

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, Oct. 24, 2018**

**1. ROLL CALL**

On Oct. 24, 2018, Carl V. Hendrick, Chairman, called the meeting to order at 7:00 p.m. with the following members present:

Carl V. Hendrick, Chairman	<b>Absent</b>
Richard K. Roberts, Vice-Chairman (arrived: 7:40 p.m.)	
John Russell, Treasurer	
Kristin Trovei, Secretary	
George Belcher, Member	

**Also present were:**

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

**2. MINUTES**

The Sept. 26, 2018 meeting minutes were reviewed and approved:

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

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of \$20,661.73. Total current admin balance is \$106,969.24. A motion was made to approve payment of the bills in the amount of **\$20,661.73:**

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

**DIRECTOR & SECTION 8 REPORT**

Director Maginsky presented the Oct. 2018 report for review and comment.

Motion to Approve:

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

FSS Coordinator Goetz presented the Section 8 Sept. 2018 report of one transfer, two port-in's, 470 total applicants on the waitlist, with 190 leased units as of 10/1/18 and one outstanding voucher.

As requested by HUD, shortfall information and file information for a remote VMS data validation process was transferred.

A public meeting to advise of the three preferences in the Administrative Plan now with HUD for approval has been scheduled for Tues., Nov. 13, 2018. At 5:00 p.m. in the Common Council Chambers at 20 Hammond St.

A \$26.00 VMS discrepancy as identified by HUD was corrected.

FSS Coordinator Goetz was invited to join the board of the Mill Street Housing Development Fund Company, Inc. which is a LIHTC. A motion to accept this invitation was approved by the Board.

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

Motion to Approve Section 8 Report:

**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 –* This month the majority of time spent was on the implementation of this grant. Received a contract extension to Jan. 31, 2019. On behalf of the homeowners, three companies responded to the request for asbestos abatement quotes. However, the need for this abatement was eliminated with the removal/revision of work scopes. Final work scope review, pre-construction meetings and final contract execution are planned for early November. A plumber is available and interested in the two boilers and one water heater. ServPro is available to perform the mold remediation work. One homeowner is seeking a different contractor. Ten of the eleven AHC signs have been erected.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K –* upcoming meeting scheduled for 10/25/18 at 6:00 p.m. in the Common Council chambers.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study –* final reimbursement received. This grant will be removed from the November report.
- *NY RESTORE -\$120k to demo 6 city owned dwellings –* awaiting bid opening.
- *White Water Kayak Park-* obtained additional GPS points of preferred river construction access points. Route and tree identification planned for the end of October.

**COMMUNICATIONS**

- A free MWBE information session will be held on Wed., Dec. 5, 2018 from 9:00 a.m. to 5:00 p.m. at 134 Pike St. Service Disabled Veteran Owned Business (SDVOB) will also be included. Organized by the PJCDA

**NEW BUSINESS**

- The Pattern for Progress Annual Dinner will be attended by Mayor Decker and other Common Council members.
- The PJCDA will present its 2019 budget to the Common Council on 11/27/18 (not 26<sup>th</sup>) at 6:00 p.m. The 2019 service contract with the City is proposed to remain the same as last year at \$70k.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:34 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:10 p.m.

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

As a result of discussion in Executive Session:

A motion was made to accept a 25% payment of the PJCDA loan on 1 Grand View Ave. CDA Attorney Withrow was authorized to transfer this offer to all loan parties.

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

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for November 28, 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 8:11 p.m.

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