

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, October 23, 2019**

ROLL CALL

On October 23, 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 (7:25 p.m.)
Valerie Maginsky, Executive Director
Nora Goetz, Administrator/Section 8

Member(s) of the Public

None

MINUTES

The minutes of the 9/25/19 Board meeting were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$16,044.80**. Total current admin balance is **\$177,585.63**. A motion was made to approve payment of the bills in the amount of **\$16,044.80**:

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

c. **The 2020 PJCDA budget development is in process.**

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 October 2019 report of 1 port-out, 3 terminations, 0 port-in, 288 total applicants on the waitlist with 187 leased units and 18 leased Mainstream vouchers as of Oct. 15, 2019 and one more expected by 11/1/19 and two more with

active vouchers. The agency has obtained and will maintain the required number of vouchers balanced to available funding.

Inspections are on schedule. VMS year-to-date continues to be under review by bookkeeping. Discussion was held with OC DSS Foster Care regarding HUD Foster Youth to Independence voucher program.

Motion to Approve Section 8 Report:

Motion: Ms. Trovei 2nd: Mr. Russell 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 met on 9/26/19 with representation from the Building Dept. Upcoming review and required public hearing on the proposed Zoning updates is forthcoming.
- *DHSES – Confined Space* – initiated closeout.
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – work is in process
- *NYS DEC WQIP* – continuing to collect contract signatures
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – ERR pending: ERR paperwork from interested parties have been received and are being collected for submittal to NYS HCR. The 9/24/19 bid opening resulted in one Administration bid by the PJCDA and one Engineering bidder by Farr Engineering.
- *The Nature Conservancy – Port Jervis Carbon Proposal* – Contract is now fully executed and a kick-off meeting is scheduled for 10/30/19.
- *NYS DEC Urban Forestry Grant* –The Management Plan presentation by Davey Resources Group presented the Management Plan at the 9/23/19 the PJCC meeting. A field reporting laptop was approved by the NYS DEC.
- *LSLRP (Lead Service Line Replacement Program)* – NYS to CPJ - \$603,855 – through May 2021 – discussion scheduled with DPW Director Farr and City Engineer James Farr
- *Energize NY* – finalization is dependent upon MOU completion between Energize and CPJ. Info sent to City for processing.

COMMUNICATIONS

No new business at hand.

NEW BUSINESS

A new OC Rapid Rehousing program is now available. Applications are available at the PJCDA and the PJPD.

A new Urban Forestry grant round is available for Management up to \$50k with a \$12,500 cash or in-kind match.

PUBLIC COMMENT

No members of the public were present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:41 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 7:54 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for November 20, 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 7:55 p.m.

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

Rev: 20191113VM