

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

1. ROLL CALL

The November 15, 2017 meeting did not have a quorum. Instead, this special meeting was called to address necessary items. On **November 20, 2017**, Chairman, Carl V. Hendrick, called the special meeting to order at 6:57 p.m. with the following members present:

Absent

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John Russell, Treasurer (7:09 p.m.)
Kristin Trovei, Secretary
George Belcher, Member

Also present were:

Valerie Maginsky, Executive Director

2. MINUTES

The **Oct. 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 \$25,128.99. Total current admin balance is \$104,241.82. A motion was made to approve payment of the bills in the amount of **\$25,128.99:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. A motion was made to accept all financial reports. Stop-payments will be placed on three uncashed 2016 Section 8 checks.

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

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

The Section 8 Report November report was reviewed:

In November 2017, there were 3 new contracts, 3 terminations, 1 transfer port-out. Of the waitlist applications received 390 are complete, 78 require additional information, 71 were rejected.

Motion to Approve:

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

3. COMMUNICATIONS

Outside of existing projects no new communications were received.

4. **OLD BUSINESS –**

Reference PJCDA Director's Report. Other updates moved to the December 2017 meeting.

NEW BUSINESS

- Reviewed the proposed PJCDA 2018 budget worksheet and was found acceptable pending action by the Port Jervis Common Council. Discussed health insurance rates and marketing on behalf of the city re: economic development. Final PJCDA approval will occur after the final Common Council budget vote.

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 8:00 p.m.

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

6. **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for December 20, 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 8:02 p.m.

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