

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)**

MEETING AGENDA for July 22, 2020

7:00 p.m.

Via Conference Call

Dial: +1- 646 - 558 - 8656

Access Code: 848 7152 5790

1. PJCDA ROLL CALL – by Audio
2. APPROVAL OF MINUTES/TRANSCRIPTS
 - A. June 2020 Transcript
3. APPROVAL OF THE FINANCIAL REPORTS
 - A. Administrative bills and revenues: July 2020
 - B. Monthly financial statement: June 2020
4. SECTION 8 REPORTS - July 2020
5. EXECUTIVE DIRECTOR'S REPORTS - July 2020
6. EXECUTIVE SESSION
 - A. Loans and Loan Update Report
 - B. Contractual and Personnel Matters
7. SCHEDULING OF NEXT MEETING
 - A. August 26, 2020
8. ADJOURNMENT

Rev. 2020-07-17 VM

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)**

MEETING TRANSCRIPT for June 24, 2020

7:00 p.m.

Via Conference Call

Dial: +1-408-418-9388

Access Code: 132 696 1502

Richard Roberts:

-meeting, and just say present and state your name. Uh, that would be good for the tape. Valerie, you got the tape going?

Valerie Maginsky:

Yes.

Richard Roberts:

Okay, the tape is going. All right, we're going to call the Port Jervis Community Development Agency meeting for June 4th-

Valerie Maginsky:

Twenty (24th).

Richard Roberts:

Uh, twenty-twenty, it is now 7:05 PM. Present is vice-chairman John Russell, correct? John Russell?

John Russell:

Yes

Richard Roberts:

Okay, so it's John Russell.

John Russell:

Yep.

Richard Roberts:

Present. Uh, we have, Kristen Trovei present, correct?

Kristin Trovei:

Kristen Trovei, present.

Richard Roberts:

Gerald Oney, present, right?

Gerald Oney:

Yes, Gerald Oney, present.

Richard Roberts:

Okay, so from the board, we have- and Richard Roberts, present. So we have, Richard Roberts, John Russell, Kristin Trovei, Gerald Oney, and Erica Cox is absent tonight, due to work related matters. Valerie Maginsky, you're here.

Valerie Maginsky:

Present.

Richard Roberts:

Our director, correct?

Valerie Maginsky:

Yes, present. Valerie.

Richard Roberts:

Okay, and Matthew Witherow, correct?

Matthew Witherow:

Matt Witherow. Thank you.

Richard Roberts:

Okay, so that is it. All right, so we've done a roll call. Uh, the first thing on the agenda is to approve the transcript of our last meeting, everyone should have received it, Valerie.

Richard Roberts:

Let's call for a motion to approve it.

Gerald Oney:

So moved.

Richard Roberts:

Okay, moved by Gerald Oney. To approve the minutes. And who seconds it? John Russell?

John Russell:

Yes.

Richard Roberts:

Yes, okay. Moved by Gerald Oney, seconded by John Russell to approve the minutes of our May 20th meeting. Um, our May meeting. Um, all in favor?

All:

Aye.

Richard Roberts:

Opposed? And that is carried, all right. Um, financial report, Valerie if you would go over the administrative bills, the revenues for June.

Valerie Maginsky:

Ah yes, upcoming will be, \$200 for postage, Staples \$1495.60, copier \$9.90, other office supplies reimbursements \$14.99 and \$1058.55. Uh, this is due to COVID, these items here. Combined fax charges, \$36.69, city bill for telephone, \$68.37, Spectrum internet telephone, \$74.98. Our monthly allotment for legal counsel \$584, for our bookkeeper Robin Toby, \$1024, for the postage meter rental supplies, that was an ink cartridge, \$93. Then, salaries, \$10,806.04 FICA Medicare, \$803.80 health insurance, \$1034.47 with a reimbursement of \$190.48, New York State retirement \$853.92, and disability at \$15.06, and one dental insurance at \$22.16 for a total of \$18,005.05.

Richard Roberts:

Okay, you've heard the reading of the expenses for June. Uh, are there any questions or comments? Do we have a motion to approve the expenses for \$18,005.05? Motion.

John Russell:

So moved, John Russell.

Richard Roberts:

John Russell makes the motion. Is there a second?

Kristin Trovei:

Second.

Richard Roberts:

Kristen?

Kristin Trovei:

Yeah.

