

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, May 16, 2018**

1. ROLL CALL

On **May 16, 2018**, Chairman, Carl V. Hendrick, called the meeting to order at 7:06 p.m. with the following members present:

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

Absent:
George Belcher, Member

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Nora Goetz, FSS Coordinator
Kelly Decker, Mayor

2. MINUTES

The April 25, 2018 meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$25,800.26 Total current admin balance is \$100,415.04. A motion was made to approve payment of the bills in the amount of **\$25800.26:**

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

b. Monthly Financial Report

All bills received have been paid accordingly. Final Copy buyout is \$261.10 and \$10.00 Monthly Maintenance Fee. A Bill was presented from the Bonadio Group for 1500 for the 2016 HUD REAC filing, The responsible party is TBD. One retiree's health insurance will be paid through June 2018 and then no more. The Volunteer Ambulance will receive a \$50.00 donation in response to a mailer request. 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 May 2018 Director's Report for review and comment.
Motion to Approve:

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

The Section 8 May 2018 report was reviewed:

In May 2018, there were 0 new contracts, 3 terminations, 0 transfers port-out.

The current HAPPY support system for stand-alone computer/server is sunsetting .The Happy contract for Housing Pro 9.1 was presented as signature needed for Cloud integration.As a long-standing customer, there is no charge at this time. Questions were raised about internet security, more information will be requested, however contract was signed.

Mainstream NOFA- Presentation of available funding for Non -Elderly Disabled Vouchers (18 to 62 years of age). Application is due June 18, 2018. Forty vouchers will be requested. Awards are expected to range from \$75,000 to 1 million. This agency is eligible to apply because since 1994, it has successfully managed the 15 Mainstream vouchers at 100% utilization.

The Section 8 program will have a shortfall by the end of the year and is working closely with the HUD's shortfall prevention team to develop and action plan.

Motion to Approve:

Motion: Mr. Roberts 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*
Nora Goetz is the main contact for PJCDA on this project. Waiting on 8 Top to Bottom House Inspection Reports.
- *Greenway Grant 2018-* On 4/25/18 the Greenway Grant of \$10,000 was awarded to the City of Port Jervis for code gap analysis for the T1000699 NYS DOS Code/ Comprehensive Code.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K - Comprehensive Plan, Landuse Code update* - Flyers, doorhangers and an ad in The Little Paper, advertised the May 9, 2018 meeting. The Greenway grant of \$10,000 was awarded to the City of Port Jervis. Flyers, handbills, ads in the little paper and announcements at city meetings, there have been 125 responses to the survey and 6 people attended the code review meeting. With Ryan Walker's departure, interim contact is Ann Hutchinson, Sr. Director of Municipal Planning with Natural Lands. Next meeting is 5/31/18.
- *FY 2015 Technical Rescue Grant – Swiftwater Training* –The 2018Q1 reports and Voucher for Swiftwater training II were submitted to NYS DHSES.
DHSES- Confined Space- Equipment has been ordered, no invoices have been paid yet, 2018Q1 activity was filed.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study* – Report due the end of June will be submitted by May 31, 2018 according to the EFC grants Coordinator and discussion with MH&E.
- *NY RESTORE -\$120k to demo 6 city owned dwellings* - DVD Environmental is coordinating access with the Building Dept.
- *White Water Kayak Park-*The ACOE sent questions re: Biological Assessment, discussed on a conference call on 5/11/18. Ten comments were made 8 will be addressed easily, one requires a narrative and the other needs further discussion.
- *29-31 Front Street former Newberry's-* Rebel Group Ventures LLC purchased 29-31 Front Street on May 2, 2018.

Tourism- Port Jervis Life a quarterly Magazine distribution coincided with the first Cinco De Miyo Girls Night Out event reviews were positive.

- The Port Jervis Farmers Market submitted the event application to the city. Dates are 6/23/18 through 10/13/18-10 to 2 pm.
- Orange County Consortium – Meeting scheduled for 5/16/18 was postponed until 05/31/18
- Pattern for Progress- ED Maginsky attended the Mayor’s Forum meeting in Kingston, Port Jervis offered to host the meeting in August

NEW BUSINESS

- NYS CFA’S are open and options are to be reviewed
- ED Maginsky is writing the City’s NYS DRI application
- The 3 Cities tour at Touro College on May 30, 2018 has been postponed.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:59 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 8:53 p.m.

Motion: Mr. Belcher 2nd: 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 8:55 p.m.

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