

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, May 22, 2019**

ROLL CALL

On May 22, 2019, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:01 p.m. with the following members present:

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|--|---------------|
| Carl V. Hendrick, Chairman | Absent |
| Richard K. Roberts, Vice-Chairman | |
| John Russell, Treasurer | |
| Kristin Trovei, Secretary (7:45p.m. arrival) | |
| George Belcher, Member | |

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 April 24, 2019 meeting minutes were reviewed and approved:

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

The May 6, 2019 special meeting minutes were approved with attendance corrected:

Motion: Mr. Robert 2nd: Mr. Belcher Abstain: Mr. Russell and Ms. Trovei All Others in Favor

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$20,591.51**. Total current admin balance is **\$127,599.91**. A motion was made to approve payment of the bills in the amount of **\$20,591.51**:

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

b. **Monthly Financial Report**

All bills received have been paid accordingly. A motion was made to accept all financial reports. Salary expenses to date are calculated at 32.16%.

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 May 2019 report of one port-out, no transfers, zero terminations, five port-in's, 297 total applicants on the waitlist with 181 leased units and 11 outstanding Mainstream vouchers.

A request for a review of the agency's shortfall status sent to HUD is awaiting reply.

Inspections are continuing on schedule.

Motion to Approve Section 8 Report:

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

OLD BUSINESS –

- Section 8 Administrator Goetz completed the online HQS refresher course.
- *2014 NYS CDBG- Jersey Ave. Sewer Replacement Project* and *2013 REDC-NYS HCR Micro Enterprise Grant* – Received instructions from NYS HCR to complete grant closeout by June 14, 2019.
- *FY 2014 Housing NOFA- AHC* – Finalizing paperwork
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – The committee met on 5/21/19. Final commentary on the draft comprehensive plan was requested from the committee. Next step is to concentrate on the zoning.
- *DHSES – Confined Space* – The PJFD continues to work on additional equipment purchase requests.
- *NYS RESTORE* – Discussed MWBE waiver with ESD Rep Ross with Robin Waizenegger. Paperwork to be completed and sent.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – conferring with the OC Land Trust to complete contract paperwork
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – THPO 30-day response complete on 5/22/19. Contract bids for administration, engineering to be discussed with City Engineer J. Farr.
- *WWKP* – Mitigation cost estimates to be sent to City Finance Committee for review
- *The Nature Conservancy – Port Jervis Carbon Proposal* – City Common Council approved the project. The Contract is in review by The Nature Conservancy before it is forwarded to the City for review.
- *NYS DEC Urban Forestry Grant* – bids are to be developed
- *NYS Program Income* – Updated Program Income form to be sent

COMMUNICATIONS

Three possible restaurants called to inquire about available funding.

NEW BUSINESS

Per NYS law, sexual harassment compliance policy, procedures and training need to be in place before November 2019.

Approved: Director Maginsky requested one \$45.00 ticket to attend the June 4, 2019 Orange County Partnership breakfast honoring Town of Warwick Michael Sweeton. :

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

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

The PJCDA Board of Directors came out of Executive Session at 7:41 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 June 26, 2019, at 7:00 p.m. at the Port Jervis Youth Center, 1st Floor.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:42 p.m.

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