

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

MEETING AGENDA for August 26, 2020

7:00 p.m.

Via Conference Call

Dial: +1 – 646 – 558 - 8656

Access Code: 885 0072 6202

1. PJCDA ROLL CALL – by Audio
2. APPROVAL OF MINUTES/TRANSCRIPTS
 - A. July 2020 Transcript
3. APPROVAL OF THE FINANCIAL REPORTS
 - A. Administrative bills and revenues: August 2020
 - B. Monthly financial statement: July 2020
 - C. 2021 Budget
4. SECTION 8 REPORTS - August 2020
5. EXECUTIVE DIRECTOR'S REPORTS - August 2020
6. EXECUTIVE SESSION
 - A. Loans and Loan Update Report
 - B. Contractual and Personnel Matters
7. SCHEDULING OF NEXT MEETING
 - A. September 23, 2020
8. ADJOURNMENT

Rev. 2020-08-20 VM

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

MEETING TRANSCRIPTION for July 22, 2020

7:00 p.m.

Via Conference Call

Dial: +1- 646 - 558 - 8656

Access Code: 848 7152 5790

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Valerie Maginsky:

Okay, we're on the record.

Richard Roberts:

We're on the record. Okay. This is the Port Jervis Community Development Agency meeting for July 22nd, 2020. The meeting is starting at 7:10 PM by conference call. Okay. By conference call, and present is, say your name. Erika, right? You're here?

Erika Cox:

Erika Cox. Present.

Richard Roberts:

Kristin?

Kristin Trovei:

Kristin Trovei is present.

Richard Roberts:

Dick Roberts is present. Valerie?

Valerie Maginsky:

Valerie Maginsky, present.

Richard Roberts:

And Matthew Witherow.

Matthew Witherow:

Matt Witherow, present.

Richard Roberts:

Okay. Anybody else out there that you see on the phone?

Valerie Maginsky:

No.

Richard Roberts:

Valerie?

Valerie Maginsky:

No.

Richard Roberts:

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Okay. I'm going to need a motion from the two board members that are here to accept the minutes and the transcripts of June 20th, 2020. Is there a motion?

Kristin Trovei:

So moved.

Richard Roberts:

Kristin moves it. Is there a second?

Erika Cox:

I second. Erika seconds it.

Richard Roberts:

And Erika Cox seconds it. Any discussion? All in favor? Aye.

Erika Cox:

Aye.

Richard Roberts:

Opposed? All right. The transcript for the June meeting has been approved. Financial reports. Valerie? Let me just give a quick summary.

Valerie Maginsky:

All righty.

Richard Roberts:

Starting with first on the expenses, I guess. Yeah.

Valerie Maginsky:

Yes. Expenses of, we have a slight increase to office supplies, et cetera, because of the purchase of COVID-related materials. And essentially those are all being allocated to the additional HUD funds that the Section 8 area received, and the equipment is being used for Section 8 activities. Everything else is typical for a total of \$21,902.97 in expenses. Any questions?

Richard Roberts:

No.

Kristin Trovei:

No.

Valerie Maginsky:

Okay. Moving on to expected revenues. We have already received the majority of the items expected. I don't have anything pending at this time. All tolled we received \$27,513.57 in revenue. Any questions?

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Richard Roberts:

Okay. Any questions, board members?

Erika Cox:

No.

Richard Roberts:

Okay. Why don't we have a motion to approve the expenses and the revenues for the month on July 23rd to August 26th. Is there a motion?

Kristin Trovei:

Sure. So moved with Kristin.

Richard Roberts:

Kristin makes the motion. Erika makes the second. Yes?

Erika Cox:

Yes. Erika seconds.

Richard Roberts:

Okay. No questions, so all in favor? Aye.

Erika Cox:

Aye.

Kristin Trovei:

Aye.

Richard Roberts:

Okay. The motion carries. The revenues and expenses are accepted. Okay, let's go on to the bank account, Valerie.

Valerie Maginsky:

Bank accounts. You'll see on the left hand side that they're all listed as of Friday, actually 7/24/2020. I found a couple of errors which were corrected. The checks that are waiting for, Kristin, your signature tomorrow, everything has been corrected. Deposits have been calculated. So all tolled for the loans. We've got \$906,039.71. And available to agency bills we've got \$262,999.08. You will notice in the bottom right hand corner, the committed total to wastewater is now \$0. Everything has been transferred to the city, and that account, which is the 0827 effectively has been closed. And those are the bank balances.

Richard Roberts:

Okay. Okay. Questions on the bank account by anyone?

Erika Cox:

No.

Kristin Trovei:

No.

Richard Roberts:

Okay. Move on to the administrative budget then.

Valerie Maginsky:

Alrighty. Everything has been listed for June. We're midway through the year, and total budget expended as of this month, actually through June was \$21,682 and some cents.

Richard Roberts:

Okay. 21,682?

Valerie Maginsky:

Yes.