Richard Roberts:

Kristen Trovei makes the second. Okay, all in favor?

All:

Aye.

Richard Roberts:

Motion carries. All right Valerie, you've got the bank uh, financial statement right?

Valerie Maginsky:

Uh, yes.

Richard Roberts:

Will be the next. Okay.

Valerie Maginsky:

This transcript was exported on Jul 17, 2020 - view latest version [here](#).

So all totals, we'll just go to the totals here. Uh, available to loans is, \$905- \$905,407.42. Available to agency bills, \$257,187.18.

Richard Roberts:

Okay.

Valerie Maginsky:

And under, restricted, as in committed to the Trenchless, program is \$16,272.78, which will be drawn down in the near future. Also have escrow for Section Eight.

Richard Roberts:

How much is that? Was that \$16,272.78?

Valerie Maginsky:

That's correct. That's what's left of the-

Richard Roberts:

Okay.

Valerie Maginsky:

Committed dollar amounts we had over \$200,000 sitting there, waiting for this program to get rolling, and, which it has. So, that final amount will be closed out and actually that account would then be ready to be closed soon thereafter. We'd have to make one payment of interest to New York State and then, uh, the usage on that account, that's the 0827, will no longer be necessary.

Richard Roberts:

Okay, gotcha. All right. Anything else under the bank accounts?

Valerie Maginsky:

No.

Richard Roberts:

All right, anything else under, uh, administrative budget? Want to go into anything there? It's pretty straightforward, right?

Valerie Maginsky:

Yes, and you'll see at the bottom, on the right-hand side I added a notation that we received extra funding from HUD due to COVID and it needs to be used by um, I think that's December, of this year. So that was an extra \$38,537.

Richard Roberts:

Okay. Okay. Right. That's good, hopefully the city got some.

Richard Roberts:

This transcript was exported on Jul 17, 2020 - view latest version [here](#).

(laughs)

Richard Roberts:

All right, anything else, Valerie? Under the um, financial statements for May?

Valerie Maginsky:

Uh, no, everything was pretty straightforward there. No, no strange additions or subtractions except for the one I identified there.

Richard Roberts:

Okay. All right then, we'll need a motion uh, to accept the monthly financial statements for May. Is there a motion?

Kristin Trovei:

So moved.

Gerald Oney:

Second.

Richard Roberts:

Motion? I heard Kristen say, make motion, and Gerald Oney second. Uh, discussions? All in favor?

All:

Aye.

Richard Roberts:

And that motion is carried. Okay, Valerie, so we've done the financial report and the next thing would be the Section Eight report, correct?

Valerie Maginsky:

Yes.

Richard Roberts:

On the agenda.

Valerie Maginsky:

So everyone received that.

Richard Roberts:

Yes.

Valerie Maginsky:

Okay. Uh, we had three terminations this month. Uh, one port in, uh, two contracts for June. Ten vouchers there. Total applicants on the wait list, that stands at 224. Uh, the monies came in. The monies went out.

Valerie Maginsky:

Things are quite stable, leased units as of June are at 186 and Mainstream are at 19. And you'll see in the notations below that uh, we are going to be moving forward to fill those additional seven vouchers that we received, under the Mainstream, Nora and Jackie already have potential clients out of our existing list.

Valerie Maginsky:

Also noted are the couple of trainings that were approved, were paid for. However, uh, the scheduling has been moved around due to one low enrollment. And then, um, Ms. Bennett is expected to start hers in mid-July. Um, and I mentioned the Mainstream. And then the COVID funding. So that's the report for Section Eight.

Richard Roberts:

All right. Okay. Um, anybody have any questions? You're all okay? I'll need to move to approve the Section Eight report for June 2020.

Kristin Trovei:

So moved.

Richard Roberts:

Motion. Okay, moved by Kristin Trovei. Who makes the second?

Gerald Oney:

Second.

Richard Roberts:

Okay, moved by Kristen Trovei, second by Gerald Oney, all in favor? Of the Section Eight report?

All:

Aye.

Gerald Oney:

Having trouble.

Richard Roberts:

Yeah, everyone speak up here. Okay.

Richard Roberts:

See, I know what I need, I need uh, um, for people to sit next to Kristin at the council table, they would speak up. Okay, no comment. Kristin is a neighbor, I'll have to stop up and see her sometime and talk to her. She's my counsel woman, well so are you Gerald. Uh.

