

**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**

Richard Roberts:

Okay. I'll call the Port Jervis Community Development Agency meeting to order. This is a meeting by teleconference. It is now, I don't know what time it is, 7:02 PM. On a Wednesday night, August 26, 2020. Our roll call. We have Kristen Trovei, present

Kristin Trovei:

Hello.

Richard Roberts:

Erika Cox,-

Erika Cox:

Present.

Richard Roberts:

Present. Gerald Oney, present.

Gerald Oney:

Present.

Richard Roberts:

Myself Richard Roberts, is present. Also. We have our director, Valerie Maginsky

Valerie Maginsky:

Valerie, Present.

Richard Roberts:

And we have Nora Goetz our Section 8 coordinator. Nora here?

Nora Goetz:

Yes I am.

Richard Roberts:

Hi Nora.

Nora Goetz:

Hi, how are you?

Richard Roberts:

Okay, good thanks. And that's everybody right?

Valerie Maginsky:

Yes.

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Richard Roberts:

Okay. All right. We have the minutes. You did email those of our July, what meeting was that? Our July 22nd, 2020 meeting. Anybody have any corrections or changes to those minutes?

Kristin Trovei:

Nope.

Richard Roberts:

Hearing none, can I have a motion to approve the minutes of July 22nd, 2020.

Kristin Trovei:

So moved.

Richard Roberts:

You moved. That was- yeah?

Erika Cox:

Seconded by Erika.

Richard Roberts:

Second seconded by Erika moved by Kristin. All in favor?

Multiple members:

Aye

Richard Roberts:

Opposed?

Gerald Oney:

I am going to abstain, due to absence.

Richard Roberts:

Oh that's right. You were away.

Gerald Oney:

Yes

Richard Roberts:

Okay.

Gerald Oney:

I was out of town.

Richard Roberts:

They're approved three zero one. Okay. The next thing then Valerie is our administrative bills, which would be on the agenda, right?

Valerie Maginsky:

Yes.

Richard Roberts:

Okay. And this would be, right here. I got it somewhere, August 27th through September 26th. The expenses, right?

Valerie Maginsky:

Yeah. It's actually September 23rd.

Richard Roberts:

Okay. So what do we have then?

Valerie Maginsky:

I'd say we have a petty cash coming up at \$59.70, a Staples essentially COVID supplies, \$895.38, \$16.30 for the copier, \$81.85 reimbursement to myself for again for COVID issues. Telephone fax charges \$36.69. The City phone bill \$71.29 and Spectrum at \$74.98. We have our monthly bookings for legal expenses, we have, that's \$584. We have Robin Toby's our bookkeeper at \$832 through Monday, the 24th. Salaries at \$11,112.04. FICA/Medicare at \$827.95, health insurance at \$1062.39. There was an additional \$27.92 on this bill for annual fees. The reimbursement came back at \$190.48. New York state retirement, \$853.95, disability at \$1506, dental at \$22.16, and a payment for workman's compensation, \$1,109, which was sent out early because it was due and it came to us late. So it's been out it's paid and then received. Total is \$17,845.22.

Richard Roberts:

Okay. Any questions or comments on the monthly expenses?

Gerald Oney:

Nope.

Richard Roberts:

Motion to pass, these or accept them.

Gerald Oney:

So moved.

Richard Roberts:

Moved by Gerald Oney. A second.

Erika Cox:

Second. [crosstalk] Sorry.

Richard Roberts:

Okay by [crosstalk] Erika. All in favor.

Gerald Oney:

Aye

Kristin Trovei:

Aye

Richard Roberts:

Aye. Opposed? Okay. We've approved the monthly expenses Valerie.

Valerie Maginsky:

Very good.

Richard Roberts:

So the next item would be ah what?

Valerie Maginsky:

We've got expected revenues. That are listed.

Richard Roberts:

Yes.

Valerie Maginsky:

I will point out that besides the normal, typical income, we received a second allotment of COVID administrative funds, totaling \$51,184. And that is why the subtotal received altogether this month has been reached \$74,656.83. No other items are pending.

Richard Roberts:

Okay. I just have a question we're getting COVID, because we're a federal agency I guess?

Valerie Maginsky:

Yes, it's federal. It was HUD. It's CARES funding through the Congress specific to HUD and then HUD allocated it to the various public housing agencies and then we're included under that list because we take care of both the Housing Choice Voucher program and the Mainstream program.

Richard Roberts:

Okay. Well, we need to include the city somehow.

Valerie Maginsky:

Mm-hmm (affirmative).

Richard Roberts:

It seems that the City should get some, golly.

Gerald Oney:

That's would be nice Yep.

Richard Roberts:

Sure would, you could get a couple hundred thousand. Okay. Any other questions or comments then on the expected revenues. Okay. You want to do the other items and then approve them all Valerie?