Richard Roberts:

Okay. Any questions, board members?

Kristin Trovei:

No.

Erika Cox:

No.

Richard Roberts:

Okay. Let's move on to the administrative fees and program income.

Valerie Maginsky:

Here through the month of June we've received in this month, \$24,884. We're ahead of schedule with expenses. I mean, with income we're ahead of schedule. And as far as expenses are concerned, we're slightly ahead of schedule. However, again, we've expended additional funds for COVID, and that's not been separated from everything else. So I would say we're basically on track for mid year.

Richard Roberts:

Okay. Okay. Any questions? Anyone?

Kristin Trovei:

No.

Erika Cox:

Nothing.

Richard Roberts:

Okay. We need a motion to approve the bank balances, the administrative fee, program income, the administrative budget. Have a motion?

Erika Cox:

So moved.

Kristin Trovei:

Second.

Richard Roberts:

Moved by Erika Cox. Second by Kristin Trovei. All in favor?

Kristin Trovei:

Aye.

Richard Roberts:

Aye.

Erika Cox:

Aye.

Richard Roberts:

Opposed? Okay, Carried unanimously. All right. Anything else under financial, Valerie?

Valerie Maginsky:

No.

Richard Roberts:

All right. Let's move on to Section 8, then. We have a one page report from Nora.

Valerie Maginsky:

Mm-hmm (affirmative).

Richard Roberts:

And basically, go ahead.

Valerie Maginsky:

Section 8's been busy. And as you can see by the notations, we've got 224 people on the waiting list. We do have people looking for housing right now, and we're going to be pulling in more people for briefings.

Our utilization rate, that is the number of people that we have actually leased up, has gone down a bit, and we're working to bring that back up.

Valerie Maginsky:

You can see the totals and dollars. Grand totals for payables is \$132,842.39. And then the notations down below. The leased units in house, 192, and mainstream as of the beginning of July is 19. So we're going to be working to bring on those additional seven main streamers. And we can bring up our regular Section 8 housing choice voucher of the 192. And that way we'll maintain our monthly admin fees.

Richard Roberts:

Mm-hmm (affirmative).

Valerie Maginsky:

And you can see on the bottom the different notations. We have had to send out some additional mail as required by HUD. And that was the eviction prevention toolkit, and then reaching out and gathering some more information from different agencies. And one was a conference call that we joined in through Long Island housing agencies.

Valerie Maginsky:

I mentioned the additional purchases of equipment, the inspection module, and the iPad are up and running. Going to be field tested next week. And then the training is being scheduled, moving forward. And we're fully staffed as far as the office is concerned right now, except for some vacation days. And that's the Section 8 report.

Richard Roberts:

And Nora's on vacation now.

Valerie Maginsky:

Yes.

Richard Roberts:

Okay. All right. All right. Any questions on the Section 8 program?

Kristin Trovei:

No.

Erika Cox:

I have a quick question. It's going to probably be a little ridiculous, but underneath monies received from HUD, it says graduates. Is this a program that they have to partake in while receiving assistance?

Valerie Maginsky:

That's the family self-sufficiency, and essentially it goes with the notation just the above that. Families with contracts are seven.

Erika Cox:

Yeah, yeah.

Valerie Maginsky:

And part of their agreement is to adhere to certain requirements and goals. And once they reach those goals, they then graduate from the program, and with the graduation under the bank accounts, there's one that's listed as escrow. So they have a certain amount of monies that are saved in escrow. When they graduate, those monies are then transferred to them in a check.

Erika Cox:

Okay, thank you.

Valerie Maginsky:

You're welcome.

Richard Roberts:

They could even buy their own house that way.

Valerie Maginsky:

Yes.

Richard Roberts:

Or have a down payment.

Valerie Maginsky:

Correct.

Richard Roberts:

Yeah.

Valerie Maginsky:

Yeah, so we have a couple people who are saving for their down payment, actually.

Richard Roberts:

All right. It's been a nice program over here.

Valerie Maginsky:

Mm-hmm (affirmative).

Richard Roberts:

Other questions? All right. A motion to approve the Section 8 report, please.

Kristin Trovei:

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So moved.

Richard Roberts:

Moved by Erika. Seconded by Kristin. Any other discussion? Hearing none. All in favor? Aye.

Kristin Trovei:

Aye.

Richard Roberts:

Opposed? Okay. Motion carries. All right, Valerie. Your report. Nice and short.

Valerie Maginsky:

Yes. The highlights there will be AHC. The city did receive the full reimbursement. So essentially that program is now closed out except for regular annual tracking. The code and the code review with the update of the land use zoning codes, I received the final batch of files and CDs, et cetera, from Barton and Loguidice this week. So I could move forward with closing out a couple other items, including the Greenway grant. I'm working on the final paperwork for reimbursement on the demo grant, the New York state restore land acquisition.

Valerie Maginsky:

Moving forward with the status reports from our consultant, Matt Decker from the Orange County Land Trust.

