

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, June 26, 2019**

ROLL CALL

On June 26, 2019, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:00 p.m. with the following members present:

Carl V. Hendrick, Chairman	Absent
Richard K. Roberts, Vice-Chairman	
John Russell, Treasurer	
Kristin Trovei, Secretary	
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 May 22, 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 **\$19,194.18**. Total current admin balance is **\$156,917.12**. A motion was made to approve payment of the bills in the amount of **\$19,194.18**:

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.

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

DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the June 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 June 2019 report of one port-out, no transfers, zero terminations, five port-in's, 291 total applicants on the waitlist with 186 leased units and five leased Mainstream vouchers.

Mainstream families are leasing up. HUD rep indicated that the CDA may soon be off the shortfall list. The July inspections are finished, and August inspections will be scheduled next week.

A change to the Section 9 five year/Administrative plan regarding the institution of biennial inspections when a unit is already inspected by another certified agency was presented to the Board and with one change as suggested by Chairman Hendrick was approved for submittal to HUD.

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

Motion to Approve Section 8 Report:

Motion: Mr. Russell 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* – final NYS HCR confirmation of completion received. Projects will be removed from next month's report
- *FY 2014 Housing NOFA- AHC* – Finalizing paperwork
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – The committee met on 6/12/19. The committee is finalizing the draft comprehensive plan and continues to work on the zoning updates. Public hearings were scheduled: the Committee level public hearing on July 25, 2019 at 7 PM in the Common Council chambers/ Port Jervis Common Council Public Hearing on August 12, 2019 at 7 PM. The next regular committee meeting is scheduled for August 22, 2019 at 6 PM at the rec center's second floor
- *DHSES – Confined Space* – The PJFD continues to work on additional equipment purchase requests. Reporting is due.
- *NYS RESTORE* – collecting MWBE waiver information from Robin Waizenegger. The Yanuzzi Group is completing the demolitions. A walk-through by the city engineer's planned for the coming weeks.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – submitted initial contract paperwork and awaiting representative commentary paperwork
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – ERR paperwork is being completed. Bids being developed.
- *WWKP* – before consideration of a Natural Lands grant, mitigation cost estimates to be sent to City Finance Committee for review
- *The Nature Conservancy – Port Jervis Carbon Proposal* – contract paperwork is under review before final PJ CC review and approval
- *NYS DEC Urban Forestry Grant* – awaiting City Engineer Farr's input on the bid documents
- *PJCDA Service Contract* - under review by legal counsel
- *Progress Development Contract* – approved in March 2019 was finalized with execution of the master service agreement. Bookkeeping will complete the transfer of funds after June 30th.
- *June 4, 2019* – E.D. Maginsky attended the Orange County Partnership breakfast honoring Town of Warwick Michael Sweeton
- *Training* - sexual harassment training to be scheduled

COMMUNICATIONS

All communication has been related to existing programs.

NEW BUSINESS

City of Port Jervis technology updates necessitate hardware, software and system updates. ED Maginsky was directed to investigate Spectrum Business services to keep email addresses and files separate from the City's new system.

The board approved the hiring of independent contractor Josephine Santiago, a 20-year former bi-lingual Pathstone caseworker to provide English/Spanish translation to Section 8 clients per a mutually agreed to contract at a rate of \$30.00 per hour/\$15 daily minimum, pending submission of a personal resume detailing her experience in this area.

Motion: Mr. Belcher 2nd: Mr. Roberts 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 8:05 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:30 p.m.

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

As a result of discussion in executive session the Board approved:

- 1) The hiring of Jacqueline Bennett for the part-time office support position for \$15 per hour up to 19 hours per week average.

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

- 2) The purchase of two desktop computers up to \$2,000.00

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for July 24, 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 8:32 p.m.

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