

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, August 22, 2018**

**1. ROLL CALL**

On **August 22, 2018**, Carl V. Hendrick, Chairman, called the meeting to order at 7:00 p.m. with the following members present:

Carl V. Hendrick, Chairman  
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 July 25, 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 \$23,521.55 Total current admin balance is \$83,771.09 A motion was made to approve payment of the bills in the amount of **\$23,521.55:**

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

**b. Monthly Financial Report**

All bills received have been paid accordingly.  
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 August 2018 report for review and comment.

Motion to Approve:

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

The Section 8 March 2018 report was reviewed:

In August 2018, there were 3 transfers/port-out.

Awaiting response on the submission for Mainstream NOFA- funding for Non -Elderly Disabled Vouchers (18 to 62 years of age).

Motion to Approve:

**Motion: Mr. Belcher 2<sup>nd</sup>: Mr. Roberts 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 August 2018 – Architect retained for plans of two homes.*  
Environmental testing needed. Homeowner appointments upcoming.
- *FY 2015 Technical Rescue Grant – Swiftwater Training – E.D. Maginsky submitted final reports.* Awaiting closeout confirmation.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K –*  
Quarterly reports and reimbursement request submitted. Due to scheduling conflicts the 7/26/18 meeting was moved to 8/9/18. The project completion date is estimated by Dec. 2018/Jan. 2019. The draft Community Participation Plan was approved by the committee. The online survey results and commentary were reviewed and as appropriate were incorporated into the draft Comprehensive Plan. Budget and timeframes to be reviewed to incorporate Greenway Grant.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study – MHE submitted the report to EFC.* Finalizing approvals and payments before final close out.
- *2016 NYS DEC Urban and Community Forestry Grant – E.D. Maginsky researching youth involvement options*
- *DHSES- Confined Space-* Quarterly reports submitted. Awaiting equipment purchases.
- *NY RESTORE -\$120k to demo 6 city owned dwellings – Contractor bid contract in development.*
- *White Water Kayak Park-* GPS of construction ingress and egress delayed. Mitigation plan to be addressed.
- *Tourism-* recent races on the Watershed trails were successful.

**NEW BUSINESS**

- No new business

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:45 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:12 p.m.

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

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for Sept. 26, 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 8:13 p.m.

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