Valerie Maginsky:

Trenchless sewer repair. Thank you, Kristin and Jerry for moving forward resolution to set the second required public hearing, which will be held on the 27th of this month. And actually Jack and Jim Farr are going to be joining me, and it'll be a nice review of where the program is right now.

Valerie Maginsky:

The lead service line replacement program, the required documents for contract development were sent in actually by Jim Farr. And that's moving along as is the ADA sidewalk grant. The final paperwork for the ERR process should be moving towards the common council, again, for the meeting of the 27th and essentially its approval of SEQRA and NEPA.

Valerie Maginsky:

And then the others are notations are general and informational. So if anyone has any questions, I'd be happy to answer them.

Richard Roberts:

Hearing no questions. Could we have a motion to approve the executive director's report?

Erika Cox:

So moved.

Richard Roberts:

Moved by Erika. Second?

Kristin Trovei:

Second.

Richard Roberts:

Second by Kristin. Okay. All in favor? Aye.

Kristin Trovei:

Aye.

Erika Cox:

Aye.

Richard Roberts:

Opposed? Okay. Motion carries. All right. So, is there any other business that we could take care of before we go into executive session?

Valerie Maginsky:

I don't have anything.

Kristin Trovei:

No.

Richard Roberts:

Board member. Matt, you have anything? No?

Matthew Witherow:

No, I don't have anything.

Richard Roberts:

All right. All right. So, we'll need a motion then to move into executive session. This includes loans as well as contractual and personnel matters. Is there a motion?

Kristin Trovei:

So moved.

Richard Roberts:

Moved by Kristin.

Erika Cox:

Seconded by Erika.

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Richard Roberts:

Second by Erika. All in favor? Aye.

Erika Cox:

Aye.

Kristin Trovei:

Aye.

Richard Roberts:

So at 7:24 PM, we're going into executive session. Valerie, is there anybody else on the call?

Valerie Maginsky:

No, there is not.

Richard Roberts:

Then let's keep on as we are because otherwise we'll lose people.

Valerie Maginsky:

Yeah.

Motion to leave Executive session at 7:34 p.m. by Erika Cox, Seconded by Kristin Trovei – All in Favor - Aye

Valerie Maginsky:

All right. We're back on the record.

Richard Roberts:

Okay. There's just this one item that we have to approve, right? The Trenchless Sewer project agreement?

Valerie Maginsky:

Yes.

Richard Roberts:

All right. So I know Kristin's read through this because being on the Common Council and that. Is there anyone else? Matt, you approved it. Erika, you have any questions?

Erika Cox:

No.

Richard Roberts:

All right. And then we'll need a motion to approve the contract and give me permission to sign it on behalf of the CDA. Is there a motion?

Kristin Trovei:

So moved.

Richard Roberts:

Okay. Second?

Erika Cox:

By Erika.

Richard Roberts:

Second by Erika, and it's moved by Kristin. All in favor, say aye.

Erika Cox:

Aye.

Kristin Trovei:

Aye.

Richard Roberts:

Okay. So that the agreement is approved, and is that the only business left? Valerie?

Valerie Maginsky:

Matt will speak about the remote meeting requirements.

Matthew Witherow:

Yeah. Right. So when the governor declared the state disaster emergency, his initial declaration extended a time period through September, but within that declaration, he also suspended certain sections of law. At this point, it appears as though the public officer's law, which allows us to meet remotely and would otherwise require an in person meeting is suspended through August 6th. It was extended by the governor in early July for 30 days. And if it's not extended, then we would have to look for options to meet in person in August.

Matthew Witherow:

My recommendation at this point, since he has been extending it, would be to schedule the remote meeting for the regular date and time, and in the event in early August that it's not extended, then we can look at ways to safely meet in accordance with the law.

Richard Roberts:

Kristin the Council met the other evening. Right? In open session.

Kristin Trovei:

Yeah, we did.

Richard Roberts:

And how did that go?

Kristin Trovei:

Fine.

Richard Roberts:

Other than that you had the same speakers from before. I talked to Robin Waizenegger. I went to pay my water bill, and she laughed when I said, "How did it go?" She says, "Well, it was almost like we were never there, or never closed up from March."

Kristin Trovei:

Out for four months, still talking about Farnum Street and Bivosos and rubber bands, and it was... It went okay.

Richard Roberts:

Yeah.

Valerie Maginsky:

Mm-hmm (affirmative).

Richard Roberts:

Yeah, yeah. Same stuff. God help you. All right. If we have to, we'll be public. I mean, there's less of us than there were council people in that, so I'm sure we can socially distance and do it publicly if we really have to. So as Matt said, we'll make that decision sometime in early August. But at this time, just make note that our meeting is scheduled August 26th, our next meeting. Okay. Any other business to come before the board? Hearing none. Do we have a motion to adjourn?

Kristin Trovei:

So moved.

Richard Roberts:

Moved by Kristin. Is there a second?

