

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, January 26, 2020**

ROLL CALL

On January 20, 2020, Carl V. Hendrick, Chairman, called the meeting held on the first floor to order at 7:08 p.m. with the following members present:

Carl V. Hendrick, Chairman
Richard K. Roberts, Vice-Chairman
Kristin Trovei, Secretary
Gerald Oney, Member

Absent
George Belcher, Member
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

Erica Cox, incoming PJCDA Board Member

MINUTES

The minutes of the 12/18/19 Board meeting were reviewed and approved:

Motion: Mr. Roberts 2nd: Ms. Trovei All Others in Favor

FINANCIALS

a. **Administrative Bills**

The PJCDA Director reviewed the administrative bills in the amount of **\$20,887.07**. Total current admin balance is \$213,628.84.

A motion was made to approve payment of the bills in the amount of **\$20,887.07**:

Motion: Ms. Trovei 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: Ms. Trovei 2nd: Mr. Roberts All Others in Favor

DIRECTOR & SECTION 8 REPORT

With the notation that February is training month, Director Maginsky presented the January 2020 report for review and comment.

Motion to Approve:

Motion: Ms. Trovei 2nd: Mr. Roberts All Others in Favor

Section 8 Administrator Goetz presented the Section 8 January 2020 report of 2 port-outs, 0 terminations, 0 port-in, 3-families seeking housing, 276 total applicants on the waitlist with 187 leased units and 19 leased Mainstream vouchers.

Inspections are on schedule for February and March. Seven families were briefed, six for Section 8 and one for Mainstream. The new the mobile inspection's software module will be contracted with the upcoming one-five year Happy Software contract. The electronic IRS filings are awaiting receipt of the IRS authorization number.

Motion to Approve Section 8 Report:

Motion: Ms. Trovei 2nd: Mr. Roberts 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. Quarterly reports were submitted.
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Final passage of the new zoning law is expected in Jan./Feb. Status report was submitted.
- *2016 NYS DEC Urban and Community Forestry Jan 2020* – Confirming finalization
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – reimbursement in process
- *NYS DEC WQIP* – MOU from OCLT forwarded to City legal counsel and Mayor Decker for review. Working to identify responsible DEC Representative.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – NYS HCR Release of Funds received. Recommendation for Administration and Engineering being prepared for Council review. Annual report was submitted. NYS HCR rep requested more detailed information.
- *LSLRP (Lead Service Line Replacement Program)* – Jan 2020 – arranging a meeting with DPW and City Engineer to discuss.
- *WWKP* – Collecting information on mitigation plan.
- *Energize NY* – MOU to be completed between the City and Energize

COMMUNICATIONS – None outside regular business

NEW BUSINESS

The 2020 PJCDA service contract with the City of Port Jervis was reviewed and approved for submittal to the City.

Motion: Mr. Roberts 2nd: Ms. Trovei All Others in Favor

As announced at the 12/18/2020 meeting, this was Chairman Carl Hendrick's final meeting. He and outgoing member George Belcher were both thanked for their service. Mr. Gerald Oney, Port Jervis Common Council member (Jan 2020) was welcomed back as a returning member of the PJCDA Board of Directors. Ms. Erica Cox, incoming PJCDA Board member effective February 1, 2020, was welcomed. With the exception of John Russell (absent), Mr. Witherow, PJCDA legal counsel administered the Oath of Office and Fiduciary Responsibility to Mr. Richard Roberts and Ms. Erica Cox whose terms were effective 2/1/2020 and to Ms. Trovei and Mr. Oney who as City Councilmember's whose PJCDA terms were effective immediately.

PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:36 p.m. to discuss contract and personnel matters:

Motion Mr. Roberts 2nd: Ms. Trovei All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 7:53 p.m.

Motion: Mr. Roberts 2nd: 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, 1st Floor.

ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 8:04 p.m.

Motion: Ms. Trovei 2nd: Mr. Roberts All Others in Favor