

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, Sept. 25, 2019**

**ROLL CALL**

On Sept. 25, 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  
Richard K. Roberts, Vice-Chairman  
Kristin Trovei, Secretary  
George Belcher, Member

**Absent**  
John Russell, Treasurer

**Also present were:**

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

**Member(s) of the Public**

Mr. John Beasley

**MINUTES**

The minutes of the 8/25/19 Board meeting were reviewed and approved:

**Motion: Mr. Belcher      2<sup>nd</sup>: Mr. Roberts      All Others in Favor**

**FINANCIALS**

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$15,654.48**. Total current admin balance is **\$177,585.63**. A motion was made to approve payment of the bills in the amount of **\$15,654.48**:

**Motion: Mr. Roberts      2<sup>nd</sup>: 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. Roberts      2<sup>nd</sup>: Mr. Belcher      All Others in Favor**

**DIRECTOR & SECTION 8 REPORT**

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

Motion to Approve:

**Motion: Mr. Belcher      2<sup>nd</sup>: Ms. Trovei      All Others in Favor**

Section 8 Administrator Goetz presented the Section 8 September 2019 report of 1 port-out, 0 terminations, 0 port-in, A total applicants on the waitlist with 282 leased units and 14 leased Mainstream vouchers as of Sept. 25, 2019 and two more expected by 10/1/19 and three more are pending. This will bring the required Mainstream lease up's to 19, two more than currently required. A summary of the Mainstream program was distributed to the Board.

Inspections are on schedule. VMS year-to-date are under review by bookkeeping. Discussion with OC DSS Foster Care regarding HUD Foster Youth to Independence voucher program is pending. The requirements resulting from the June 2019 NYS Tenant Rights Law are being disseminated. One house with a child with elevated blood levels was reported to OC Health Department.

New PJCDA HCV Payments Standards, effective 11/1/19 were presented, discussed and adopted by the Board:

**Motion: Mr. Roberts      2<sup>nd</sup>: Mr. Belcher      All Others in Favor**

Motion to Approve Section 8 Report:

**Motion: Mr. Roberts      2<sup>nd</sup>: 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* –continuing to close the grant
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – The PJCPC is meeting at 6:00 p.m. on 9/26/19
- *DHSES – Confined Space* – All equipment has been received. Collecting final paperwork for closeout documentation.
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – continuing to collect contract paperwork
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – ERR pending: The Early and Final Floodplain notifications are complete with no comments. Engineer Farr is working to address the interested parties' inquiries and is having difficulty with online submissions. The Administrative and Engineering bids (which includes equipment and material) are due to be opened Tuesday, 9/24/19.
- *The Nature Conservancy – Port Jervis Carbon Proposal* – Current contract status is TBD.
- *NYS DEC Urban Forestry Grant* –NYS DEC Region 3 Director Callan performed the inventory spot check. The Management Plan presentation by Davey Resources Group is scheduled for 9/23/19 at the PJCC meeting.
- *H.V. Pattern for Progress* – E.D. Maginsky attended the 9/24/19 Annual Dinner with Deputy Clerk Muller.
- Worker's Compensation Audit was performed and awaiting results
- The PJCDA applied for the City of Port Jervis' Administrative Contract for the 2018 CDBG Wastewater Improvement Contract. The PJCDA was the only administrative bidder at the 9/24/19 opening.
- Technology integration of new computers, office wireless and internet integration will continue under Spinnertech

**PJCDA Policies** – the following policies were reviewed by legal counsel and accepted by the PJCDA Board of Directors as follows:

**Sexual Harassment** – Also, all personnel will have been trained by September 30, 2019:  
**Motion: Mr. Roberts      2<sup>nd</sup>: Mr. Belcher      All in Favor: Aye**

**Whistle Blower** – Also to be posted on the City website under the PJCDA and NYS Director Pearlman to be advised of status by E.D. Maginsky:

**Motion: Mr. Belcher                      2<sup>nd</sup>: Mr. Roberts                      All in Favor: Aye**

**Conflict of Interest** – Also, included a form to be completed every January by PJCDA Board Members:

**Motion: Mr. Roberts                      2<sup>nd</sup>: Mr. Belcher                      All in Favor: Aye**

**COMMUNICATIONS**

Two businesses were sent façade loan applications and a few potential business startup’s were directed to the MHV SBDC office.

**NEW BUSINESS**

A new grant came to the City of Port Jervis from NYS, the LSLRP (Lead Service Line Replacement Program) – Initial contract/form webinar held by NYS DOH. E.D. Maginsky, DPW Director Farr, City Engineer Farr to meet after Sept. 30<sup>th</sup> to discuss planning.

**PUBLIC COMMENT**

Mr. Beasley inquired as to the type and number of vouchers in Port Jervis. Section 8 Administrator responded that the PJCDA does not have any project-based vouchers but does carry HCV and Mainstream, and Pathstone maintains veteran vouchers.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 8:02 p.m. to discuss loans and contractual matters.

**Motion: Mr. Roberts                      2<sup>nd</sup>: Ms. Trovei                      All Others in Favor**

The PJCDA Board of Directors came out of Executive Session at 8:29 p.m.

**Motion: Mr. Roberts                      2<sup>nd</sup>: Mr. Belcher                      All in Favor: Aye**

As a result of discussion in Executive Session the Board authorized:

The end of probation and continued part-time employment for Office Support Clerk Jacqueline Bennett with a \$1.00 per hour increase to \$16.00 per hour.

**Motion: Mr. Roberts                      2<sup>nd</sup>: Mr. Belcher                      All in Favor: Aye**

To continue the insurance buyback with Section 8 Administrator Goetz in 2020 at the same rate as 2019 at \$10,400.00

**Motion: Mr. Roberts                      2<sup>nd</sup>: Mr. Belcher                      All in Favor: Aye**

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for October 23, 2019, at 7:00 p.m. at the Port Jervis Youth Center, 1<sup>st</sup> Floor.

**ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 8:30 p.m.

**Motion: Mr. Belcher                      2<sup>nd</sup>: Mr. Roberts                      All in Favor: Aye**