Erika Cox:

Erika seconds.

Richard Roberts:

Erika makes a second. All in favor? Aye.

Erika Cox:

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Aye.

Kristin Trovei:

Aye.

Richard Roberts:

Opposed? We are now adjourned at 7:38 PM. All right. 28, 30 minute meeting. That's not bad. See you, everybody. Stay safe.

PJCDA EXPENSES August 27, 2020 through Sept. 23, 2020

| | | <u>Due Date(s)/Notes</u> |
|---|---------------------|---|
| PETTY CASH | \$ 59.70 | |
| POSTAGE | \$ - | |
| STAMPS/REPLENISH MACHINE | \$ - | |
| FEDEX | \$ - | |
| Postage Machine- Francotyp-Postalia, Inc. | \$ - | |
| SUPPLIES/EQUIPMENT | \$ - | |
| GREATLAND | \$ - | |
| STAPLES | \$ 895.38 | COVID Supplies |
| KONICA MINOLTA | \$ 16.30 | Copier |
| OTHER: Office Supplies | \$ 81.85 | Reim to VM - REV July/ZOOM-June & Aug, 1 Pulse Oximeter |
| OTHER: Office Supplies | \$ - | |
| OTHER: Office Supplies | \$ - | |
| OTHER: Office Supplies | \$ - | |
| TELEPHONE: FRONTIER | \$ - | |
| COMBINED FAX LINE CHARGES | \$ 36.69 | |
| CITY BILL | \$ 71.29 | |
| 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 | \$ 832.00 | thru 8/24/20 |
| 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 - | \$ 11,112.04 | |
| FICA/Medicare | \$ 827.95 | |
| Health Insurance - | \$ 1,062.39 | VM - \$27.92 + FOR ANNUAL FEES |
| Health Insurance Reimbursement | \$ 190.48 | |
| NYS Retirement | \$ 853.95 | |
| Disability | \$ 15.06 | Monthly |
| Dental | \$ 22.16 | |
| Unemployment//Payroll Tax Adjustment | \$ - | Quarterly |
| Workmens Compensation | \$ 1,109.00 | Aug 7, 2020 thru 8/7/2021. PAID on 8/7/2020 #8768 |
| Optical | \$ - | |
| TOTAL | \$ 17,845.22 | |

* Estimated

PJCDA EXPECTED REVENUES

August 27, 2020 through Sept. 23, 2020

| | <u>Amount</u> | <u>Received/Pending</u> | <u>Source</u> |
|----|--------------------|-------------------------|--|
| \$ | 13,878.00 | AUG | Section 8 Admin |
| \$ | 1,700.00 | AUG | Section 8 Admin MS |
| \$ | 51,184.00 | AUG | Section 8 - Additional COVID Admin |
| \$ | 190.48 | AUG | Health Ins Reimbursement-City |
| \$ | 5,416.67 | AUG | July 2020 Invoice to City - pd |
| \$ | 128.00 | AUG | Fraud Recovery |
| \$ | 2,021.32 | AUG | PDC Commission |
| \$ | 138.36 | AUG | Small Cities Loan/Program Income |
| \$ | 74,656.83 | | Sub-total received |
| | <u>Pending</u> | | |
| | 0 | AUG | |
| | | | Total Pending |
| \$ | 74,656.83 | Received | AUG |
| \$ | - | Pending | AUG |
| \$ | 74,656.83 | | Total Estimated Rec. by Aug. 31, 2020 |
| \$ | 165,964.71 | 8/24/2020 | EST. Current Balance in Section 8 Admin Acts |
| \$ | 99,763.94 | 8/24/2020 | EST. Current Balance in NEW Small Cities Admin |
| \$ | 265,728.65 | 8/24/2020 | Estimated Agency balance |
| \$ | 265,728.65 | 8/24/2020 | Total available 8-24-2020 |
| \$ | 74,656.83 | 8/24/2020 | Estimated Aug Rev. |
| \$ | (17,845.22) | 8/24/2020 | Aug bills paid in Sept |
| \$ | 322,540.26 | 8/24/2020 | Estimated Ending Balance |

Grants:

Trenchless Sewer Admin - \$3,500 (by Dec. 2020)

WQIP - \$36k admin over 3-years (year 2022)

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.

Note on 8/1/2020 - Section 8 received a 2nd CARES allotment of \$51,184 for Covid related administrative expenses.

The 1st and 2nd allotments now must be utilized by June 30, 2021.

