

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, August 28, 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
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, Administrator/Section 8

Member(s) of the Public

No members of the Public present

MINUTES

Due to lack of a quorum, the previously scheduled July 24, 2019 meeting was moved to July 31, 2019. The 7/31/19 meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$18,331.41**. Total current admin balance is **\$167,114.21**. A motion was made to approve payment of the bills in the amount of **\$18,331.41**:

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

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 July 2019 report of one port-out, two terminations, one port-in, 286 total applicants on the waitlist with 189 leased units and ten leased Mainstream vouchers as of August 28, 2019.

Thirteen Mainstream families are seeking units. Inspections are proceeding as scheduled. Approximately six families are expected to be subtracted from the program. Discussion with HUD rep regarding voucher balancing is scheduled.

Motion to Approve Section 8 Report:

Motion: Mr. Roberts 2nd: Mr. Belcher 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 need more definition
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – The PJCC adopted the Comprehensive Plan at the 8/12/19 meeting. NYS DEC had no comments. The Committee met on 8/22/19 to continue on to the Land Use Code update. Planning and Zoning board members are being specifically invited to the 9/26/19 meeting for review and input of proposed changes.
- *DHSES – Confined Space* – Some backordered items are due to arrive the last week of August/first week of Sept. Final paperwork and proof of payment are due by 9/30/19.
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – NYS DEC contract changes were addressed per request. OCLT contacted regarding MOU and required Vendor Questionnaire.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – the Final Flood Plain notification is in process. Administration and Engineering RFP's are being advertised for a 9/24/19 bid opening. The ERR still needs to be completed.
- *The Nature Conservancy – Port Jervis Carbon Proposal* – Current contract status is TBD.
- *NYS DEC Urban Forestry Grant* – Press releases and Nixel updates provided the public ongoing information re: the tree inventory performed by Davey Resources Group which took one week. DRG Lori Brockelbank initiated the Tree Keeper data program to E.D. Maginsky on 8/26/19, who will extend it to other City staff. The management plan is in process as is an appointment with a DEC forester who will spot check the work. E.D. The Management Plan will be sent to Mayor Decker ahead of the 9/23/19 public presentation.
- *Energize* - On 8/12/19, the PJCC passed the Energize/Open PACE law. Finalization of paperwork pending advertisement is to be confirmed.
- *H.V. Pattern for Progress* – Mayor Decker and E.D. Maginsky to attend the 9/24/19 Annual Dinner
- *Training* - E.D. Maginsky passed the HQS inspection course.
- *Other Grants* - E.D. Maginsky assisted the PJFD with a \$42,801 grant to the Lieutenant Joseph P. DiBernardo Foundation, Inc. for bailout equipment.//the Mid-Hudson REDC NYS DRI was awarded to the City of Peekskill.
- *Office Policies: Sexual Harassment and Conflict of Interest* to be discussed at the 9/25/19 meeting

COMMUNICATIONS

Preliminary inquiries were made for homeowner improvements and small business start-up's.

NEW BUSINESS

Worker's Compensation Audit is scheduled for 9/4/19.

Whistleblower policy response is due to NYS by 8/31/19.

Agency personnel will be scheduled for training in Sexual Harassment, etc. in September.

Technology integration of new computers, office wireless and internet integration was discussed, and further research is necessary.

The PJCDA will apply for the City of Port Jervis' Administrative Contract for the 2018 CDBG Wastewater Improvement Contract. The bid opening is scheduled for 9/24/19.

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 7:50 p.m. to discuss loans and contractual matters.

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

As a result of discussion in Executive Session the Board authorized Attorney Witherow to write a letter to Savoy Bank regarding PJCDA interest and liens in Kaltec.

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

The PJCDA Board of Directors came out of Executive Session at 8:18 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 September 25, 2019, at 7:00 p.m. at the Port Jervis Youth Center, 1st Floor.

ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 8:20 p.m.

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