Richard Roberts:

The executive director's report for June 2020. Uh, Valerie?

Valerie Maginsky:

Alrighty. Everyone received that as well? Uh, a couple of updates since I sent it out. With the AHC, the MWBE waiver was actually approved and in order to uh, submit the final paperwork for the final reimbursement since it's taken them so long to go through this, we now have to apply for an extension.

Valerie Maginsky:

So, we'll (laughs), I started doing that today with our representative. So hopefully that will be a, a short uh, and hopefully painless process. And once they open that extension, I have one, as far as I know, one piece of paper that needs to be submitted to take care of that reimbursement. Which is substantial.

Valerie Maginsky:

(clears throat)

Richard Roberts:

Okay.

Valerie Maginsky:

Let's see.

Richard Roberts:

Anything else you want to provide on this report?

Valerie Maginsky:

Uh, not since I last wrote it.

Richard Roberts:

Okay. Anybody have any questions on Valerie's uh, director's report?

Richard Roberts:

Is there a motion to accept it?

Gerald Oney:

Yes.

John Russell:

Motion.

This transcript was exported on Jul 17, 2020 - view latest version [here](#).

Richard Roberts:

Moved by Gerald Oney, second by John Russell. All in favor? Aye?

All:

Aye.

Richard Roberts:

Closed, and motion carries. All right, Valerie, is there anything else? Or old business that we need to cover?

Valerie Maginsky:

Uh, no, other notations will be taken care of in executive.

Richard Roberts:

Okay, and do we need to phone in or can we stay on. Do you see anybody else on here? Or can we continue?

Valerie Maginsky:

Uh, no one else has joined us, what I will do is I will pause the recording after we go into executive.

Richard Roberts:

Okay, all right uh, people. Uh, I need a motion to move into executive session, at 7:18 PM. Is there a motion?

Gerald Oney:

So moved.

Kristin Trovei:

So moved.

Gerald Oney:

Gerald Oney.

Richard Roberts:

All right. Moved by Gerald Oney and I think Kristen tried to second it, is that correct?

Kristin Trovei:

Yes, I'll second it.

Richard Roberts:

Moved by Kristen, or second by Kristen. Uh, all in favor of going to the executive session 7:18. Yes? Aye?

All:

This transcript was exported on Jul 17, 2020 - view latest version [here](#).

Aye.

Richard Roberts:

Aye, we're in executive session. Thanks John.

(Note: EXECUTIVE SESSION 7:18 p.m. – 7:32 p.m.- VM)

Valerie Maginsky:

Okay.

Richard Roberts:

We'll make the motion?

Valerie Maginsky:

I turned the recording back on.

Richard Roberts:

Second?

Richard Roberts:

Moved by Kristen, seconded by Gerald?

Gerald Oney:

Yes.

Richard Roberts:

All in favor to go out of executive session? At 7:32, yes?

All:

Aye.

Richard Roberts:

We're out of executive. Now you can turn the tape back on, Val?

Valerie Maginsky:

Okay.

Richard Roberts:

All right, um, is there any other business that needs to be brought up? Uh, to the Board at this time?

Valerie Maginsky:

No.

This transcript was exported on Jul 17, 2020 - view latest version [here](#).

Richard Roberts:

Excuse me?

Valerie Maginsky:

No, I don't have anything.

Richard Roberts:

Okay, then just noted item seven on your agenda, the scheduling of our next meeting. We'll also phone conference on July 22nd, 2020.

Richard Roberts:

Um, any questions there? Okay, then we need a motion to adjourn at 7:33. Kristen?

Kristin Trovei:

Moved.

Richard Roberts:

Motioned, and who seconds it? John?

John Russell:

Second.

Richard Roberts:

Moved by Kris- Kristen Trovei, seconded by John Russell, to adjourn our meeting at 7:34, actually. All in favor?

All:

Aye.

Richard Roberts:

Opposed?

Richard Roberts:

Adjourned. That was quick, that was about a half-hour meeting, not bad? Everybody stay safe.