They may also be utilized for salaries and fringe.

| | Jeff Bank #0681 | Jeff Bank #0800 | 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 | 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: x0606 | Jeff: x0568 | Jeff: x0074 | Jeff: x0592 | Jeff: x1475 | Jeff: x0584 | |
| January | \$159,622.78 | \$628,859.14 | \$173,046.41 | \$123,335.35 | \$25,770.73 | \$105,784.94 | \$7,373.38 | \$85,654.11 | \$1,309,446.84 |
| February | \$160,355.87 | \$629,964.52 | \$190,507.84 | \$129,060.38 | \$25,776.70 | \$105,793.06 | \$21,663.80 | \$87,732.65 | \$1,350,854.82 |
| March | \$160,537.93 | \$630,832.39 | \$194,612.75 | \$111,198.45 | \$27,554.70 | \$105,803.21 | \$12,698.12 | \$86,622.60 | \$1,329,860.15 |
| April | \$161,680.66 | \$630,111.57 | \$200,097.20 | \$117,199.00 | \$28,828.47 | \$105,811.33 | \$14,981.10 | \$87,835.27 | \$1,346,544.60 |
| May | \$162,412.57 | \$637,011.66 | \$199,114.16 | \$160,938.78 | \$29,407.47 | \$105,818.58 | \$15,332.46 | \$99,369.80 | \$1,409,405.48 |
| June | \$163,149.35 | \$636,826.08 | \$202,989.09 | \$161,343.59 | \$30,528.47 | \$105,828.73 | \$5,424.68 | \$101,009.03 | \$1,407,099.02 |
| July | \$163,876.46 | \$637,101.44 | \$155,455.47 | \$163,950.53 | \$31,834.47 | \$105,832.77 | \$14,446.36 | \$99,155.55 | \$1,371,653.05 |
| August | \$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 |
| October | \$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 |
| December 31st | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8/24/2020 | \$164,597.30 | \$637,004.74 | \$132,064.08 | \$165,964.71 | \$33,020.47 | \$105,832.77 | \$7,154.59 | \$99,763.94 | \$1,345,402.60 |
| Committed Interest/Month | -\$78.85 | -\$334.18 | | | | | | | -\$413.03 |
| Subtotal1 | \$164,518.45 | \$636,670.56 | \$132,064.08 | \$165,964.71 | \$33,020.47 | \$105,832.77 | | \$99,763.94 | |
| Committed NYS | \$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 | |
| Subtotal 2 | \$164,518.45 | \$636,670.56 | \$132,064.08 | \$165,964.71 | \$33,020.47 | \$105,832.77 | | \$99,763.94 | \$1,337,834.98 |
| Available to Loans | \$164,518.45 | \$636,670.56 | \$0.00 | \$0.00 | \$0.00 | \$105,832.77 | | \$0.00 | \$907,021.78 |
| Available to Agency Bills | | | | \$165,964.71 | | | | \$99,763.94 | \$265,728.65 |

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 | \$9,007.96 | Nov '20 | \$ - |
| April '20 | \$ 8,981.75 | Aug 2020 | \$0.00 | Dec '20 | \$ - |

| Notes: | | |
|-----------------|---------------------|--------------|
| Allocated | S8 Escrow | \$33,020.47 |
| Allocated | HAPS | \$132,064.08 |
| Committed | Total to Wastewater | #REF! |
| Allocated | Interest | -\$413.03 |
| Committed Total | | #REF! |

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.

Section 8 - Aug 2020 - Section 8 received an additional \$51,184 COVID admin. Both this and the spring 2020 allotment are to be utilized before June 30, 2020

