

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, November 20, 2019**

ROLL CALL

On November 20, 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
John Russell, Treasurer

Absent
Kristin Trovei, Secretary
George Belcher, Member

Also present were:

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

Member(s) of the Public

None

MINUTES

The minutes of the 10/23/19 Board meeting were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

PJCDA Director reviewed the administrative bills in the amount of **\$19,789.86**. Total current admin balance is **\$185,247.67**. A motion was made to approve payment of the bills in the amount of **\$19,789.86**:

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

c. **The 2020 PJCDA Budget**

Options were reviewed. The CDA budget presentation at Finance is scheduled for Dec. 5, 2019.

DIRECTOR & SECTION 8 REPORT

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

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 November 2019 report of 2 port-out, 0 terminations, 0 port-in, 1-family seeking housing, 285 total applicants on the waitlist with 187 leased units and 18 leased Mainstream vouchers.

Inspections are on schedule. VMS is corrected year-to-date. Currently exploring multi-year Happy contract and mobile inspection module that would require an iPad but would reduce field time. Proposed 2019 write-offs are in review. The 2020 activity calendar is in process. It would include a Jan purge and possible waitlist opening.

Motion to Approve Section 8 Report:

Motion: Mr. Roberts 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. Awaiting MWBE.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Proposed zoning code changes have been distributed to Planning and Zoning for comment. A public hear will be opened on 11/25/19 at 7:01 p.m.
- *DHSES – Confined Space* – final closeout awaits submission of year end audit
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – reimbursement in process
- *NYS DEC WQIP* – contract completed. Draft MOU with OCLT forwarded to City legal.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Completed ERR sent to NYS HCR. Notice of Intent to Request Release of Funds (NOI/RROF) in process.
- *The Nature Conservancy – Port Jervis Carbon Proposal* – Kick-off meeting was held on 10/30/19. First stage to be completed in Dec. 2020.
- *NYS DEC Urban Forestry Grant* –Final reimbursement in process and submission to Round 15 for Maintenance is due Dec. 4, 2019.
- *LSLRP (Lead Service Line Replacement Program)* – Work plan and budgets in process for completion and submission to NYS DOH.
- *WWKP* – Collecting information on mitigation plan.
- *Energize NY* – MOU to be completed between the City and Energize

COMMUNICATIONS

Media requests have been received.

NEW BUSINESS

End of year preparation – financial and reporting has begun.

The PJCDA elected to follow the City’s 2020 Holiday Schedule:

Motion Mr. Roberts 2nd: Mr. Russell

PUBLIC COMMENT

No members of the public were present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:01 p.m. to discuss personnel matters:

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

The PJCDA Board of Directors came out of Executive Session at 7:20 p.m.

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

A motion was made to go into Executive Session at 7:43 p.m. to discuss loans and contractual matters:

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

The PJCDA Board of Directors came out of Executive Session at 8:15 p.m.

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

As a result of Executive session, the following Section 8 write-offs were approved:
Bowers - \$1,308, Conklin - \$2,893, Broulard - \$916, Frank - \$1,139, Billeci - \$1,660

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for December 18, 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 8:32 p.m.

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