

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, June 27, 2018**

1. ROLL CALL

On **June 27, 2018**, Vice Chairman, Richard K Roberts, called the meeting to order at 7:00 p.m. with the following members present:

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

Also present were:

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

2. MINUTES

The May 16, 2018 meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$24,629.93 Total current admin balance is \$100,415.04 A motion was made to approve payment of the bills in the amount of **\$24,629.93:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. The Orange County Housing Consortium Dues for 2018 was paid in the amount of \$200.00

A motion was made to accept all financial reports.

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

The Section 8 March 2018 report was reviewed:

In June 2018, there were 1 new contracts, 1 terminations, 3 transfers port-out.

Happy Housing Pro 9.1 Cloud integration is scheduled for October 2018.

Mainstream NOFA- funding for Non -Elderly Disabled Vouchers (18 to 62 years of age) Application was submitted on June 20, 2018, awaiting response from HUD.

New Administrative Plan met with board approval and will be submitted to HUD after final formatting is done by E.D. Valerie Maginsky.

Motion to Approve:

Motion: Mr. Belcher 2nd: 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* Waiting on 2 more Top to Bottom House Inspection Reports. Once complete Nate Litwin of RECAP will identify common repairs for contracting, 2 houses will need architect plans
- *FY 2015 Technical Rescue Grant – Swiftwater Training – Per PJFD* Closed out and balance of funds went to equipment purchases waiting on documentation.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K –*
Coming along well, Barton & Loguidice rep meeting later this week with Mayor to do a walk through downtown. Previous code subcommittee will be incorporated in next meeting July 26,2018.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study –* Report was uploaded on June 15, 2018 not all camera reports were uploaded at submission and will follow.
- *2016 NYS DEC Urban and Community Forestry Grant*
Discussion in process to see if and extension is possible
- *DHSES- Confined Space-* Information for the 2018Q2 report has been requested of the PJFD and City Clerk's office
- *NY RESTORE -\$120k to demo 6 city owned dwellings -* Meeting last week with J. Farr and R. Waizengger to discuss asbestos remediation for each building will be included of the bid.
- *Greenway Grant 2018-*The Mayor signed the Greenway Grant Contract and were returned to Greenway for finalization
- *White Water Kayak Park-* Bat Survey pricing needed (\$4000.00) was approved by Common Council. Additional requirements include a sub-3 GPS study to map out trails and a focus on water mitigation to offset water disturbance. Low or no cost options are being researched.
- *Tourism-* Soap box derby and Art in the park were held in June. The Farmers Market has opened for the season
- *Pathways of Orange County-* New OC Parks Commissioner Jim Brooks was invited to Port Jervis by ED Maginsky meeting scheduled for 8/6/18 at 8 am with Mayor Decker and Michael Ward from the outdoor club.
- *Complete Streets -* OC Planning representatives are coming for a tour of improvements funded by CS additional funds may be available.

- *Orange County Consortium* – Nora Goetz attended meeting on June 20, 2018. A presentation on McKinney Vento (homeless students in OC) was made
- *Pattern for Progress- The Mayor’s Forum- Port Jervis* is hosting the meeting on August 8, 2018 at 2 pm

NEW BUSINESS

- CFA’s - Applications for Sewer maintenance being discussed. Public Hearing continued to all for clarification of submission sequence. Comprehensive Community Plan for sewers for \$50K and a purchase of new equipment and material for a Public Infrastructure grant totaling \$700k.
- Director Rich Mayfield no longer with Orange County Development Agency
- ED Maginsky completed the DRI and Mainstream applications and the Administrative Plan is almost complete
- I.T. will need to come in by the end of August 2018 for the Cloud integration for Happy Software that will take place in October 2018.
 - ED Maginsky did a walk through with SUNY Orange looking at ways to attract new students in Port Jervis.
 - ED Maginsky attended a Workforce Development Task Force Meeting this morning in Goshen, topics discussed unaffordability of childcare and affordable housing.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:01 p.m. to discuss loans and contractual matters.

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

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

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for July 25, 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 8:44 p.m.

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