

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, July 31, 2019**

ROLL CALL

On July 31st, 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
John Russell, Treasurer
Kristin Trovei, Secretary
George Belcher, Member

Absent
Richard K. Roberts, Vice-Chairman

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Executive Director

Member(s) of the Public

No members of the Public present

MINUTES

The June 26, 2019 meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$18,328.20**. Total current admin balance is **\$167,114.21**. A motion was made to approve payment of the bills in the amount of **\$18,328.20**:

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 July 2019 report for review and comment.

Motion to Approve:

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

Director Maginsky presented the Section 8 July 2019 report of one port-out, no transfers, two terminations, five port-in's, 289 total applicants on the waitlist with 187 leased units and eight leased Mainstream vouchers as of July 15, 2019.

Anticipate 17 Mainstream lease-up's in September (goal 22 by November). HUD rep confirmed shortfall has been lifted and recommends absorption of no more than 3-4 vouchers every other

month. August and Sept. inspections are in process. The proposed biennial inspection amendment was presented to HUD. New hire, Jacqueline Bennett started the end of June.

Motion to Approve Section 8 Report:

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

OLD BUSINESS –

- *2013 REDC-NYS HCR Micro Enterprise Grant* – continuing to track CDA compliance
- *FY 2014 Housing NOFA- AHC* – Finalizing paperwork-MWBE waiver docs submitted
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – The committee level public hearing was held on July 25th, 2019. The next required public hearing will be held at the PJ CC meeting on August 12, 2019.
- *DHSES – Confined Space* – The PJFD continues to work on additional equipment purchase requests. Reports and reimbursement requests are due and are in process.
- *NYS RESTORE* – final Yanuzzi Group invoice has been received. MWBE paperwork in process. After completion will contact ESD to arrange for reimbursement process.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – received input from NYS DEC on desired changes to contract information supplied. Working to contact OCLT regarding the MOU.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Per NYS HCR Floodplain notifications are necessary for the ERR. In process.
- *The Nature Conservancy – Port Jervis Carbon Proposal – ?????*
- *NYS DEC Urban Forestry Grant* – three contractors responded to the public bid for arborist services. Per equalize comparison, Davey Resources Group was awarded the contract at \$48,075.00. Pending receipt of insurance certificates, the draft contract is in legal review. Proposed start date is August 5, 2019. A press release with photos is in process.
- *PJCDA Service Contract* - was approved by the PJCC on 7/8/19.
- *PJCDA Technology* – three business grade computers were purchased for a total of \$2,099.97. Installation and Spectrum Business internet pending.

COMMUNICATIONS

All communication has been related to existing programs.

NEW BUSINESS

By July 26, 2019, two CFA applications will have been written and submitted on behalf of the City. These include, one NYS HCR CDBG public facilities ADA Sidewalk replacement for upper Pike St. for \$300,000 and one asset management planning grant for \$50,000.

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 7:24 p.m. to discuss loans and contractual matters.

Motion: Mr. Russell 2nd: Ms. Trovie All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 7:31 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for August 28, 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 7:32 p.m.

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

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