

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, **October 25, 2017****

1. ROLL CALL

On **October 25, 2017**, Chairman, Carl V. Hendrick, called the meeting to order at 7:00 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:

Matthew Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Family Services Coordinator

2. MINUTES

The **Sept 27, 2017** meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$25,149.42. Total current admin balance is \$92,295.74. A motion was made to approve payment of the bills in the amount of **\$25,149.42:**

Interest payment for 2016 to be made to NYS of \$209.94 NY and \$225.68 to HUD

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

DIRECTOR & SECTION 8 REPORT

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

Motion to approve:

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

Ms. Goetz, Section 8 Family Services Coordinator, presented the Section 8 Report:

In September 2017, 2 new families leased up, 2 terminations, 1 port-outs. There are currently 194 of 200 possible vouchers leased, 5 families are looking, 147 (after purge) families are on the waitlist. The waitlist was opened from October 16-23, 2017 inclusive. Any applications postmarked outside that time frame will be rejected. As of 10/24/17, 237 complete applications had been received, 74 need more information, 19 were rejected per requirements called out in the public notice and as identified on the application. Additional applications are expected. The program request two

preferences, a local preference and one for domestic violence. The range of addresses indicate that the advertising reached a wide geographic area and the least likely to apply.

Motion to Approve:

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

3. COMMUNICATIONS

An initial forum to discuss issues regarding the Neversink Watershed is being planned for late November/early December.

Meeting on the OC Countywide Climate Adaptation study with the Conservation Advisory Commissioners was to be held on 10/25/17 in Goshen. Watershed projects such as Monhagen Brook Watershed Plan, implantation of the Moodna Creek Watershed Plan and the recent grant application to make the Walkkill River an official water trail.

Orange County is working on the required 5-year update of its Comprehensive Plan.

Multiple inquires have been received by the PJCDA with regards to housing rehabs and business startup's.

Upper Delaware River Scenic Byway inquired as to City of Port Jervis 2018 participation.

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

- *Restore New York Communities* –The City is still sourcing and an engineer
- *Jersey Ave. Sewer Repair* – Responding to the NYSHCR Comprehensive Monitoring session of 9/26/17 with four concerns and preparing final APR report
- *29-31 Front St. - (former Newberry's)* – awaiting updates
- *46-48 Front St. - (Fox N Hare)* – in the process of hiring more staff and streamlining operations
- *WWKP* – spoke with OC Planning department Director Church re: SEQRA, fundraising committee is being formed within the Outdoor Club, a fundraising chair is being sourced
- *Code Review* – Next meeting scheduled for 10/26/17. A draft physical inventory and agenda has been sent to committee members
- *I&I study* – working on an MWBE waiver request and EEO response
- *DHSES Grant (Confined Space)* – vendors are being sourced
- *Micro Enterprise*- Responding to the NYSHCR Comprehensive Monitoring session of 9/26/17 with two concerns and preparing final APR report
- *AHC Home Grant* – Prevailing wage questions to be answered by attorneys
- *Swiftwater I* – reporting due
- *Tourism* – Film law passed. Location scout has been in the area. Almost 300 racers, twice the number from 2016, participated in the 2nd annual Erie 80 bike race held on 10/21/17.
- *Pathways* – held on 10/3/17 - the O&W rail trail from Summitville to Port Jervis is working on a few more easements
- *DEC Urban Forestry Grant* – \$50,000 awarded to the city to perform an inventory and develop a management plan. This is a two-year grant with no match required. Contract paperwork is in process.
- *Geotourism Conference* – The William Penn Foundation contributed some \$600,000 to the NatGeo project. Stewardship and marketing were the two primary discussion tracks. Per Marketing committee member, Charlene Trotter, director of the Tri-State Chamber of

Commerce, some \$16,000 was spent on Google ads which resulted in a nice bump in traffic. Additional website site listings are requested.

- *Neversink Watershed Conference* - organized by Simon Gruber, funded by the William Penn Foundation, collaborators include the Natural Lands Trust, the Orange County Land Trust, and the Delaware Highlands Conservancy is moving forward for late November, early December.
- *PJCDA Office Share* – Until further notice, a Mid-Hudson SBDC representative is now located within the agency

NEW BUSINESS

- New business related to business discussions. Housing rehab and business startup up inquiries have increased.
- *HV Pattern for Progress* – 52nd annual dinner to be held on Wed., 11/8/17 at Anthony’s Pier 9. Tickets are \$95.00 each. Director Maginsky requested authority to attend.
Motion: Mr. Roberts 2nd: Mr. Russell All Others in Favor
- The Orange County Citizens Foundation is interested in working in Port Jervis on placemaking activities.
- The city’s IT infrastructure was under discussion including email, social media and website. Within the agency’s office, wireless connectivity is very weak. A booster was ordered.
- On 10/8/17, Director Maginsky spoke at the Jeff Bank quarterly manager’s meeting at the Erie Restaurant regarding economic development in Port Jervis.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:57 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:42 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 November 15, 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 8:43 p.m.

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