

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, Sept. 26, 2018**

1. ROLL CALL

On Sept. 26, 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
George Belcher, Member

Absent
Kristin Trovei, Secretary

Also present were:

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

2. MINUTES

The August 22, 2018 meeting minutes were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

PJCDA Director reviewed the administrative bills in the amount of \$21,179.97 Total current admin balance is \$98,517.02 A motion was made to approve payment of the bills in the amount of **\$21,170.97:**

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

FSS Coordinator Goetz presented the the Section 8 Sept. 2018 report of three terminations (2 deaths, 1 other), one transfer, two port-in's, 470 total applicants on the waitlist, with 191 leased units as of 9/1/18 and one outstanding voucher.

The HUD administrative proration is increasing from 76% to 80% resulting in an estimated increase of \$3,800 through the end of 2018. This amount may change at any time.

All requested reports have been submitted to the HUD Shortfall team and the PJCDA received notice that the readjustment plan has been accepted for the end of 2018 into 2019.

The PJCDA was awarded 22 Mainstream vouchers that will assist disabled persons between the ages of 18-64. Funding is renewed every year. Administrative fees are yet to be determined.

The Section 8 Administrative plan has been updated and submitted to HUD for final approval. With HUD permission, the minimum rent of \$50 was implemented as of 10/1/18.

Motion to Approve:

Motion: Mr. Belcher 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 –* On behalf of homeowners, quotes for contractors were advertised and opened on Friday, 9/21/18. Only one contractor responded to the quote opening on all aspects of each of 11 homes and totaled \$650k. There were no other quotes. Homeowners were advised to contact other contractors. Prioritization of inspection work areas identified top health and safety issues. Original inspection report was identified by priority. Five homes were identified with mold to be remediated. Preliminary asbestos testing on 10 properties resulted with three houses with asbestos in working areas. Plumbing and electrical contractors are to be identified. An extension request to AHC is expected. RECAP Weatherization is working in homes as available.
- *FY 2015 Technical Rescue Grant – Swiftwater Training –* Final reimbursement has been received.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K –* Committee has been meeting and markup of the Zoning Code is beginning.
- *2015 CFA-EFC/DEC-Engineering Planning Grant- \$100k of 125k I & I study –* Final reimbursement of over \$39,000 has been approved.
- *2016 NYS DEC Urban and Community Forestry Grant –* no updates
- *DHSES- Confined Space-* Purchases have been initiated.
- *NY RESTORE -\$120k to demo 6 city owned dwellings –* Contractor bid results to provided to the PJ Common Council in October.
- *White Water Kayak Park-* GPS of construction ingress and egress initiated but not completed. Riverwise to provide construction points.
- *Tourism-* The Fall Foliage Festival drew approximately 15k visitors to the downtown.

NEW BUSINESS

- Jessica Ridgeway of OC Planning worked with DPW Farr to write and submit a HealthLinkNY grant application (up to \$13k) due 9/13/18.
- A 10-year \$377,000 Orange County HOME loan was approved for 24 Front St. The project includes four commercial spaces and 20-21 apartments.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:53 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:15 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for Oct. 24, 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 8:16 p.m.

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

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