Valerie Maginsky:

Sure. Then we have the bank accounts, everything's listed as of the 24th. By the time we get down to the bottom available to loans is \$907,021.78 available to any agency bills, \$265,728.65. When we look below that we have the allocated funds for the Section 8 escrow and allocated HAPs. So there we are on the bank accounts.

Richard Roberts:

All right. And then the next item, well, let's do the budget separately, right? So we can approve the monthly financial statement for July. Is there a motion?

Erika Cox:

So moved.

Richard Roberts:

Move By Kristin is there a second?

Kristin Trovei:

I'll second it.

Richard Roberts:

Oh Kristin will second it and, and Erika moved it that correct? I hear well.

Kristin Trovei:

Yes.

Richard Roberts:

All in favor.

Multiple Members:

Aye

Richard Roberts:

Opposed? Okay we have those. All right Valerie, the next thing I see in front of me is the administrative budget.

Valerie Maginsky:

Yes. All expenses through July that were received are total there, and the bills in total came to \$23,825. So that includes everything, salaries, office administration, COVID supplies, et cetera.

Richard Roberts:

Okay. So doing pretty really good then, technically right?

Valerie Maginsky:

Yes. On this report, the COVID supplies are not separated out. They were not originally included. So therefore our percentage used is inflated. So I'll try to work to have that separated and then adjust accordingly. So that is to remember that we've been spending additional monies on office supplies, equipment, et cetera.

Richard Roberts:

Okay. Okay. Any questions on that?

Multiple Members:

No

Richard Roberts:

Well, All right looks good to me and then the next item is what our administrative fees and program income.

Valerie Maginsky:

Yes. So again, through July we totaled \$28,932 in income. The additional income I mentioned previously, the \$51,000 doesn't come in until the August report. So that's why you don't see it here.

Richard Roberts:

Okay. Yeah. August is fine. I see.

Valerie Maginsky:

Correct.

Richard Roberts:

Okay. All right. All right. Then we'll need a motion to approve the administrative budget that Valerie presented as well as the administrative fees and program income. Can we have a motion?

Gerald Oney:

So moved Dick.

Richard Roberts:

Moved by Mr. Oney, and a second?

Kristin Trovei:

Second.

Erika Cox:

Second, Erika.

Richard Roberts:

Second by Erika Cox. All in favor?

Richard Roberts:

Aye

Gerald Oney:

Aye

Richard Roberts:

Opposed? Okay. Was that's all of the financials, correct? Did I miss anything, Valerie?

Valerie Maginsky:

No, that's everything.

Richard Roberts:

Okay. Trying to scroll down here in the computer. I do have the Section 8 program in front of me though. That's the next thing which would be for Nora, correct?

Nora Goetz:

Yes.

Richard Roberts:

All right, Nora you're on.

Nora Goetz:

All right. Hi, everybody. Contracts are one. We have a termination. We have a fair hearing tomorrow at three o'clock. So we have one possible termination. They have one port out, one port in and seven vouchers. Total applicants on the wait list is 224. What we paid out for July total between HAP payments was \$117,109. The admin cost was \$61.39. FSS, escrow deposit was \$1,186, Mainstream HAP \$15,394. Grand total payables was \$133,750.39. We received, our HAP money from HUD was \$125,876. Administrative monies we received our regular admin was \$13,878. Our Mainstream admin was \$1700, and then we got the COVID fees. Regular app COVID fees was \$40- I'm sorry, monies, regular HAP COVID monies \$46,353. And then we got an additional \$4,849 for Mainstream, which totaled \$51,184.

Nora Goetz:

So they gave us \$38,000. And originally that was supposed to previously, originally that was supposed to be used by no later than June 30th. I mean, I'm sorry, December 31st this year, but now with this new addition, they've extended. We can use the monies by June 30th, 2021. So all the money been extended the use of them.

Richard Roberts:

Okay.

Nora Goetz:

So as of August, we have 193 regular vouchers leased and we have 20 on Mainstream. Actively pursuing the wait list we're briefing interviews were conducted for three families and vouchers issued to a Mainstream family. So have vouchers on the street. The people we have looking right now is seven and actually two of them coming on for October. So, that'll be five...September, I'm sorry, September. Waving packets were mailed to three additional wait list families. Two of them are Mainstream and everything's appending. I'm in the process of inquiring about an additional 10 families and starting that process. I already said that HUD had extended the COVID monies and Jackie completed her HCV training and passed the test. She is now certified. And I had training last week via Zoom and I passed my test and I'm now management certified.

Richard Roberts:

Awesome, Congratulations you and Jackie. `Great.

Kristin Trovei:

Yay!

Erika Cox:

That's a good thing.

Richard Roberts:

Alright.

Valerie Maginsky:

And now Nora would like to take another course.

Nora Goetz:

Yes Definitely.

Valerie Maginsky:

There's one more beyond that and then maybe some additional training for myself. So, that's all TBD.