PJCDA EXPENSES July 23, 2020 through August 26, 2020

		<u>Due Date(s)/Notes</u>
PETTY CASH	\$ -	
POSTAGE	\$ -	
STAMPS/REPLENISH MACHINE	\$ 300.00	
FEDEX	\$ -	
Postage Machine- Francotyp-Postalia, Inc.	\$ -	
SUPPLIES/EQUIPMENT	\$ -	
GREATLAND	\$ -	
STAPLES	\$ 2,713.14	COVID Supplies
KONICA MINOLTA	\$ 18.29	Copier
OTHER: Office Supplies	\$ 29.98	Reim to VM - June Zoom
OTHER: Office Supplies	\$ 214.09	Microsoft 365
OTHER: Office Supplies	\$ 1,192.45	Reim to VM - Home Depot - 5 Winix HEPA Air Purifiers
OTHER: Office Supplies	\$ 52.50	Reim to VM - Rev Trans May and June
TELEPHONE: FRONTIER	\$ -	
COMBINED FAX LINE CHARGES	\$ 36.69	
CITY BILL	\$ 68.37	
SPECTRUM: Internet/Tel	\$ 74.98	
SUBSCRIPTIONS	\$ -	
HAPPY -Estimated for 1-year contract	\$ -	
ADVERTISEMENT	\$ -	
SERVICE CONTRACTS	\$ -	
PJCDA - J. Santiago	\$ -	
PJCDA COUNSEL-MATTHEW D. WITHEROW, ESQ.	\$ 584.00	booked monthly
PJCDA ACCOUNTANT GARY WEIDELMAN	\$ -	
PJCDA BOOKKEEPER - ROBIN TOBEY	\$ 1,024.00	thru 7/20/2020
KONICA MINOLTA - Copier	\$ -	
FRANCOTYP-POSTALIA - Postage Meter Rental	\$ -	
Bonadio	\$ -	
DUES/MEMBERSHIPS	\$ -	
NAHRO	\$ -	
NYSAHRO	\$ -	
RECAP	\$ -	
ORANGE COUNTY HOUSING CONSORTIUM	\$ -	
COMPUTER	\$ -	
IT Spectrum:	\$ -	
Computer:	\$ -	
LEGAL/AUDIT FEES	\$ -	
TRAINING/TRAVEL -	\$ -	
	\$ -	
	\$ -	
	\$ -	
PAYROLL	\$ -	
Salaries -	\$ 12,818.03	
FICA/Medicare	\$ 875.42	
Health Insurance -	\$ 1,034.47	VM
Health Insurance Reimbursement	\$ (238.10)	
NYS Retirement	\$ 1,067.44	
Disability	\$ 15.06	Monthly
Dental	\$ 22.16	
Unemployment//Payroll Tax Adjustment	\$ -	Quarterly
Workmens Compensation	\$ -	
Optical	\$ -	
TOTAL	\$ 21,902.97	

* Estimated

PJCDA EXPECTED REVENUES

July 23, 2020 through August 26, 2020

<u>Amount</u>	<u>Received/Pending</u>	<u>Source</u>
\$ 13,878.00	July	Section 8 Admin
\$ 6,160.00	July	Section 8 Admin MS
\$ 238.10	July	Health Ins Reimbursement-City
\$ 5,416.67	July	June 2020 Invoice to City - pd
\$ 597.50	July	Fraud Recovery
\$ 1,084.94	July	PDC Commission
\$ 138.36	July	Small Cities Loan/Program Income
\$ 27,513.57		Sub-total received
<hr/>		
<u>Pending</u>	0	July
<hr/>		
		Total Pending
\$ 27,513.57	Received	July
\$ -	Pending	July
\$ 27,513.57		Total Estimated Rec. by July 24, 2020
<hr/>		
\$ 163,847.49	7/24/2020	EST. Current Balance in Section 8 Admin Acts
\$ 99,151.59	7/24/2020	EST. Current Balance in NEW Small Cities Admin
\$ 262,999.08	7/24/2020	Estimated Agency balance
<hr/>		
\$ 262,999.08	7/24/2020	Total available 7-24-2020
\$ 27,513.57	7/24/2020	Estimated July Rev.
\$ (21,902.97)	7/24/2020	July bills paid in August
\$ 268,609.68	7/24/2020	Estimated Ending Balance

Grants:

2016 - Grant - Code - DOS - \$50k awarded - Admin \$7,500/\$6,000 received Sept 2018/Rec. \$1,500 - May 2020

Section 8 - Note that in the Spring 2020, the agency received an additional \$38,537 administrative funds from HUD under the 2020 CARES act to be used on Covid related expenses. Any balance will be returned.

