

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, April 25, 2018**

**1. ROLL CALL**

On **April 25, 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

**2. MINUTES**

The March 28, 2018 meeting minutes were reviewed and approved:

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Roberts All Others in Favor**

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$28,228.53 Total current admin balance is \$95,783.12 A motion was made to approve payment of the bills in the amount of **\$28,228.53:**

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**

**b. Monthly Financial Report**

All bills received have been paid accordingly. Konica Minolta copier is contract is terminating. With a final payment of 159.30, the CDA will take ownership. An approximate maintenance fee of \$10.00 per month will follow. There is a network problem between Quick Books and Happy Software that will require professional assistance. To improve indoor air quality, after research an air sterilizer was purchased for \$269.00. Due to additional work re: Section 8 change of year end and additional work for year-end audit, CPA bill is higher than expected. A plan to address a missing 2016 REAC report is proceeding. Per Notice from NYSHIP, the 2019 Health Insurance plan is expected to rise anywhere from 5.5% to 9%+. Discussion regarding NYS HCR Program Income was moved to Executive Session.

A motion was made to accept all financial reports.

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**

**DIRECTOR & SECTION 8 REPORT**

Director Maginsky presented the March 2018 Director's Report for review and comment.

Motion to Approve:

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**

The Section 8 March 2018 report was reviewed:

In March 2018, there were 2 new contract, 2 terminations, 0 transfers port-out.

Motion to Approve:

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**

### **3. OLD BUSINESS**

*2014 NYS CDBG- Jersey Ave. Sewer Replacement Project* Finalize contract update.

*2013 REDC-NYS HCR Micro Enterprise Grant* Finalize contract update. - Collecting reports.

*FY 2014 Housing NOFA- AHC* Received extension approval – October 31, 2018. Inspections are being completed and reports are being collected. Penny Thelman's(RECAP) replacement is Nate Litwin. The grant will pay for inspections as per Robin W. they are considered a hard cost.

Architectural Plans may be necessary for 2 of the home of the first 10 and CDA will fund that cost.

*FY 2015 Technical Rescue Grant – Swiftwater Training* –Swiftwater training II took place. Reports are due 4/30/18. Leftover funds can be used for equipment.

*2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Advertising for the 5/9/18 meeting will be distributed. Flyers are going out to advertise the May 9, 2018 meeting.

*2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study* – Pressing MH&E for reports and requesting coordination with Carole Gallagher. PLUS report is not due currently.

*DHSES- Confined Space-* No update

*NY RESTORE -\$120k to demo 6 city owned dwellings* - Confirmation letter of cities selection of DVD Environmental was sent

*2016 NYS DEC Urban and Community Forestry Grant* – Samples received of consultant RFP'S *Pathways of Orange County* – ED Maginsky attended a meeting on 2/6/18. O C Parks Commissioner Jim Brooks is eager to work with Pathways.

*Energize NY* – NYSERA's Niklas Moran offered his technical assistance services as did the Clean Energies Community Program. If the city completes 4 of 10 High Impact Actions, it will receive \$5000.00.

### **NEW BUSINESS**

- Orange County Partnership is planning a 3 Cities tour at Touro College on May 30, 2018 where there will be a general presentation and breakout rooms. Director Maginsky is reaching out to potential Port Jervis participants.
- The NYS DRI \$10 million grant has a June 1 deadline.
- Home applications for HOME dollars for the development of low income housing (80% of the AMI) are available on the OC website. Hard copies that CDA had were given to interested developers.
- Director Maginsky will attend the 4/26/18 MHREDC Meeting at Resorts World Catskill.

### **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:42 p.m. to discuss loans and contractual matters.

**Motion: Mr. Russell 2<sup>nd</sup>: Mr. Belcher All Others in Favor**

The PJCDA Board of Directors came out of Executive Session at 8:23 p.m.

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**

### **NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for June 27, 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 8:25 p.m.

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Russell All Others in Favor**