

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, April 24, 2019**

ROLL CALL

On April 24, 2019, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:05 p.m. with the following members present:

Carl V. Hendrick, Chairman
John Russell, Treasurer
Kristin Trovei, Secretary (7:45p.m. arrival)
George Belcher, Member

Absent
Richard K. Roberts, Vice-Chairman

Also present were:

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

Member(s) of the Public

No members of the Public present

MINUTES

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

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

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$15,139.83**. Total current admin balance is **\$144,488.96**. A motion was made to approve payment of the bills in the amount of **\$15,139.83**:

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

An online HQS Refresher course from NAHRO for \$395.00 on May 8, 2019 for Section 8 Administrator Goetz was approved:

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

A two-day onsite HQS Quadel certification course in Indianapolis, IN in July 2019 for \$500.00, plus travel and per diem for Executive Director Maginsky was approved:

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

Exec. Director’s Maginsky’s request to roll two 2018 vacation days to be used by the end of May 2019 was approved:

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

Section 8 Administrator Goetz presented the Section 8 April 2019 report of one port-out, no transfers, zero terminations, five port-in’s, 304 total applicants on the waitlist with 181 leased units and nine outstanding vouchers.

The first eight Main Stream families are looking for units. Ten additional initiation Main Stream letters have been sent.

A request for a review of the agency’s shortfall status was sent to HUD.

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* – MWBE waiver request submitted. GUS report submitted. Other final paperwork in process
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Committee met on 4/4/19. The final draft of the Comprehensive plan is in process. Zoning analysis and discussion continues. An extension to Jan. 31, 2020 is being submitted.
- *DHSES – Confined Space* – 2019Q1 Progress report was submitted. A reimbursement request is in process.
- *NYS RESTORE* – the City’s contract with the Yannuzzi Group is in process
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – the initial contract discussion and needed documents was held.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Received SHPO response of no impact. THPO letters were sent. A 30-day waiting period is in effect.
- *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* – finalization of a contract was approved by the PJCC on 4/22/19
- *NYS DEC Urban Forestry Grant* – bids are to be developed
- NYS Program Income funds were committed and distributed by March 31, 2019 with the exception of \$23,604.14 which will be returned to NYS Housing Trust Fund by the City of Port Jervis by April 30, 2019.
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COMMUNICATIONS

The New York State Energy Research and Development Authority (NYSERDA) is currently doing outreach to municipalities and organization across the state to promote the new [Solar for All program](#). This initiative is a no-cost community solar program that will provide \$5-\$15/month to low-income New Yorkers who pay their own electricity bill. Outreach is occurring through NYSEDA to local government and agencies.

Natural Lands has \$10,000 in grant funding for engineering design. A cash match of \$2,500 would be necessary. Information is being sent to Mayor Decker for review and consideration.

NEW BUSINESS

Staffing hiring was discussed in Executive Session

PUBLIC COMMENT

There were no comments as no one from the public was present

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:28 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 7:58 p.m.

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

As a result of discussion in Executive Session:

A motion was made to advertise two PJCDA positions, one part-time bookkeeper and one part-time Program Support/Clerk.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for May 22, 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 7:59 p.m.

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