	Jeff Bank #0681	Jeff Bank #0800	Jeff Bank #0827	Jeff Bank#0606	Jeff Bank#0568	Jeff Bank#0074	Jeff Bank#0592	Jeff Bank#1475	Jeff Bank#0584	Totals
	HUD Housing Revolving Loan Cit 593002-3330	HUD ED (former BOA x3657) Revolving Loan Cit: 401029-6568	NYS Rev. Loan (former TD Bank x7058) Housing & ED Cit: 401029-7238	Section 8 (former BOA x1375) Voucher-HAPs Sus: 20302-2749	Section 8 (former BOA x0935) Admin Sus: 20302-2731	Section 8 FSS (former BOA x3944) FSS-Escrow Sus: 20502-9413	NYS Revolve (former BOA x1286) RESTORE Sus: 20302-2525	PDC Loans Originates April 2019	Small Cities Est. 1/7/15 Admin Sus: 20303-0217	21726.08
2020	Jeff: x0681 (20%)	Jeff: x0800 (20%)	Jeff: x0827 (18%)	Jeff: x0606	Jeff: x0568	Jeff: x0074	Jeff: x0592	Jeff: x1475	Jeff: x0584	
January	\$159,622.78	\$628,859.14	\$208,435.43	\$173,046.41	\$123,335.35	\$25,770.73	\$105,784.94	\$7,373.38	\$85,654.11	\$1,517,882.27
February	\$160,355.87	\$629,964.52	\$208,451.52	\$190,507.84	\$129,060.38	\$25,776.70	\$105,793.06	\$21,663.80	\$87,732.65	\$1,559,306.34
March	\$160,537.93	\$630,832.39	\$208,471.52	\$194,612.75	\$111,198.45	\$27,554.70	\$105,803.21	\$12,698.12	\$86,622.60	\$1,538,331.67
April	\$161,680.66	\$630,111.57	\$208,385.00	\$200,097.20	\$117,199.00	\$28,828.47	\$105,811.33	\$14,981.10	\$87,835.27	\$1,554,929.60
May	\$162,412.57	\$637,011.66	\$190,610.04	\$199,114.16	\$160,938.78	\$29,407.47	\$105,818.58	\$15,332.46	\$99,369.80	\$1,600,015.52
June	\$163,149.35	\$636,826.08	\$16,279.63	\$202,989.09	\$161,343.59	\$30,528.47	\$105,828.73	\$5,424.68	\$101,009.03	\$1,423,378.65
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sept	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December 31st	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7/24/2020	\$163,870.19	\$636,729.38	\$0.00	\$143,148.70	\$163,847.49	\$31,834.47	\$105,828.73	\$10,106.19	\$99,151.59	\$1,354,516.74
Committed Interest/Month	-\$78.85	-\$309.74	\$0.00							-\$388.59
Subtotal1	\$163,791.34	\$636,419.64		\$143,148.70	\$163,847.49	\$31,834.47	\$105,828.73		\$99,151.59	
Committed NYS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Uncommitted NYS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Subtotal 2	\$163,791.34	\$636,419.64		\$143,148.70	\$163,847.49	\$31,834.47	\$105,828.73		\$99,151.59	\$1,344,021.96
Available to Loans	\$163,791.34	\$636,419.64		\$0.00	\$0.00	\$0.00	\$105,828.73		\$0.00	\$906,039.71
Available to Agency Bills					\$163,847.49				\$99,151.59	\$262,999.08

Back to NYS after 3/31/19 - #0827

Note: x0827 - AHC Reimbursement to CPJ \$129,893.15

SC Bill Totals (not including \$2,000 month pay to Sec 8):					
Jan '20	\$ 9,292.70	May 2020	\$9,031.68	Sept '20	\$ -
Feb '20	\$ 9,290.70	June 2020	\$10,573.01	Oct '20	\$ -
March '20	\$ 5,874.39	July 2020	\$0.00	Nov '20	\$ -
April '20	\$ 8,981.75	Aug 2020	\$0.00	Dec '20	\$ -

Notes:		
Allocated	S8 Escrow	\$31,834.47
Allocated	HAPS	\$143,148.70
Committed	Total to Wastewater	\$0.00
Allocated	Interest	-\$388.59
Committed Total		\$174,594.58

Note:

In April 2020 - 2019 interest was paid to HUD for 2019 and after retaining \$100 balance, NYS was paid interest through March 31, 2020.

