

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

1. ROLL CALL

On **February 22, 2017**, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 p.m. with the following members present:

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

Absent

John Russell
George Belcher

Also present were:

Matthew Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Beverly Felter, S8 Administrator

2. MINUTES

The January 25, 2017 Meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$ 23,229.90 Total current admin balance is \$76,131.82. A motion was made to approve payment of the bills in the amount of **\$23,229.90:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. All revenues have arrived as expected. A motion was made to approve the monthly financial report:

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the February 2017 Director's Report for review and comment. Motion to approve:

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

Beverly Felter Program Administrator presented the February Section 8 Report:

In February, there was 0 new contract, 0 terminations, 3 port-outs. There are currently 187 of 200 possible vouchers leased with 10 families still looking for rentals. Anticipating 2 terminations in March due to drug activity. Currently contacting potential participants from the waitlist. No new news on the anticipated revenue from HUD funding.

Motion to Approve:

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

3. COMMUNICATIONS

Communications were with regards to established projects.

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

- *Restore New York Communities* grant awarded - still waiting paperwork
- *Jersey Ave.* – A will rebid and a bid will be opened on Feb. 28th
- *Permanent Generator* – MacArthur Circle – ongoing.
- *Swiftwater* – on hold until spring 2017 when next activity will occur
- *Hudson Valley Greenway Grant* – ongoing – requested close out sequence directly
- *29-31 Front St.* - (former Newberry’s) – moving forward
- *46-48 Front St.* - (Fox N Hare) – loan closed- there were some other unanticipated

expenses

and are drawing funds down.

- *WWKP* – Waiting to schedule a meeting with the USFWS and ACOE. NYS DEC to be invited
- *Code Review* – The firm Barton & Loguidice was selected to be the consultant selected by the Common Council on 2/13/17 and will attend the 2/22/17 committee meeting.
- *DHSES Grant* – awaiting decision
- *Micro Enterprise*- Closing are scheduled this week, Businesses are progressing on the hirings.
- *AHC Home Grant* – Very busy now with applications, 44 applications logged 25 are complete and ready for review- at least one is a senior disabled and a veteran, quite a few seniors and a couple of single women households. Penny Thelman (RECAP) is away on vacation in February. Need a new inspector as the original firm was sold to a new owner.
- *I&I NYS EFC/DEC Engineering Planning Grant*- Moving along one piece of paper was needed to continue Robin took care of it
- *NY Restore* – demolition on city owed properties letter should be at mayor’s office by now that identifies rep and how to get started.
- *Tourism*- No lodging here/ Tour Mappers will advertise for you if you have a facility booking 12 months ahead of time. Trip Advisor is similar (3000 advertisers) Must have something that charges a fee once a year once a month or whatever- they get a percentage. I Love NY International all advertising for free + bookings.
- *Pathways*- Moving ahead with 2017 planning
- *Complete Streets*- ongoing
- *Solarize* – Not moved forward may have past deadline for grant
- *Beach Road Pump Station* files are officially closed. One concern about record keeping started in 2009 records all over the place, things should be in better place when they come back.

NEW BUSINESS

2016 Urban and Community Forestry Grants Program – NOFA available, submissions due by March 1, 2017 at 2:00 p.m. Proposed a combined Tree Inventory and development of a Community Forest Management Plan (\$50,000 total, no match), and two separate tree planting grants (max. \$50,000 each with 25% (cash or in-kind) match/ \$100,000.

Community members are applying directly to external arts related grants on both county and national levels.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:24 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 7:40 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 March 22, 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 7:41 p.m.