

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

1. ROLL CALL

On **March 28, 2018**, Kristin Trovei, Secretary, called the meeting to order at 7:09 p.m. with the following members present:

John Russell, Treasurer
Kristin Trovei, Secretary
George Belcher, Member

Absent:
Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman

Also present were:

Valerie Maginsky, Executive Director

2. MINUTES

The Feb. 28, 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 \$26,713.99 Total current admin balance is \$95,783.12. A motion was made to approve payment of the bills in the amount of **\$26,713.99:**

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

b. Monthly Financial Report

Staples higher due to shredder (\$300) / Konica Minolta copy machine is coming to the end of its contract. Dir. Maginsky to research costs after possible purchase. Approval was granted to purchase an air purifier in the amount of \$300.00 to cut down on office allergies.

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

The Section 8 March 2018 report was reviewed:

In March 2018, there were 4 new contracts, 1 terminations, 0 transfers port-out. Slight increase in administrative fees. 2 zero payments will be coming off after 6 months, admin fees for these vouchers are collected during the 6-month grace period.

Motion to Approve:

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

3. OLD BUSINESS –

- *2014 NYS CDBG- Jersey Ave. Sewer Replacement Project* - Contract update must be addressed before closure.
- *2013 REDC-NYS HCR Micro Enterprise Grant* - No response from legal yet. In process of contacting entrepreneurs for 4Q2017 and 1Q2018 reports.
- *FY 2014 Housing NOFA- AHC -Penny Thelman (RECAP)* certified the first 15 applicants, Home and Environmental contracts was approved by William Bavoso. Issues regarding workers comp. have been resolved.
- *FY 2015 Technical Rescue Grant* – No updates

- 2015 CFA-NYS DOS-LWRP- Code Review Grant- 50K – Meeting held 3/14/18. Barton & Loguidice consultant Robert Murphy proposed a spreadsheet and online survey. Teleconference meeting scheduled 4/26/18 and a public meeting on 5/9/18 both will be at the Rec center at 7pm. Reports were sent to NYS DOS.
- 2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study – requested status from MH&E of work completed by CCTV contractor. It was emphasized that NYS DEC and CWSRF are waiting for this report.
- DHSES- Confined Space - No update
- NY RESTORE - Public bid for asbestos survey resulted in the recommendation to hire DVD Environmental at \$5200, eleven bids were received.
- Greenway Grant 2018-
- March 2018- Grant was approved, meeting is 4/25/18. No expenditures can be made until boards final approval. Requested \$10,000.00.
- 2016 NYS DEC Urban and Community Forestry Grant – Collecting information for consultant bid package.
- Pathways of Orange County –Work on the Heritage Trail is to begin spring 2018.
- Energize NY – program now allows for lower rated municipalities to initiate. Mayor Decker interested in continuing.
- White Water Kayak Park - Final draft of Bald Eagle Survey received. Biological Assessment will be completed mid-April, OC Planning Director (David Church) needs BA to finalize SEQR.
- Pattern for Progress - ED. Maginsky reviewed and commented on the updated Port Jervis Community Profile which is now posted at: <http://www.pattern-for-progress.org/what-we-do/current-issues-research-agenda/uaa/ community-profiles/>
- Energize NY - Mayor Decker expressed interest in moving forward with implementing Energize NY.

NEW BUSINESS

April 3, 2018- Managing local records seminar E.D. Maginsky will be attending, the idea of updating the city barn for proper record retention for the pending LGRMIF grant.

April 4, 2018- The board approved that E.D. Maginsky to attend the Tourism Conference in Wappinger Falls at a cost \$50.00.

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

HOME applications for HOME dollars for development of low income housing (80% of the AMI) Applications available on the OC website and PJCDA has a couple of hard copies available.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:39 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 7:55 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for April 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 7:56 p.m.

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