

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
Wednesday, January 23, 2019**

**ROLL CALL**

On January 23, 2019, Carl V. Hendrick, Chairman, called the meeting to order at 7:05 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

**Absent**

**Also present were:**

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

**MINUTES**

The December 19, 2018 meeting minutes were reviewed and approved:

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

**FINANCIALS**

**a. Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$23,961.98**. Total current admin balance is **\$108,544.95**. A motion was made to approve payment of the bills in the amount of **\$23,961.98**:

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

**c. Section 8 Contingency Plan - Federal Shutdown**

It was noted that if the current federal shutdown continues, the PJCD A will not make any HUD HAPS payments to landlords in March as funds will not be available. As some 95% of HUD personnel has been furloughed, no one is available to answer questions or assist with IT reporting problems. As work continues (year-end auditing, reporting, plan review and updates, file updating), accompanied by cost-cutting measures, PJCD A Section 8 administrative costs may be borne via administrative reserves for a short period of time.

**DIRECTOR & SECTION 8 REPORT**

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

Motion to Approve:

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

Section 8 Administrator Felter presented the Section 8 January 2019 report of one port-in, one transfer, one termination, five port-in's, 348 total applicants on the waitlist with 185 leased units and one outstanding voucher. 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. Third-notices will be sent to 44 alternate contacts. Proof of Mainstream eligibility is expected to be due by February 8<sup>th</sup>.

Motion to Approve Section 8 Report:

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

After 24-years of work within the PJCDA, primarily within the Section 8 program, the Board thanked Ms. Felter for her service to the community we serve. Her retirement will be effective as of 1/31/19.

### **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* – Round I invoices have been paid. Additional funding allows for secondary health and safety repairs.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* –Next meeting is scheduled for Jan. 24, 2018 at City Hall.
- *DHSES – Confined Space* – reimbursement for \$32,461 submitted. Additional purchases to be made.
- *NYS RESTORE* – Demo bid delayed as THR ad did not run until 1/25/19.
- *Hudson River Valley Greenway grant* – The PJCC approved Barton & Loguidice as the consultant.
- *NYS DEC WQIP* – awaiting contract information
- *NYS HCR CDBG – Wastewater System Improvement* – contracts returned on 1/23/19 with required exhibits.
- *WWKP* – Director Maginsky to finalize bat survey costing with consultant and pursue mitigation plan development.
- *The Nature Conservancy* – Port Jervis Carbon Proposal – presentation on 1/28/19 at the PJCC meeting

### **COMMUNICATIONS**

None outside that which is reported here.

### **NEW BUSINESS**

Director Maginsky presented the PJCDA 2018 Review which was reviewed and approved:

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

Director Maginsky will attend a 2/4/19 seminar: New Rochelle: A Model for Urban Redevelopment, SUNY Newburgh for \$25.00.

### **PUBLIC COMMENT**

No members of the public were in attendance.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:40 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 8:11 p.m.

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

**As a result of discussion in Executive Session:**

An economic development loan to Rocco and Ann Marie Giovaniello (Gio's Gelato) for \$18,000, 3% interest for 10 years was approved:

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

The internal promotion of Nora Gallagher Goetz to Section 8 Administrator was approved as of February 1, 2019 with a salary of \$42,500 and health care buy-out to continue with no change:

**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 January 23, 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 8:13 p.m.

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