favor

Rev: 02-16-17 NG/VM