| PJCDA 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 (59.6%) | AUG |
|---|-------------------|----------------------------------|---------------|---------------|-------------------|-------------------|-------------------|------------------|---------------------|------------------|------------------|---------------|
| | | | | | (9.62%) - 5 weeks | 4 Wks/9 total | (25%) 4 Wks/13 T | (32.7%) 4 Wks | 5 Wks | (50%) 4 Wks | 5 Wks | (67.3%) 4 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 | \$ 82,722 | 62.58% | | \$ 10,521 | \$ 13,631 | \$ 10,516 | \$ 10,761 | \$ 13,571 | \$ 10,806 | \$ 12,916 | \$ - |
| Salary HI Buyout (\$196 per week)to NG | \$ 10,200 | \$ 5,880 | 57.65% | | \$ 980 | \$ 784 | \$ 784 | \$ 784 | \$ 784 | \$ 980 | \$ 784 | |
| FICA/Medicare | \$ 10,113 | \$ 6,151 | 60.83% | | \$ 782 | \$ 1,014 | \$ 782 | \$ 800 | \$ 1,010 | \$ 960 | \$ 960 | \$ - |
| Unemployment/Quarterly Payroll taxes | \$ 209 | \$ 44 | 21.07% | | \$ - | \$ 19 | \$ - | \$ - | \$ - | \$ 25 | \$ - | \$ - |
| Disability | \$ 196 | \$ 105 | 53.79% | | \$ 15 | \$ 15 | \$ 15 | \$ 15 | \$ 15 | \$ 15 | \$ 15 | \$ - |
| Retirement | \$ 10,754 | \$ 6,496 | 60.41% | | \$ 810 | \$ 1,028 | \$ 842 | \$ 827 | \$ 1,067 | \$ 854 | \$ 1,067 | \$ - |
| 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 | \$ 7,209 | 58.22% | | \$ 1,018 | \$ 1,021 | \$ 1,034 | \$ 1,034 | \$ 1,034 | \$ 1,034 | \$ 1,032 | \$ - |
| Dental | \$ 276 | \$ 155 | 56.25% | | \$ 22 | \$ 22 | \$ 22 | \$ 22 | \$ 22 | \$ 22 | \$ 22 | \$ - |
| Optical | \$ 100 | \$ 100 | 100.00% | | \$ - | \$ - | \$ - | \$ 100 | \$ - | \$ - | \$ - | \$ - |
| Workers' Comp (July to July) from \$654 to \$1200 | \$ 1,025 | \$ 25 | 2.41% | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25 | \$ - |
| Sub-Total: | \$ 177,443 | \$ 108,888 | 61.37% | | \$ 14,148 | \$ 17,535 | \$ 13,996 | \$ 14,345 | \$ 17,503.75 | \$ 14,540 | \$ 16,821 | \$ - |
| Salary Totals | \$ 177,443 | \$ 108,888 | 61.37% | | \$ 14,148 | \$ 17,535 | \$ 13,996 | \$ 14,345 | \$ 17,504 | \$ 14,540 | \$ 16,821 | \$ - |
| 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 | \$ 98,424 | 62.88% | | \$ 12,136 | \$ 15,925 | \$ 12,386 | \$ 12,735 | \$ 15,492 | \$ 12,930 | \$ 16,821 | \$ - |
| GENERAL ADMINISTRATION EXPENSES | | | | | | | | | | | | |
| Accountant (G.W.+Bonadio (REAC 2018 & 2019 (Aug)/Single Audit) | \$ 5,500 | \$ 7,475 | 135.91% | | \$ - | \$ 4,975 | \$ 1,750 | \$ - | \$ - | \$ - | \$ 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 | \$ 8,081 | 64.75% | | \$ 1,290 | \$ 1,433 | \$ 878 | \$ 1,268 | \$ 1,165 | \$ 1,024 | \$ 1,024 | \$ - |
| Legal | \$ 250 | \$ - | 0.00% | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Telephone - City Charges | \$ 840 | \$ 490 | 58.33% | | \$ 69 | \$ 69 | \$ 68 | \$ 71 | \$ 71 | \$ 71 | \$ 71 | \$ - |
| Fax Line | \$ 420 | \$ 271 | 64.46% | | \$ 40 | \$ 39 | \$ 39 | \$ 39 | \$ 39 | \$ 37 | \$ 39 | \$ - |
| Spectrum/TWC | \$ 900 | \$ 525 | 58.32% | | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ - |
| Postage | \$ 3,500 | \$ 1,501 | 42.87% | | \$ - | \$ 300 | \$ 1 | \$ 400 | \$ 300 | \$ 200 | \$ 300 | \$ - |
| Postage Machine | \$ 465 | \$ 393 | 84.61% | | \$ 300 | \$ - | \$ - | \$ - | \$ - | \$ 93 | \$ - | \$ - |
| Office Supplies | \$ 6,500 | \$ 9,081 | 139.70% | | \$ 384 | \$ 1,238 | \$ 1,454 | \$ 284 | \$ 757 | \$ 1,058 | \$ 3,905 | \$ - |
| Computer Updates/Support/Programs (Happy (Estimated \$10,162/came in at \$11,076.58), /UtilityCharts (\$450), Office 365 (\$250) | \$ 10,862 | \$ 13,794 | 127.00% | | \$ - | \$ 11,077 | \$ - | \$ 920 | \$ - | \$ 1,059 | \$ 739 | \$ - |
| Equipment Maintenance/Leases/Rental (Copier) | \$ 120 | \$ 96 | 80.03% | | \$ 10 | \$ 23 | \$ 13 | \$ 10 | \$ 12 | \$ 10 | \$ 18 | \$ - |
| Advertising | \$ 1,000 | \$ - | 0.00% | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Dues & Subscriptions (Cit Foundation/RECAP/COCH)(Covid REV,ZOOM) | \$ 500 | \$ 147 | 29.39% | | \$ - | \$ - | \$ - | \$ - | \$ 49 | \$ 15 | \$ 82 | \$ - |
| Training/Travel | \$ 3,000 | \$ 2,046 | 68.19% | | \$ - | \$ 12 | \$ - | \$ - | \$ 2,034 | \$ - | \$ - | \$ - |
| Sub-Total: | \$ 54,837 | \$ 49,149 | 89.63% | | \$ 2,168 | \$ 19,239 | \$ 6,027 | \$ 3,067 | \$ 4,503 | \$ 7,142 | \$ 7,004 | \$ - |
| TOTAL BUDGET | \$ 232,280 | \$ 158,037 | 68.04% | | \$ 16,316 | \$ 36,773 | \$ 20,023 | \$ 17,411 | \$ 22,006.42 | \$ 21,682 | \$ 23,825 | \$ - |
| 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. | | | | | | | | | | | | |
| Inspection mod + \$214 MS Office 365 | | | | | | | | | | | | |
| July - Office supplies HEPA Air \$1192 | | | | | | | | | | | | |
| Section 8 - Aug 2020 - Section 8 received an additional \$51,184 COVID admin. Both this and the spring 2020 allotment are to be utilized before June 30, 2020 | | | | | | | | | | | | |

