

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, April 26, 2017**

**1. ROLL CALL**

On April 26, 2017, Chairman, Carl V. Hendrick, called the meeting to order at 7:01 p.m. with the following members present:

Carl V. Hendrick, Chairman  
Richard K. Roberts, Vice-Chairman  
John Russell, Treasurer  
Kristin Trovei, Secretary

**Absent**

George Belcher, Member

**Also present were:**

Matthew Witherow, Legal Counsel  
Valerie Maginsky, Executive Director  
Beverly Felter, Section 8 Administrator  
Nora Goetz, Section 8 Family Services Coordinator

**2. MINUTES**

The Special meeting minutes of April 5, 2017 were reviewed and approved:

**Motion: Mr. Roberts 2<sup>nd</sup>: Ms. Trovei All Others in Favor**

The March 22, 2017 meeting minutes were reviewed and approved:

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

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$23,349.57. Total current admin balance is \$87,918.31. A motion was made to approve payment of the bills in the amount of **\$23,349.57:**

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

**b. Monthly Financial Report**

All bills received have been paid accordingly.

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

**DIRECTOR & SECTION 8 REPORT**

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

Ms. Felter presented the April 2017 Section 8 Report:

In April one new family leased up through a port-in, 3 terminations, 2 port-outs. There are currently 189 of 200 possible vouchers leased with 9 families still looking for housing, 197 families are on the waitlist.

Ahead of the formal audit report based on the April 6, 2017 review by The Bonadio Group, Director Maginsky, Ms. Goetz and Ms. Felter presented a preliminary report on items found to need

improvement with regards to Small Cities and the Section 8 filing process. Small Cities is responding to requests for additional reports. Otherwise, previously initiated and now to be expedited before the end of July 2017, all active Section 8 client files are being reviewed against a checklist of required permanent documents, multiple files are being condensed into one file and out-of-date documents are being removed for disposal. This disposal will include review of files currently in the off-site storage area and that will necessitate a shredding company. Until this project is completed, the monthly Section 8 report will include a file review status report.

Additionally, the Section 8 Administration Manual is under review and when complete will be sent to HUD for processing. HUD recently sent notice that such manuals will be reviewed on a 6-12 month schedule unless there has been an approved change which needs to be incorporated into the local system. The additional of the Port Jervis Section 8 First-time Homeowners' Program is one of those approved changes.

Purging and reopening the waitlist will occur after the files have been reviewed.

Motion to approve the Director's report:

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

### **3. COMMUNICATIONS**

- HUD sent a notice that the PJEDA had to sign up for the Federal System Award Management (SAM) in order to receive Section 8 voucher monies. Director Maginsky is working through that process.

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

- *Restore New York Communities* – award letter received
- *Jersey Ave.* – A preconstruction meeting has been scheduled.
- *Permanent Generator* – MacArthur Circle – found that PJ is not eligible because the project was not on a FEMA list or on the Hazard Mitigation Plan.
- *29-31 Front St.* - (*former Newberry's*) – update pending
- *46-48 Front St.* - (*Fox N Hare*) – interior rehab continues, rear wall was reconstructed
- *WWKP* – a meeting with agencies, engineers and the City was held on 3/24/17. It is estimated that work estimated at \$70,000-\$100,000 is necessary to provide all information necessary for the permits. Possible funding sources were discussed.
- *Code Review* – consultant contract with Barton & Loguidice still pending. The April meeting has been cancelled.
- *I&I study* – monitors are continuing
- *DHSES Grant* – received award for Confined Space, contract to be processed
- *Micro Enterprise*- hiring is in process. One of the four firms still needs to hire.
- *AHC Home Grant* – Penny Thelman, RECAP is discussing options with inspectors and lead assessors. MWBE is still outstanding.
- *Greenway Grant* – Closeout still outstanding
- *Beach Road Pump Station* Close out requires two more reports.
- *Urban Forestry* – awaiting response
- *Watershed Park Trails/Elks Brox* – some 30-acres burned after youngsters started a fire
- *Hudson Valley Pattern for Progress* – roundtable with the new NYS HCR Commissioner RuthAnne Visnauskas in Newburgh is scheduled for 5/1/17, followed by a meeting regarding a new project regarding outreach to Hispanic and Latino businesses

**NEW BUSINESS**

- *The NYS CFA* is now open. The overall award amount has increased over last year. No program has been yet identified. There will be a CFA Workshop on 5/17/17 in Mount St. Mary's, Newburgh. 9-11:30 a.m.

**5. EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:30 p.m. to discuss loans and contractual matters.

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

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

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

**6. NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Wednesday, May 24, 2017 , 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 8:20 p.m.

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

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