

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, August 23, 2017**

1. ROLL CALL

On **August 23, 2017**, Chairman, Carl V. Hendrick, called the meeting to order at 7:02 p.m. with the following members present:

Carl V. Hendrick, Chairman
John Russell, Treasurer
Kristin Trovei, Secretary
George Belcher, Member

Absent
Richard K. Roberts, Vice-Chairman

Also present were:

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

2. MINUTES

The July 26, 2017 meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$25,158.84. Total current admin balance is \$94,484.59. A motion was made to approve payment of the bills in the amount of **\$28,158.84:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. A motion was made to accept all financial reports.

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

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

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

In August 2017, 0 new families leased up, 0 terminations, 1 port-outs. There are currently 194 of 200 possible vouchers leased with 4 families still looking for housing, 189 families are on the waitlist.

Ms. Felter explained how vouchers are ported between agencies, how funding is allocated and the need to maintain a lease-up list of no more than 200 families.

The Section 8 office sent out an informational sheet – SUNY Orange, Farmers' Market takes EBT and the recommendation that families obtain and maintain renter's insurance.

Future Waitlist applications will contain an option to Opt-Out of future communications by the office.

The Waitlist is being purged.

Motion to Approve:

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

3. COMMUNICATIONS

Completed the annual Environmental Review for the Port Jervis Housing Authority. No negative issues were discovered.

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

- *Restore New York Communities* – MWBE advertising has commenced. Next, an engineering firm must be selected and then bid documents prepared.
- *Jersey Ave. Sewer Repair* – initial paving is done. Close out paperwork is being prepared.
- *29-31 Front St. - (former Newberry’s)* – progress is stalled.
- *46-48 Front St. - (Fox N Hare)* – progress on going. Front façade is progressing, new lighting and sheetrock are up.
- *WWKP* – funding for final permitting tasks were approved by the Common Council. Construction documents will cost \$30-50,000. These monies need to be sourced. Engineering contract execution is pending.
- *Code Review* – Two public meetings on 7/27 and 8/10 were attended by approx. 15 people each. The project website is up, available via a link from the city website.
- *I&I study* – Camera crew started this week. MHE is the engineering firm in charge.
- *DHSES Grant (Confined Space)* – vendors are being sourced
- *Micro Enterprise*- Final report submitted. Awaiting response.
- *AHC Home Grant* – MWBE advertising in process. Area contractor’s inquiring about list.
- *Greenway Grant* - Reimbursement request submitted. Questions answered. Awaiting completion.
- *Swiftwater I* – will finish with 9 of 10 expected trainees. Swiftwater II will occur in Spring 2018
- *Confined Space* –
- *Tourism* – filming occurred in and around Port Jervis
- *Pathways* – The potential new Town of Palm Tree could segment longstanding trails. Issue has been raised.
- *Pattern for Progress* – Director Maginsky and City Clerk-Treasurer Waizenegger are registered to attend the Housing in Urban Centers conference on 9/14/17.
- *SUNY Orange* – Survey to gather public input on potential classes in Port Jervis is on the City website
- *DRI* – The City of Hudson received the Capital Region’s award. No runner-up awards are available.
- *Fair Housing online training* – discussed with Mayor Decker and pending.

NEW BUSINESS

The Port Jervis Filming law and application are under review. The OC Accelerator is holding a free film conference in October.

A Geotourism Conference, *The River Unites Us*, is scheduled for Thursday, Sept. 28, 2017 at Woodloch Pines. Director Maginsky requested permission to attend and payment of \$50.00

Motion to Approve:

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

Water Finance Clearinghouse online training is upcoming.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:41 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:30 p.m.

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

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Sept. 27, 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 8:32 p.m.

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