In July 2020 - All program income and interest from account #0827 was expensed to the City for the Trenchless Program and this account was closed. This account will be removed from the Aug. meeting report.

Section 8 - Note that in the Spring 2020, the agency received an additional \$38,537 administrative funds from HUD under the 2020 CARES act to be used on Covid related expenses. Any balance will be returned.

PJCAD ADMINISTRATIVE BUDGET - 2020	2020 BUDGET	USED TO DATE (Mthly-Adj Formula)	% Used	ADJU STME NTS	Jan 2020	FEB (16.67%)	MARCH	APRIL	MAY (42.3%)	JUNE	JULY
					(9.62%) - 5 weeks	4 Wks/9 total	(25%) 4 Wks/13 T	(32.7%) 4 Wks	5 Wks	(50%) 4 Wks	(59.6%) 5 Wks
PAYROLL (SALARIES & BENEFITS)					DEC Final PR \$'s	JAN Final PR \$'s	FEB Final PR \$'s	MARCH Final PR's	APR Final PR's	MAY Final PR's	JUNE Final PR's
Salaries	\$ 132,188	\$ 69,806	52.81%		\$ 10,521	\$ 13,631	\$ 10,516	\$ 10,761	\$ 13,571	\$ 10,806	\$ -
Salary HI Buyout (\$196 per week)to NG	\$ 10,200	\$ 5,292	51.88%		\$ 980	\$ 784	\$ 784	\$ 784	\$ 980	\$ 980	\$ -
FICA/Medicare	\$ 10,113	\$ 5,192	51.34%		\$ 782	\$ 1,014	\$ 782	\$ 800	\$ 1,010	\$ 804	\$ -
Unemployment/Quarterly Payroll taxes	\$ 209	\$ 44	21.07%		\$ -	\$ 19	\$ -	\$ -	\$ -	\$ 25	\$ -
Disability	\$ 196	\$ 90	46.10%		\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ -
Retirement	\$ 10,754	\$ 5,429	50.48%		\$ 810	\$ 1,028	\$ 842	\$ 827	\$ 1,067	\$ 854	\$ -
Health Insurance-pd 1 month ahead (2020 year-Single\$12,381.84/ \$1031.82 per month / Fam=\$28,650.96/2,387.58 per month (1-Family Buyout - \$10,200/CDA Retains \$18,450.96)	\$ 12,382	\$ 6,177	49.89%		\$ 1,018	\$ 1,021	\$ 1,034	\$ 1,034	\$ 1,034	\$ 1,034	\$ -
Dental	\$ 276	\$ 133	48.22%		\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ -
Optical	\$ 100	\$ 100	100.00%		\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -
Workers' Comp (July to July) from \$654 to \$1200	\$ 1,025	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total:	\$ 177,443	\$ 92,263	52.00%		\$ 14,148	\$ 17,535	\$ 13,996	\$ 14,345	\$ 17,699.75	\$ 14,540	\$ -
Salary Totals	\$ 177,443	\$ 92,263	52.00%		\$ 14,148	\$ 17,535	\$ 13,996	\$ 14,345	\$ 17,700	\$ 14,540	\$ -
Health Ins. Reimbursement/Buyback - (\$354.8262+47.62=\$402.45 per week)	\$ (20,927)	\$ (10,464)	-50.00%		\$ (2,012)	\$ (1,610)	\$ (1,610)	\$ (1,610)	\$ (2,012)	\$ (1,610)	\$ -
Adjusted Salaries	\$ 156,515	\$ 81,800	52.26%		\$ 12,136	\$ 15,925	\$ 12,386	\$ 12,735	\$ 15,688	\$ 12,930	\$ -
GENERAL ADMINISTRATION EXPENSES											
Accountant (G.W.+Bonadio (REAC 2018 & 2019/Single Audit)	\$ 5,500	\$ 6,725	122.27%		\$ -	\$ 4,975	\$ 1,750	\$ -	\$ -	\$ -	\$ -
REAC Filing (2020 came in at \$1,750)	\$ 1,500	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 7,000	\$ 5,250	75.00%		\$ -	\$ -	\$ 1,750	\$ -	\$ -	\$ 3,500	\$ -
Sub-Contract Bookkeeping	\$ 12,480	\$ 7,057	56.54%		\$ 1,290	\$ 1,433	\$ 878	\$ 1,268	\$ 1,165	\$ 1,024	\$ -
Legal	\$ 250	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone - City Charges	\$ 840	\$ 419	49.87%		\$ 69	\$ 69	\$ 68	\$ 71	\$ 71	\$ 71	\$ -
Fax Line	\$ 420	\$ 232	55.28%		\$ 40	\$ 39	\$ 39	\$ 39	\$ 39	\$ 37	\$ -
Spectrum/TWC	\$ 900	\$ 450	49.99%		\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ -
Postage	\$ 3,500	\$ 1,201	34.30%		\$ -	\$ 300	\$ 1	\$ 400	\$ 300	\$ 200	\$ -
Postage Machine	\$ 465	\$ 393	84.61%		\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 93	\$ -
Office Supplies	\$ 6,500	\$ 5,175	79.62%		\$ 384	\$ 1,238	\$ 1,454	\$ 284	\$ 757	\$ 1,058	\$ -
Computer Updates/Support/Programs (Happy (Estimated \$10,162/came in at \$11,076.58), /UtilityCharts (\$450), Office 365 (\$250)	\$ 10,862	\$ 13,055	120.19%		\$ -	\$ 11,077	\$ -	\$ 920	\$ -	\$ 1,059	\$ -
Equipment Maintenance/Leases/Rental (Copier)	\$ 120	\$ 78	64.79%		\$ 10	\$ 23	\$ 13	\$ 10	\$ 12	\$ 10	\$ -
Advertising	\$ 1,000	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Subscriptions (Cit Foundation/RECAP/COCH)(Covid REV.ZOOM)	\$ 500	\$ 64	12.90%		\$ -	\$ -	\$ -	\$ -	\$ 49	\$ 15	\$ -
Training/Travel	\$ 3,000	\$ 2,046	68.19%		\$ -	\$ 12	\$ -	\$ -	\$ 2,034	\$ -	\$ -
Sub-Total:	\$ 54,837	\$ 42,145	76.85%		\$ 2,168	\$ 19,239	\$ 6,027	\$ 3,067	\$ 4,503	\$ 7,142	\$ -
TOTAL BUDGET	\$ 232,280	\$ 134,408	57.86%		\$ 16,316	\$ 36,773	\$ 20,023	\$ 17,411	\$ 22,202.42	\$ 21,682	\$ -
Office Supplies - Feb - \$838 office security upgrades/materials/Staples was \$400.03											
Office Supplies - March - COVID - Tracfoes/plans, home monitors, JB home computer...											
Attorney - March payment was for 2019Q4/June payment was for 2020Q1&2											
HAPPY - April - Mobil Inspection											
Section 8 - Note that in the Spring 2020, the agency received an additional \$38,537 administrative funds from HUD under the 2020 CARES act to be used on Covid related expenses. Any balance will be returned.											
Additional office machinery was purchased and postage increased.											

