

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
Wednesday, December 18, 2019**

**ROLL CALL**

On December 18, 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  
Kristin Trovei, Secretary

**Absent**  
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**

With the correction of a write-off amount for Broulard from \$916.00 to \$756.00, the minutes of the 11/20/19 Board meeting were reviewed and approved:

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

**FINANCIALS**

a. **Administrative Bills**

With an additional \$54.00 requested for petty cash, the PJCD A Director reviewed the administrative bills in the amount of **\$28,711.43**. Total current admin balance is **\$185,247.67**. A motion was made to approve payment of the bills in the amount of **\$28,711.43**:

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

c. **The 2020 PJCD A Budget**

The PJCD A 2020 budget was presented and approved.

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

d. 2020 Write-off Resolution as initially approved on 11/20/19 with the corrected Broulard amount of \$756.00 was approved by the PJCD A Board of Directors.

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

**DIRECTOR & SECTION 8 REPORT**

Director Maginsky presented the December 2019 report for review and comment. As requested, the proposed NY DEC WQIP MOU with OCLT will be resent.

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 December 2019 report of 2 port-outs, 0 terminations, 0 port-in, 1-family seeking housing, 274 total applicants on the waitlist with 186 leased units and 18 leased Mainstream vouchers.

Inspections are on schedule for January. Inquiries for 12 applicants off the waitlist and 3 from the MainStream program were sent. Received the sample Happy Software multi-year contract for review. The agency will file Section 8 1099's electronically. Six repayment agreements are expected to be in place for 2020.

A potential multi-year contract was discussed. Mr. Russell requested there be a cap on future increases which are currently 3.5% or CPI whichever is higher. Administrator Goetz will follow-up.

Motion to Approve Section 8 Report:

**Motion: Mr. Russell      2<sup>nd</sup>: 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* –requested MWBE update. No answer.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – *The public hearing on zoning land use changes opened on 11/25/19 and continued into Dec. 2019. SEQR responses are outstanding. The Zoning Change may be renumbered as Law #1 of 2020.*
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – reimbursement in process
- *NYS DEC WQIP* – MOU with OCLT is outstanding.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – Awaiting final ERR NYS HCR decision on ERR.
- *NYS DEC Urban Forestry Grant* – All closeout paperwork for the inventory and Management Plan was accepted by NYS DEC and final reimbursement is forthcoming. Project will remain on maintenance with DPW and the Shade Tree Commission.//A new grant to NYS DEC Urban Forestry for Maintenance for \$50,000 with \$12,500 in-kind match was submitted on 12/4/19.
- *DHSES – Confined Space* – final reimbursement was received by the City.
- *LSLRP (Lead Service Line Replacement Program)* – Received reminder email to develop workplans and budget. E.D. Maginsky to work with DPW Director Farr and City Engineer James Farr.
- *WWKP* – Collecting information on mitigation plan.
- *Energize NY* – MOU to be completed between the City and Energize

**COMMUNICATIONS**

Two businesses requested information regarding possible startups within the City.

**NEW BUSINESS**

E.D. Maginsky requested that five 2019 vacation days and administrator Goetz requested that 3.32 vacation days from 2019 be rolled into 2020 and be used within the first quarter of 2020.

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

The PJCDA Board of Directors' 2020 meeting schedule was reviewed and approved.

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

Chairman Carl Hendrick announced his decision to retire from the PJCDA Board of Directors. His decision was accepted with sincere regrets and thanks for his service.

**PUBLIC COMMENT**

No members of the public were present.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:59 p.m. to discuss contract and personnel matters:

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

The PJCDA Board of Directors came out of Executive Session at 8:21 p.m.

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

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for January 22, 2020, 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. Roberts      2<sup>nd</sup>: Ms. Trovei      All Others in Favor**