

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

1. ROLL CALL

On **July 26, 2017**, 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 Russell, Treasurer
Kristin Trovei, Secretary (arrived 7:10 p.m.)
George Belcher, Member

Also present were:

Matthew Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Beverly Felter, Section 8 Administrator

2. MINUTES

The June 28, 2017 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 \$24,004.23. Total current admin balance is \$91,559.90. A motion was made to approve payment of the bills in the amount of **\$24,004.23:**

Motion: Mr. Roberts 2nd: Ms. Trovei All Others in Favor

b. Monthly Financial Report

All bills received have been paid accordingly. Excess interest from PJCDA revolving loan funds are being calculated for HUD and NYS HCR recapture. Additional information is being sought. A motion was made to accept all financial reports.

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

c. Write-Off Resolution

After review of resolution regarding formalization of payments by C.G. Foods in 2017 thereby closing two PJCDA loans, a motion was made to approve:

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

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

Ms. Felter, Section 8 Administrator, presented the Section 8 Report:

In June 2017, 1 new families leased up, 2 terminations, 1 port-outs. There are currently 192 of 200 possible vouchers leased with 2 families still looking for housing, 189 families are on the waitlist.

With the exception of some 10 files due for recertification around the end of the year, all other files have been reviewed against the updated document checklist. Quotes will be obtained for some 40 file boxes of shredding located in the office that resulted from the file review.

Motion to Approve:

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

3. COMMUNICATIONS

A letter of support for a CFA application was provided to Kolmar Laboratories.

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

- *Restore New York Communities* – City chose lump sum reimbursement. All SEQR docs have been supplied to ESD. Robin Waizenegger is awaiting response on MWBE questions.
- *Jersey Ave. Sewer Repair* – approximately 85% complete, the reduced scope area pipe repair is complete. The project received permission to continue along Owen St. until construction dollars are expended.
- *29-31 Front St. - (former Newberry’s)* – roof is ready for professional torching.
- *46-48 Front St. - (Fox N Hare)* – progress ongoing.
- *WWKP* – awaiting final approval to complete engineering
- *Code Review* – two public meetings scheduled and widely advertised for 7/27 and 8/10
- *I&I study* – monitoring is continuing. Approximately 25%+ complete.
- *DHSES Grant (Confined Space)* – Contract signed. Awaiting input from PJFD.
- *Micro Enterprise*- hiring completed. Final report submitted. All funds disbursed.
- *AHC Home Grant* – Robin Waizenegger is investigating MWBE requirements.
- *Greenway Grant* - Awaiting cleared check, will then submit reimbursement request.

NEW BUSINESS

- Director Maginsky will attend the HV Pattern for Progress Housing in Urban Centers conference on 9/14/17 on behalf of the city.
- Discussion regarding the NCHM, Fair Housing Specialist web training August 29-31, 2017, resulted in a request by Ms. Trovei for a Fair Housing presentation during an upcoming Common Council meeting. Details to follow.
- Director Maginsky reported the need to update city policies and procedures to address compliance issues. Some areas include: MWBE, Section 3, ADA, Fair Housing, EEO, Human Resources
- Due to recent interest in filming in Port Jervis and the need to either adjust the current city event application or develop an application specific for filming, Director Maginsky suggested that the Council consider implementing processes similar to that of the Town of Warwick and Village of Walden. Ms. Trovei suggested that the Code Committee take the Warwick and Walden processes under consideration.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:08 p.m. to discuss loans and contractual matters.

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

The PJCD A Board of Directors came out of Executive Session at 8:18 p.m.

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

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for August 23, 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 8:19 p.m.

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

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