

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

**1. ROLL CALL**

On **July 25, 2018**, Chairman, Carl v. Hendrick, called the meeting to order at 7:00 p.m. with the following members present:

**Absent**

Carl v. Hendrick, President  
Richard K. Roberts, Vice-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 June 27, 2018 meeting minutes were reviewed and approved:

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

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$22,153.95 Total current admin balance is \$83,771.09. A motion was made to approve payment of the bills in the amount of **\$22,153.95:**

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

**b. Monthly Financial Report**

All bills received have been paid accordingly. Charge for Microsoft 365 for one year  
A motion was made to accept all financial reports.

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

**DIRECTOR & SECTION 8 REPORT**

Director Maginsky presented the July 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 July 2018 report was reviewed:

In July 2018, there were 2 new contracts, 1 termination, 3 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 - All Top to Bottom inspection reports are in. Nate Litwin of RECAP met with Nora Goetz to standardize the information, also planned is a meeting with ED Maginsky, Nate Litwin, Nora Goetz and Dave Rivera to discuss next steps. Architects have been contacted for 2 of the homes need plans.*
- *FY 2015 Technical Rescue Grant – Swiftwater Training - ED Maginsky is collecting information for final reports*
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K – Next meeting is scheduled for July 26, 2018.*
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study – ED Maginsky Spoke with Ethan Mindrebo of MHE who was to follow up on the final review comments by EFC.*
- *2016 NYS DEC Urban and Community Forestry Grant- project on hold until Spring 2019*
- *DHSES- Confined Space- Awaiting information from the PJFD, progress report due the end of July.*
- *NY RESTORE -\$120k to demo 6 city owned dwellings – awaiting procurement procedure to begin*
- *Greenway Grant 2018- The final executed copy of the Greenway grant contract was received by the City.*
- *White Water Kayak Park- the PJCC approved the monies necessary to proceed with the bat survey and now working to survey the area to be surveyed. Engineer S. Sigle provided a proposed construction map and now sourcing a GPS and time to schedule the land survey of the area to be cleared in preparation of the bat survey.*
- *Tourism - the first draft of the Historic Walking Trail through Port Jervis by the OC Health Department was released and returned with comments.*

### **NEW BUSINESS**

- CFA CDBG Public Hearing continued with a clarification of due dates. Two sewer and one land acquisition grant for water protection are being discussed.
  - 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      2<sup>nd</sup>: Mr. Belcher      All Others in Favor**

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

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

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for August 22, 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 2<sup>nd</sup>: Ms. Trovei All Others in Favor**

Rev: NG/VM