

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
Wednesday, February 27, 2019**

**ROLL CALL**

On February 27, 2019, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:02 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, Section 8 Administrator

**Member(s) of the Public**

John Beasley

**MINUTES**

The January 27, 2019 meeting minutes were reviewed and approved:

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

**FINANCIALS**

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$21,666.55**. Total current admin balance is **\$114,449.64**. A motion was made to approve payment of the bills in the amount of **\$21,666.55**:

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

b. **Monthly Financial Report**

All bills received have been paid accordingly. The March 31, 2019 deadline to commit CDBG is coming in the window. The PJCDA 2019 budget was sent to the City for posting.

A motion was made to accept all financial reports.

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

c. **2018 Financial Audit**

The Section 8 on-site single audit review of 40 of the files went well. Bonadio will be back March 18-21, 2019.

**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 Goetz presented the Section 8 February 2019 report of one port-out, no transfer, no terminations, five port-in's, no contracts, 311 total applicants on the waitlist with 185 leased units and no outstanding vouchers.

The waitlist purge has been completed leaving 311 active waitlisted families. Forty letters were sent out to those who stated they met the Mainstream criteria (of which there were 98), requiring proof of age and disability. We received 15 responses which will be examined. If they meet the criteria they will be briefed. A second mailing to the 25 who have not responded is to be determined.

The current shortfall status will be reviewed in spring 2018.

This year's SEMAP report was submitted.

The unaudited 2018 REAC was submitted.

The remote VMS audit was returned with five comments. Responses are due March 7, 2019.

Motion to Approve Section 8 Report:

**Motion: Mr. Belcher      2<sup>nd</sup>: Mr. Roberts      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 PJEDA 2019 Service Contract
- *FY 2014 Housing NOFA- AHC* – Round II repairs are completed. Some final follow-up is needed in order to release the final construction invoice. Paperwork is being updated and readied for finalization.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Meeting was held on 1/24/19. Proposed Zoning Code amendments took up the bulk of the meeting the minutes of which will soon be loaded on the project website.
- *DHSES – Confined Space* – submitted correction to the Jan. 2019 reimbursement request.
- *NYS RESTORE* – bids were opened on 2/19/19. City Engineer Farr is reviewing documentation and will prepare the recommendation to the PJCC.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – initial preparation paperwork received which is scheduled to be reviewed by City Legal Counsel Bavoso, City Clerk-Treasurer Waizenegger and E.D. Maginsky on 2/25/19.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Executed contract received. DPW Director Farr is now the Compliance Officer for the ERR process.
- *WWKP* – E.D. Maginsky spoke with Joseph Snavelly of Normandeau who is preparing cost and time estimates to complete the bat survey. Discussion re: green infrastructure options within the Neversink Watershed appear to be most useful for the mitigation plan.
- *The Nature Conservancy* – Port Jervis Carbon Proposal – The PJCC approved moving forward with discussion. Paperwork is in process.

### **COMMUNICATIONS**

None outside that which is reported here.

### **NEW BUSINESS**

Director Maginsky requested that 3 of her 2018 vacation days be extended to April 30, 2019.

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

**PUBLIC COMMENT**

Mr. John Beasley asked about the PJCDA annual budget and commented that more funding for subsidized housing could be used by the many people who need assistance.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:36 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:35 p.m.

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

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

E.D. Maginsky is directed to send a letter to the former PJCDA housing inspector confirming conclusion of services.

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

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for March 27, 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 8:36 p.m.

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