

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, March 22, 2017**

1. ROLL CALL

On **March 22, 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
John Russell, Treasurer
George Belcher

Absent

Kristin Trovei, Secretary

Also present were:

Matthew Witherow, Legal Counsel
Valerie Maginsky, Executive Director

2. MINUTES

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

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$25,421.83. Total current admin balance is \$74,128.07. A motion was made to approve payment of the bills in the amount of **\$25,412.83:**

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

b. Monthly Financial Report

All bills received have been paid accordingly..

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the March 2017 Director’s Report for review and comment.

Motion to approve:

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

CDA Director Maginsky presented the March Section 8 Report:

In March, three new families leased up, 1 terminations, 3 port-outs. There are currently 191 of 200 possible vouchers leased with 1 family still looking for housing, 208 families are on the waitlist.

Motion to Approve:

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

3. COMMUNICATIONS

Communications were with regards to established projects.

Councilman Van Horn will be visiting the PJCDA for an overview.
Initial discussion regarding a pop-up art show in Port Jervis.

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

- *Restore New York Communities* – award letter received
- *Jersey Ave.* – Boyce Excavating was awarded the construction bid. NYS HCR approved the reduced scope.
- *Permanent Generator* – MacArthur Circle – awaiting response.
- *29-31 Front St. - (former Newberry’s)* – roof repair stalled due to contractor issues.
- *46-48 Front St. - (Fox N Hare)* – interior rehab continues, rear wall being reconstructed. Water drainage issues being addressed.
- *WWKP* – a meeting with agencies, engineers and the City is scheduled for 3/24/17
- *Code Review* – consultant contract being finalized with Barton & Loguidice
- *I&I study* – monitors are continuing
- *DHSES Grant* – received award, awaiting contract
- *Micro Enterprise*-funds disbursed, hiring is in process
- *AHC Home Grant* – 51 applications received and being processed. Need to locate a new inspector and lead assessor. MWBE status outstanding.
- The *FAST* grant for the Promenade will be managed by the City with NYS DOT.
- Beach Road Pump Station Close out requires two more reports.

NEW BUSINESS

- Hudson Valley Pattern for Progress is starting a new forum series with outreach to the Latino/Hispanic community.
- Auditors will be arriving in early April.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:35 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:43 p.m.

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

As a result of discussion in Executive Session, a motion was made to accept \$100,000 to satisfy CG Foods Inc. debt to the PJCDA.

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

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for April 26, 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 8:44 p.m.

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