

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, December 19, 2018**

ROLL CALL

On December 19, 2018, Carl V. Hendrick, Chairman, called the meeting to order at 7:01 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
Kristin Trovei, Secretary (arrived 7:11 p.m.)
George Belcher, Member

Absent
John Russell, Treasurer

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Beverly Felter, Section 8 Administrator

MINUTES

The November 19, 2018 special meeting minutes were reviewed and approved:

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

The November 28, 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 **\$31,004.05**. Total current admin balance is **\$114,607.48**. A motion was made to approve payment of the bills in the amount of **\$31,004.05**:

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

b. **Monthly Financial Report**

All bills received have been paid accordingly. One loan payoff was received (UFG). A motion was made to accept all financial reports.

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

c. The PJCDA 2019 budget of \$316,808 was reviewed and approved:

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

Motion: Mr. Belcher 2nd: Ms. Trovei All Others in Favor

Director Maginsky's request to roll five 2018 vacation days forward into 2019 to be utilized by March 31, 2019 was reviewed and approved:

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

Section 8 Administrator Felter presented the Section 8 December 2018 report of one port-in, one transfer, one termination, four port-in's expected, 455 total applicants on the waitlist with 187 leased units and two outstanding vouchers.

Purge letters were sent out to all 470 clients on our waitlist to establish a local preference and to canvas for 22 Mainstream vouchers, which will begin the lease up process once received. The second letter was sent out for non-respondents the week of December 10, 2018.

Per the approval of the board during the November 19, 2018 meeting, a resolution to write off \$1,020.00 (A.S.-2005) was reviewed and approved:

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

Motion to Approve Section 8 Report:

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

OLD BUSINESS –

- *2014 NYS CDBG- Jersey Ave. Sewer Replacement Project and 2013 REDC-NYS HCR Micro Enterprise Grant* – contract updates will be presented to the PJCC along with the PJCDA 2019 Service Contract
- *FY 2014 Housing NOFA- AHC* – Finalizing collection of invoices to date. Work continues on boilers, supporting members, and chimneys. Electrical work with the exception of one house was completed. Five roofs have been repaired/replaced. In the process of reviewing options for additional repairs. A MOU was signed between the City and RECAP for RECAP to provide construction management services.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – the 12/6/18 meeting was held as scheduled. Comments on the Draft Comprehensive Plan and discussion regarding Plan Recommendations and Implementation were discussed. Reviewed the list of zoning code items to be addressed and asked that commentary be gathered from PJ Building Inspector Rivera. Next meeting is scheduled for Jan. 24, 2018 at City Hall.
- *DHSES – Confined Space* – some purchasing has occurred
- *MWBE Information Session* – scheduled for 12/5/18 was cancelled due to lack of sign-ups

COMMUNICATIONS

An update on the proposed City of Port Jervis Carbon Credit program will occur at the Jan. 28, 2019, PJCC meeting.

NEW BUSINESS

The City of Port Jervis received notification of two 2018 Round VIII REDC awards totaling \$2,632,500. One grant is a NYS Department of Environmental Conservation Water Quality Improvement Project (WQIP) for \$1,882,500, the other, is a NYS Home and Community Renewal (HCR) Community Development Block Grant (CDBG) for \$750,000 that will be used to repair the city's sewer system.

PUBLIC COMMENT

No members of the public were in attendance.

EXECUTIVE SESSION

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

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

The PJCDA Board of Directors came out of Executive Session at 7:48 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for January 23, 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 7:49 p.m.

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

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