

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, March 27, 2019**

ROLL CALL

On March 27, 2019, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:04 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
Kristin Trovei, Secretary
George Belcher, Member

Absent
John Russell, Treasurer

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Administrator

Member(s) of the Public

Two Members of the Public

MINUTES

The February 27, 2019 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 **\$18,513.13**. Total current admin balance is **\$134,752.04**. A motion was made to approve payment of the bills in the amount of **\$18,513.13**:

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

c. **2018 Financial Audit**

Except for follow-up questions, the Bonadio Group completed the financial audit

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the March 2019 report for review and comment.

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 March 2019 report of one port-out, no transfers, two terminations, five port-in's, no contracts, 311 total applicants on the waitlist with 183 leased units and no outstanding vouchers.

There will be an increase in Admin fees effective April 1, 2019 from \$100.10 to \$102.16.
 The Remote VMS audit is closed after two minor corrections were addressed.
 The initial group of Main Stream families are being contacted for a briefing.
 Eight supervisory inspections were completed.

Motion to Approve Section 8 Report:

Motion: Mr. Roberts 2nd: Mr. Belcher 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* – Final paperwork, reimbursement requests and reports in process.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Next meeting is scheduled for 3/28/19, 6:00 p.m. at the Rec Center.
- *DHSES – Confined Space* – received notice of a purchase by the PJFD
- *NYS RESTORE* – the winning demo bid was awarded to the Yannuzzi Group.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – the initial contract discussion was postponed due to scheduling conflicts
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Awaiting SHPO response. E.D. Maginsky attended two of four CDBG webinars.
- *WWKP* – Discussions ongoing re: budgets, finalization of the Biological Opinion, the bat survey and engineering input on the mitigation plan
- *The Nature Conservancy – Port Jervis Carbon Proposal* – Paperwork is in process.

COMMUNICATIONS

None outside that which is reported here.

NEW BUSINESS

Ms. Trovie suggested a grant search to repair the runoff from Reservoir One.

PUBLIC COMMENT

There were no comments from the public

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:26 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 8:16 p.m.

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

As a result of discussion in Executive Session:

Online training for Certified Voucher Specialist for \$675.00 was approved for E.D. Maginsky.

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

A Resolution to sell 15 NYS CDBG loans to the local LDC, the Progress Development Corp. for \$158,066.04 and transfer said funds before March 31, 2019 to the City of Port Jervis was approved.

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

The PJCDA Board of Directors approved the opening of a new checking account at Jeff Bank.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for April 24, 2019, 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 8:19 p.m.

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