| PORT JERVIS CDA | | | | | | | | | | | | |
|---|-------------------|------------------------|-------------------|---------------|--------------------------------|------------------------------|------------------------------|-----------------------------|-------------------------|------------------------|--------------------------|-------------------------|
| <u>2020 ADMINISTRATIVE FEES & PROGRAM INCOME</u> | | | | | | | | | | | | |
| | | | REC'D | PERCENT | | | | | | | | |
| | <u>BUDGET</u> | <u>Budget Adjusted</u> | <u>TO DATE</u> | (%) | Jan 2020 5 Weeks (9.62%) | FEB - 4 Weeks (16.67%) | MARCH 4 Weeks (25.00%) | APRIL 4 Weeks (32.7%) | MAY (42.3%) 5 Wks | JUNE (50%) 4 Wks | JULY (59.6%) 5 Wks | AUG (67.3%) # Wks |
| Section 8 Administration (Includes Mainstream & COVID-May +\$38,470) | \$ 180,000 | \$ - | \$ 149,820 | 83% | \$ 15,059 | \$ 15,167 | \$ 15,382 | \$ 14,708 | \$ 53,968 | \$ 15,498 | \$ 20,038 | \$ - |
| Section 8 Fraud Recovery (\$50/mo) (allowed to retain 50% of Fraud Recovery) | \$ 956 | \$ - | \$ 1,600 | 167% | \$ 156 | \$ 209 | \$ 299 | \$ 13 | \$ 144 | \$ 182 | \$ 598 | \$ - |
| Loan Proceeds | \$ 2,000 | \$ - | \$ 1,113 | 56% | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 138 | \$ 138 | \$ - |
| City of Port Jervis (\$5416.67 per month) 2020 service contract \$65,000 total collected Feb-Jan 2021 | \$ 65,000 | \$ - | \$ 38,333 | 59% | \$ 5,833 | \$ 5,417 | \$ - | \$ 5,417 | \$ 10,833 | \$ 5,417 | \$ 5,417 | \$ - |
| Commission - PDC Servicing - Added May 2019 | \$ 22,109 | \$ - | \$ 16,255 | 74% | \$ 1,787 | \$ 1,475 | \$ 4,333 | \$ 2,540 | \$ 2,996 | \$ 2,040 | \$ 1,085 | \$ - |
| Health Ins. Reimbursement - (\$47.62 per week - VM) | \$ 2,476 | \$ - | \$ 1,476 | 60% | \$ 238 | \$ 190 | \$ 190 | \$ 190 | \$ 238 | \$ 190 | \$ 238 | \$ - |
| Health Insurance Buyback (\$354.62 per week-NG) | \$ 18,440 | \$ - | \$ 10,639 | 58% | \$ 1,773 | \$ 1,418 | \$ 1,418 | \$ 1,418 | \$ 1,773 | \$ 1,418 | \$ 1,418 | \$ - |
| Grant - NYS DOS Code (\$1,500) | \$ 1,500 | \$ - | \$ 1,500 | 100% | \$ - | \$ - | \$ - | \$ - | \$ 1,500 | \$ - | \$ - | \$ - |
| Grant - WQIP (Yr. 1 of 3 - \$36,000) | \$ 12,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grant - CDBG Trenchless (\$3,500) | \$ 3,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other: (\$0.00 year) | \$ - | \$ - | \$ 1,477 | 0% | \$ - | \$ - | \$ - | \$ - | \$ 1,477 | \$ - | \$ - | \$ - |
| Totals: | \$ 307,981 | | \$ 222,213 | 72.15% | \$ 25,014 | \$ 24,044 | \$ 21,790 | \$ 24,453 | \$ 73,097 | \$ 24,884 | \$ 28,932 | \$ - |
| May 2020 \$1,476.96 Haven for Heroes payoff | | | | | | | | | | | | |
| May 2020 - Section 8 - 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. | | | | | | | | | | | | |
| July 2020 - Section 8= \$6,160 (MS) and \$13,878 (HAPS) | | | | | | | | | | | | |
| Aug 2020 - Section 8 received an additional \$51,184 COVID admin. Both this and the spring 2020 allotment are to be utilized before June 30, 2020 | | | | | | | | | | | | |

SECTION 8 PROGRAM UPDATE FOR August 2020

| | |
|-----------------------------|------------------------------------|
| <u>Contracts for August</u> | 1 |
| <u>Terminations:</u> | 1- Mainstream pending fair-hearing |
| <u>Port outs:</u> | 1 |
| <u>Port In's:</u> | 1 |
| <u>Vouchers:</u> | 7 |

