

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, February 26, 2020**

ROLL CALL

On February 26, 2020, Executive Director Maginsky, called the meeting held on the first floor of 134 Pike St., Port Jervis, NY to order at 7:00 p.m. with a roll call of the following present:

Richard K. Roberts, Director
John Russell, Director
Kristin Trovei, Director
Erika Cox, Director
Matthew Witherow, Legal Counsel
Nora Goetz, Administrator, Section 8
Valerie Maginsky, Exec. Director

Absent
Gerald Oney, Director

RE-ORGANIZATION

Attorney Witherow administered the Oath of Office and Fiduciary Responsibility to John Russell. All other board members had previously taken their oaths at City Hall with City Clerk Treasurer Robin Waizenegger.

Election of Officers:

Executive Director Maginsky opened the floor to the election of Chairman. Robert K. Roberts was nominated and accepted.

Motion: Mr. Russell Second: Ms. Trovei All Others in Favor

Chairman Roberts opened the floor to the election of Vice-Chairman. John Russell was nominated and accepted.

Motion: Mr. Roberts Second: Ms. Cox All Others in Favor

Chairman Roberts opened the floor to the election of Treasurer. Kristin Trovei was nominated and accepted.

Motion: Mr. Russell Second: Mr. Roberts All Others in Favor

Chairman Roberts opened the floor to the election of Secretary. Erika Cox was nominated and accepted.

Motion: Mr. Russell Second: Mr. Roberts All Others in Favor

Mr. Russell recommended the appointment of Matthew Witherow to the position of PJCD A legal counsel for the next two years continuing under the same terms and conditions terminating at the end of February 2022.

Motion: Mr. Russell Second: Ms. Trovei All Others in Favor

Mr. Gary Weidelman was recommended for continuation as PJCD A CPA.

Motion: Mr. Russell Second: Ms. Trovei All Others in Favor

Contracts for Mr. Witherow and Weidelman are pending review.

Jeff Bank signatories were assigned by Resolution read by Attorney Witherow (attached) as: Carl V. Hendrick and George Belcher were removed, Erika Cox and Gerald Oney were added to the existing two signatories, Richard Roberts and Kristin Trovei.

Motion: Ms. Trovei Second: Ms. Cox Abstain: Mr. Russell All Others in Favor

MINUTES

The minutes of the 1/22/2020 Board meeting were reviewed and approved:

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

FINANCIALS

a. Administrative Bills

The PJCDA Director reviewed the administrative bills in the amount of **\$33,622.97**. Total current admin balance is \$210,628.64. A new desk from Staples for Ms. Goetz was discussed. Mr. Russell suggested looking at a Hon. The purchase of up to \$535.00 was approved with any overage to be added. Delivery, setup and removal of the existing unit will be determined. An iPad for the mobile inspections was included. The Happy Software inspection module for \$1,145 will follow the Happy Software contract.

The payment for the Happy Software contract for 5 years contingent (would renew for 5-years automatically unless notification arrived 60-days ahead of the end of term) upon a one-year renew term at \$10,518.00 was approved. If the one-year renewal term is not available, then the one-year contract will be renewed at \$11,076.58.

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

The year-end close for 2019 is in process, payments to Bonadio are being clarified. The REAC reporting for 2019 has been completed by Gary Weidelman with the Bonadio portion yet to be completed.

A motion was made to approve payment of the bills in the amount of **\$33,622.97**:

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

b. Monthly Financial Report

All bills received have been paid accordingly. The annual interest payments for NYS HCR and HUD are being calculated. Two adjustments will be made: REAC \$1,500 to \$1,750 and Happy contract, Office 365 will be necessary. A motion was made to accept all financial reports.

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

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DIRECTOR & SECTION 8 REPORT

Director Maginsky presented the February 2020 report for review and comment.

Motion to Approve:

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

Director Maginsky requested that 2019 vacation time of 1.67 days previously not calculated be rolled into 2020.

Motion: Ms. Cox 2nd: Ms. Trovei All Others in Favor

Section 8 Administrator Goetz presented the Section 8 February 2020 report of 2 port-outs, 1 termination, 0 port-in, 7-families seeking housing, 275 total applicants on the waitlist with 192 leased units and 18 leased Mainstream vouchers.

Inspections are on schedule for April. The Happy Software contract expires March 20, 2020. Robin Tobey is working towards remote access of Happy Software. The authorization from the IRS to submit 1099's electronically was received. Mainstream voucher count with HUD is being corrected. The first set of 375 purge letters were sent with a return date of 2/28/2020. Currently considering a Waitlist opening.

Motion to Approve Section 8 Report:

Motion: Mr. Russell

2nd: Ms. Cox

All Others in Favor

OLD BUSINESS –

- *2013 REDC-NYS HCR Micro Enterprise Grant* – continuing to track CDA compliance
- *FY 2014 Housing NOFA- AHC* – No response on MWBE
- *2015 CFA-NYS DOS- LWRP-Code Review Grant- \$50K* – Working on closeout
- *2016 NYS DEC Urban and Community Forestry Jan 2020* – Complete
- *NYS RESTORE* – final paperwork to be completed.
- *Hudson River Valley Greenway grant* – reimbursement in process
- *NYS DEC WQIP* – MOU between OCLT and the City approved by the PJCC on 2/10/2020 which has been signed and returned. E.D. Maginsky and Matt Decker/OCLT had a conference call with NYS DEC. Multiple questions are to be answered. A 25% advance was approved and is expected in approx. 2-weeks.
- *NYS HCR CDBG – Wastewater System Improvement (Trenchless)* – NYS HCR Release of held telephone conference with NYS HCR, John and James Farr and E.D. Maginsky and arranged for PJCC approval of bid ad pending NYS HCR approval. James Farr sent bid package to NYS HCR for review. Admin and Engineering contracts to be sent to NYS HCR for approval before execution.
- *LSLRP (Lead Service Line Replacement Program)* – Jan 2020 – DPW discussing target area. Program and budget in discussion. Conference call to be held with NYS DOH in early March.
- *WWKP* – Collecting information on mitigation plan.
- *Energize NY* – the PJCC approved the EIC/PACE MOU on 2/10/2020. Final paperwork to be completed before fully approved.
- *CDBG ADA Sidewalk Project* - Contract sent to NYS HCR for final execution. ERR initiated with 2/10/2020 PJCC resolution for John R. Farr, DPW Director as Compliance officer and the City to take lead agency.

COMMUNICATIONS

- Attended the 2/11/2020 VA Clinic Opening in the 100 Pike St. Plaza
- 2/20/2020 – Conference Call with TAAC – federal assistance to firms that have lost business due to international competition.

NEW BUSINESS

- With the first meeting to be held on 3/2/2020, Mayor Decker has initiated a Port Jervis Complete Count committee.

- PJCDA staff, contractors and board members are invited to attend the City sponsored annual training sessions at the Fire Museum or the same courses may be taken online.

PUBLIC COMMENT

None – no member of the public was present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 8:01 p.m. to discuss contract and personnel matters:

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

The PJCDA Board of Directors came out of Executive Session at 8:44 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for March 25, 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 8:45 p.m.

Motion: Ms. Trovei 2nd: Ms. Cox All Others in Favor