SECTION 8 PROGRAM UPDATE FOR July 2020

<u>Contracts for June</u>	3
<u>Terminations:</u>	0
<u>Port outs:</u>	0
<u>Port In's:</u>	1
<u>Vouchers:</u>	10

TOTAL APPLICANTS ON THE WAITING LIST: 224

RENT SUBSIDY PAYMENTS AND ADMINISTRATIVE FEES:

PAID OUT FOR JULY 2020:

HAP Payments:	\$117,109.00
Adm. costs paid to HA:	\$61.39
FS-S Escrow Deposited:	\$1,186.00
<u>Mainstream HAP</u>	<u>\$14,486.00</u>
GRAND TOTAL FOR PAYABLES	\$132,842.39

MONIES RECEIVED FROM HUD:

Housing Monies Received:	\$81,109.00
Mainstream monies Received:	\$0.00
Administrative Monies Rec'd:	\$13,878.00
Mainstream Administrative Fees	\$6800.00 (paid 7-15-20 for 4 months = \$1,700 each month July through Oct.)
MISC	N/A
FS-S Families with contracts	7
FS-S Graduates	0

TOTAL UNITS AVAILABLE TO LEASE:

- Leased Units in house as of July 2020: 192
- Leased Mainstream as of 07/01/2020 19

UPDATES:

1. Three new non-Mainstream contracts were initiated in July (2 Water's Edge and 1 Sutton Tudor), Two families from this group are expected to port to different agencies leaving 5 families searching for housing.
2. Briefing packets were mailed to 4 potential Mainstream Participants and Briefing interviews will be conducted by phone later this month or the beginning of August. There are 3 more possible Mainstream applicants and their paperwork is pending. We will not have to do a limited waitlist opening for Mainstream.
3. HUD produced an Eviction Prevention Toolkit and as directed, resources were mailed to both tenants and landlords on the 15th of this month.
4. From joining a Covid-19 informational call with Long Island housing agencies, Ms. Goetz reports that HCR has a grant **for anyone** from the Covid Rent Relief Fund. Eligible renters in NY must be under 80% of Area Median Income (AMI), paying more than 30% of their income towards rent, and whose income was impacted by Covid-19. This program was rolled out on July 11, 2020. The applications and information are available at <https://hcr.ny.gov/rrp>
5. This agency is spending some of the Covid-19 Administrative fees to purchase office equipment. Purchases include two lap top computers, one printer and a multi-function scanner. Eligible purchases must occur between March 27, 2020 and December 31, 2020. Any unused portion of the \$38,537 will be returned to HUD.
6. The Inspection module and iPad are up and running and will be field tested the next time an inspection is performed.
7. Ms. Bennett is scheduled to take the HCV online training the first week of August.
8. Ms. Goetz will be on vacation from Wednesday, July 22 through July 26 and will take online training Aug. 18-20.

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
DIRECTOR'S REPORT**

**July 2020
SUMMARY**

2013 REDC - NYS HCR MicroEnterprise Grant

July 2020 - Continuing to track PJCDA Compliance

FY 2014 Housing NOFA - AHC

July 2020 – The MWBE Good Faith waiver was approved. In turn, the internal NYS HCR AHC approval of the requested extension resulted in full reimbursement of \$298,104.86 to the City of Port Jervis. Annual outreach to participant homeowners is due.

2015 CFA - NYS DOS - LWRP - Code Review Grant - \$50k

July 2020 – Awaiting final commentary. Project files were received from Barton & Loguidice.

NY RESTORE - \$120k to demo 6 city owned dwellings -

July 2020 - final paperwork in process.

Greenway Grant 2018 –

July 2020 - reimbursement paperwork in process and may now continue with receipt of files from Barton & Loguidice. Analysis report needs to be adopted by the Port Jervis Common Council. Preparing submission.

NYS DEC WQIP – Land Acquisition

July 2020 – Consultant is preparing status report. Note: The City continues to retain proceeds from the 2019 sale of PJCDA loans which will be utilized by this project by March 2021.

CDBG - Trenchless Sewer Repair

July 2020 – Quarterly report submitted to NYS HCR. The work crew is gaining experience and over 2,000 linear feet have been lined. A larger compressor is out for bid. The required 2nd Public Hearing will be held on 7/27/20 at 7:16 p.m. After full transfer of funds to the City, the CDA bank account affiliated with this project was closed. This action completes the use of retained CDBG funds and satisfies the City's obligation to NYS HCR with this issue.

LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ

July 2020 – After team input, the work plan, program plan and budget for contract development were submitted to NYS DOH for review by City Engineer Farr.

CDBG - ADA Sidewalk Grant - \$300k

July 2020 – Quarterly report was submitted. The NEPA portion of the ERR is in process.

Energize NY - PACE

July 2020 – No update at this time.

The Nature Conservancy - Port Jervis Carbon Proposal -

July 2020 – TNC is reviewing possible project boundaries and start date options.

AGENCY ADMINISTRATION

July 2020 –

COVID: All office functions continue to occur via a mix of remote and when necessary, on-site activities. Covid-19 related expenditures continue to be tracked. Two new laptop computers were purchased and initiated by Spinnertech. Final application installations and printer compatibility updates are in process. Plans for re-

opening and re-initiation of in-person Board meetings are in discussion. Room-sized HEPA air purifiers have been ordered. Return to full in-office activities are suspended for the time being.

Miscellaneous 2019 audit questions continue to be received and responded to.

Email address updates were made to the Agency's NYSHIP account to facilitate emailed or USPS mailed health insurance bills.

New Mainstream families are being added. Monies owed for Mainstream admin were received. Mainstream office expenditures are calculated at 10% and have been included in finance reports going back to January 2020.

Ms. Goetz's training class has been rescheduled to August 18-20, 2020. Having been out on personal leave in July, Ms. Bennett is now expected to take her class the first week of August.

2020.06.22 VM (1)