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>\$15,394.00</u> |
| GRAND TOTAL FOR PAYABLES | \$133,750.39 |

MONIES RECEIVED FROM HUD:

| | |
|--------------------------------------|--|
| Housing Monies Received: | \$125,876.00 |
| Mainstream monies Received: | \$0.00 |
| Administrative Monies Rec'd: | \$ 13,878.00 |
| Mainstream Administrative Fees | \$ 1700.00. |
| MISC 8-13-20 Covid Admin Fees | \$ 46,335.00 |
| Mainstream Covid Admin Fees | \$4849.00 |
| | Total Covid Admin Fees from this funding round= \$51,184.00 |
| FS-S Families with contracts | 7 |
| FS-S Graduates | 0 |

TOTAL UNITS AVAILABLE TO LEASE:

- Leased Units in house as of August 2020: 193
- Leased Mainstream as of 08/01/2020 20

UPDATES:

1. Briefing interviews were conducted for 3 families and vouchers were issued, two are Mainstream families.
2. Our current total of "vouchers on the street" is 7.
3. Briefing packets were mailed to 3 additional waitlist families 2 are Mainstream, briefings are pending.
4. An inquiry for updated income was sent to 10 waitlist families beginning the potential assistance process.
5. HUD has extended time in which to use all extra Covid -19 Admin fees, those received previously and those mentioned above. We now have until June 30, 2021 to spend the extra funds. These funds can be used for regular Administrative fee such as salaries.
6. Ms. Bennett has completed the HCV online training and passed the test; she is now certified.
7. Ms. Goetz training was conducted via ZOOM from 8-18-20 through 8-21-20.

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
DIRECTOR'S REPORT
August 2020
SUMMARY**

2013 REDC - NYS HCR MicroEnterprise Grant

Aug. 2020 - Continuing to track PJCDA Compliance

FY 2014 Housing NOFA - AHC

Aug. 2020 – Annual outreach to participant homeowners is due.

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

Aug. 2020 – MWBE clarification requested. Have to reach out to Barton & Loguidice for MWBE payment information. Due to NYS MWBE recertification delays for Courtney Strong, Inc., may have to submit a waiver for a portion of funds. This should not affect the final reimbursement or grant closure.

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

Aug. 2020 - final paperwork in process.

Greenway Grant 2018 –

Aug. 2020 – sent questions via email to two different addresses and have not received any return communication except the office is closed. Draft closing reports prepared.

NYS DEC WQIP – Land Acquisition

Aug. 2020 – Teleconference status meeting held with consultant, Mayor, City legal counsel. Negotiations are in process with the objective of closing an initial project by March 2021 and utilize the CDBG loan sale proceeds held by the City before March 2021.

CDBG - Trenchless Sewer Repair

August 2020 – The required 2nd public hearing was held on 7/27/20. The larger compressor was acquired with grant funds. The first of two expected reimbursement requests will be submitted by end of August. Beginning of Sept. The Administrative contract is ready for execution.

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

August 2020 – After NYS DOH comments were received, edits were made to the work plan, program plan and budget and were resubmitted to NYS DOH by City Engineer Farr.

CDBG - ADA Sidewalk Grant - \$300k

August 2020 – Minor corrections were made to the ERR and resubmitted to NYS HCR for review and approval. Next step will be the request for release of funds. Bids for administration and engineering to follow.

Energize NY - PACE

August 2020 – No update at this time.

The Nature Conservancy - Port Jervis Carbon Proposal

August 2020 – No updates at this time.

PJFD - Firehouse Subs Grant was submitted on 8/19/20 for the purchase of battery operated, underwater capable Auto Vehicle Extrication Tools (AVET).

Other:

The OC HOME committee met remotely and approved four projects. As compared to last year with one

application, this year, four applications were received and all four were approved. Three projects are located in Newburgh and one in Middletown. Mr. Burke Blackman, previously a consultant to OCCD, is the new Assistant Director.

AGENCY ADMINISTRATION

August 2020 COVID: Room-sized HEPA air purifiers were received. Agency staff continues to function primarily via remote access. Additional Covid HUD admin monies were received and the use date for all such funds has been moved to June 30, 2020. Currently in discussion with CDA CPA regarding use and tracking.

The annual financial audit was presented to the City's Finance Committee on 8/19/20 with the final report expected within the week. 2019 REAC preparation to follow.

The City has initiated 2021 budget talks.

The first emailed health insurance invoice was received successfully this month. Office equipment needed resetting after recent thunderstorms.

Ms. Bennett successfully completed her on-line class. Ms. Goetz is almost finished with her class with a test to follow.

PJCDA Section 8 received a notice of a PIH Compliance Monitoring Remote Review due Sept. 30, 2020. As required by HUD a tenant information package was mailed to clients and landlords.

