

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, *December 20, 2017***

1. ROLL CALL

On *December 20, 2017*, Chairman, Carl V. Hendrick, called the special meeting to order at 7:03 p.m. with the following members present:

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

Absent

Kristin Trovei, Secretary
George Belcher, Member

Also present were:

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

2. MINUTES

The *Nov. 20, 2017* meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$37,275.69. Total current admin balance is \$37,275.69. A motion was made to approve payment of the bills in the amount of **\$37,275.69:**

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

c. 2018 PJCDA Budget

The 2018 PJCDA Budget was presented once more. A motion was made to accept.

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

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

The Section 8 Report December 2017 report was reviewed:

In December 2017, there were 1 new contract, 1 terminations, 3 transfers port-out. Of the waitlist applications received 196 still need to be entered, 337 are currently on the waitlist.

Motion to Approve:

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

3. COMMUNICATIONS

A motion to make a \$250.00 contribution to RECAP was made.

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

4. OLD BUSINESS –

Reference PJCDA Director’s Report.

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

NEW BUSINESS

a. 2018 PJCDA Holiday Calendar, that follows the City’s holiday calendar, was presented for approval.

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

b. 2018 PJCDA Meeting Schedule was presented for approval.

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

c. A shared services Local Government Records Management Improvement Fund (LGRMIF) grant between the PJCDA and the City of Port Jervis was proposed. The application, with the City as lead applicant, due online on Jan. 16, 2018, would provide up to \$150,000 to perform an inventory, purge and shred old document, purchase racking and boxes, construct an interior record room with electricity and HVAC and pay a consultant to develop record management policies and procedures. A **Resolution** approving the PJCDA grant application participation was approved.

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

The New York State Education Department Records Retention and Disposition Schedule MI-1 (mi-1) was accepted by use by the PJCDA by **Resolution**:

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

Subject to final review and approval by Matthew D. Witherow, PJCDA legal counsel, a Shared Services agreement will be entered into between the PJCDA and the City of Port Jervis detailing the rights and responsibilities of each partner under the proposed upcoming LGRMIF grant submission.

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

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:37 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:06 p.m.

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

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for January 24, 2018, 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 8:07 p.m.

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