

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, February 28, 2018**

1. ROLL CALL

On **February 28, 2018**, Chairman, Carl V. Hendrick, called the meeting to order at 7:02 p.m. with the following members present:

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

Absent:
Kristin Trovei, Secretary

Also present were:

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

2. MINUTES

The Jan. 24, 2018 meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$23,831.10 Total current admin balance is \$91,55.53 A motion was made to approve payment of the bills in the amount of **\$23,831.10:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. Loss of HOME consult fees resulted in a revised revenue for 2018. Revenues are estimated to be positive. 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 February 2018 Director's Report for review and comment. Financial audit for 2017 is pending. Due to the Section 8 change in year end to December 31 to match that of the city and Small Cities, Section 8 will have a 15-month close. Agency policies and procedures regarding vacation and board member responsibilities are due for review. Interest payments to HUD and NYS HCR were made.

Motion to approve:

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

The Section 8 February 2018 report was reviewed:

Waitlist is finished 483 total active applications, 227 are residing in Port Jervis.

We will look to obtain a local preference, so the residents of Port Jervis are served first.

Also, a preference for Victims of Domestic Violence and there was a discussion of a homeless preference also, more research is needed. In February 2018, there were 1 new contract, 1 terminations, 0 transfers port-out.

Motion to Approve:

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

3. OLD BUSINESS –

- A draft *PJCDA Service Contract for 2018* with the City of Port Jervis for \$70,000 was forwarded to Legal Counsel Witherow and Bavoso for review and submittal to the PJCC. Awaiting response.
- *2014 NYS CDBG- Jersey Ave. Sewer Replacement Project*
Cannot close project until monitoring results are addressed. Awaiting response.
- *2013 REDC-NYS HCR Micro Enterprise Grant*
Need to add the indemnification clause addition to subrecipient agreement in February. Reaching out to the four entrepreneurs that hired staff for their 4Q2017 reports. The indemnification clause needs to be added to the PJCDA subrecipient agreement. Drafts were forwarded to Legal Counsels Witherow and Bavoso.
- *FY 2014 Housing NOFA- AHC*
Moving forward with inspectors. Exterior photos sent to RECAP. RECAP's HOME program has been canceled for this year as paperwork deadlines cannot be fulfilled. Will continue with 10 AHC funded rehabs. RECAP Weatherization program apps continuing.
- *FY 2015 Technical Rescue Grant – Swiftwater Training –* meeting with Fire Chief D. Cicalese and Keith Brown postponed. April 2018 training session has been scheduled.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* Sub-committee met and reviewed City code issues. The February meeting was postponed due to weather.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study* - Dir. Maginsky met with DPW Director Farr and E. Mindrebo re: TAM camera work completion.
- *DHSES- Confined Space- TR1017-\$136,760- Awarded 2-27-17* - Meeting with Fire Chief D. Cicalese and K. Brown was postponed.
- *NY RESTORE -\$120k to demo 6 city owned dwellings* - Advertisement and bid out for asbestos surveys
- *2016 NYS DEC Urban and Community Forestry Grant –* to begin
- *Pathways of Orange County –* The O&W rail trail project had a public kick-off in Monticello. Work on the Heritage Trail is to begin spring 2018.
- *Energize NY –* program now allows for lower rated municipalities to initiate

NEW BUSINESS

Five large corrugated signs will be placed by OC Planning near the library, city hall, train station, Promenade and reservoir trail head. Text responses will assist the county with information for the OC 5-year plan.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:43 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:26 p.m.

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

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

Motion to approve a subordination for the non-cash out refinance of the current mortgage with River City Insurance.

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

Subject to satisfactory title, motion to advance an additional \$200,000 to 100 River Road subject with a monthly \$5,000 amortized over a period of years resulting in repayment of 3% minus current amount owed.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for March 28, 2018, at 7:00 p.m. at the Port Jervis Youth Center.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:27 p.m.

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