

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, *September 27, 2017***

1. ROLL CALL

On *September 27, 2017*, Chairman, Carl V. Hendrick, called the meeting to order at 7:02 p.m. with the following members present:

Absent

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
John Russell, Treasurer
Kristin Trovei, Secretary
George Belcher, Member

Also present were:

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

2. MINUTES

The *August 23, 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 \$26,973.85. Total current admin balance is \$96,348.83. A motion was made to approve payment of the bills in the amount of **\$26,973.85:**

Motion: Mr. Belcher 2nd: Ms. 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.

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the September 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 September 2017, 0 new families leased up, 0 terminations, 1 port-outs. There are currently 194 of 200 possible vouchers leased, 2 families are looking, 147 (after purge) families are on the waitlist.

Motion to Approve:

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

3. COMMUNICATIONS

New loan inquiries received and applications sent.

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

- *Restore New York Communities* – Next Step information sent to City. The City is sourcing and an engineer.
- *Jersey Ave. Sewer Repair* – Draw 1 submitted. Comprehensive Monitoring scheduled for 9/26/17
- *29-31 Front St. - (former Newberry’s)* – awaiting updates
- *46-48 Front St. - (Fox N Hare)* – Soft opening is planned for end of September.
- *WWKP* – original WWKP Advisory Committee dissolved and to move to Outdoor Club.
- *Code Review* – September meeting cancelled. Next meeting scheduled for 10/26/17
- *I&I study* – slow progress
- *DHSES Grant (Confined Space)* – vendors are being sourced
- *Micro Enterprise-* Comprehensive Monitoring scheduled for 9/26/17
- *AHC Home Grant* – Prevailing wage questions to be answered by attorneys
- *Greenway Grant* – completed – reimbursement received
- *Swiftwater I* – reporting due
- *Tourism* – New film law to be reviewed
- *Pathways* – next meeting scheduled for 10/3/17
- *Pattern for Progress* – “Housing in Urban Centers” conference on 9/14/17 with national speakers

NEW BUSINESS

New business related to business discussions.

5. EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:44 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 8:40 p.m.

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

As a result of discussion in Executive Session the following motions were made:

To complete calculation the revolving loan interest payments to HUD and NYS HCR for 2016:

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

To provide a PJCDA office sharing arrangement to a Mid-Hudson SBDC representative:

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

6. NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for October 25, 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 8:42 p.m.

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