Richard Roberts:

That's fun. Yes. I agree with more courses are good, right? Regarding apartments and things available. You find that the people are having a hard time finding homes and places to live.

Nora Goetz:

Yes.

Richard Roberts:

We don't see much out there.

Nora Goetz:

The two that are coming on are staying in place. That's why they're, they're both staying in place, but yes, it's definitely getting harder and rents are going up.

Richard Roberts:

Yeah. Rents are going sky high because of the lack of availability. There's more demand than there is supply. So obviously that's what's happening. But people because they weren't being evicted and things, they've stayed in place themselves. I'm sure there's going to be an end to all that soon, and then we'll see what happens.

Richard Roberts:

It could, it could be chaotic actually, so. Okay. All right. Any questions on the Section 8 report from the board?

Erika Cox:

No.

Richard Roberts:

Can we have a motion to accept Nora Goetz's report for this month?

Kristin Trovei:

I'll move, Kristin.

Richard Roberts:

Move By Kristin Trovei. A second?

Erika Cox:

Seconded by Erika.

Richard Roberts:

Seconded By Erika Cox and no other questions all in favor?

Multiple members:

Aye

Richard Roberts:

Opposed? Everything carries. Okay. Thank you, Nora appreciate it. [crosstalk 00:15:46] Let us know about that other course. Okay. Valerie, the next thing would be your report, correct?

Valerie Maginsky:

Yes.

Richard Roberts:

Go ahead.

Valerie Maginsky:

In summary, continuing to track the micro-enterprise, that's with the one business and everything's on hold right now, of course, with COVID. Annual outreach to the AHC participants, working on cleaning up some MWBE information for the code review, there was a back and forth with regards to the WBE that was hired via Barton and Loguidice. They had applied for re-certification. It took a very, very long time for New York state to come back with that approval and per the agency Department of State with this grant, they say that the monies that were paid to that participant during that time period between the application and then the approval of that re-certification will not be applied to our goal. Instead they've offered us a waiver document. So I'm filling all that out. Let's see, Restore working on that paperwork, Greenway grant. I sent the questions in via email and have not received any information in return except automatic emails saying that the office is closed.

Valerie Maginsky:

A land acquisition, DEC WQIP is moving along, negotiations are in process and some proposals should be coming through to the Common Council in the next couple of weeks for review. We do have funds that need to be utilized by March of 2021. Otherwise they will have to go back to the city. Those are the loan proceeds from the sale of the CDA loans last year totals \$158,000. Trenchless sewer repair is moving forward. The second public hearing was held. The larger compressor was acquired and reimbursement. The first reimbursement, which will be a large one, will be coming in the next couple of weeks and being submitted to New York state. Administrative contract's been signed by Dick and it has been left at the mayor's office for his signature The lead service line replacement program, that contract documents again were sent after editing to the Department of Health. And we should hear about that contract in the next couple of weeks.

Valerie Maginsky:

The ERR on the sidewalk grant is moving forward. They were returned again with comments and Director Far is taking care of all of that paperwork. Coming forward next, after a formal release of funds from New York state will be the bids for administration and engineering. I've not pursued the Energize New York PACE information. The Nature Conservancy is essentially waiting on the WQIP information, so that's on hold. And this week I submitted a grant on behalf of the Port Jervis fire department for \$38,000 and auto vehicle extrication tools, commonly known as jaws of life, et cetera. Otherwise, I attended a HOME committee meeting. They approved four different projects. Last year, they only received an application for one project. So they were happy to receive the four and with some rearrangements all four projects were approved.

Valerie Maginsky:

Met the new assistant director, who I had actually met before, Mr. Burke Blackman. He's an attorney, he worked with I believe, Habitat for Humanity. And he is very well suited to be in that position, very well organized and we had access to lots of information and explanation. It's a good choice. Otherwise-

Richard Roberts:

He's from Newburgh?

Valerie Maginsky:

I don't know where is he's from, but I think he worked in Newburgh. Yeah, definitely.

Richard Roberts:

Yeah. Okay. Okay. Okay.

Valerie Maginsky:

Under administration, we did purchase some HEPA air filters for purifiers and they've been deployed within the office and appeared to be working well.

Valerie Maginsky:

We are with...working with bookkeeping and Gary Wheelman, CPA to make sure we track all the COVID monies properly. We are going to be following up on the 2019 REAC report. Now that the financial audit is, to my knowledge, just about completely done. That should be their next thing that they work on. We're working on our 2021 budget right now. Health insurance invoices were successfully received via email for the first time this month. We went and talked about the classes and yes, we did receive a notice that we are to comply with a compliance monitoring remote review, which is due September 30th. And that is a long list of documents, some of which I'm going to come back to the board with that would also include, one is a procurement policy. And then the other one, I'm sorry, I don't have in front of me at the moment, that there it is, sorry, internal controls, which is an internal policy document, but I would run it by of course the committee.

Valerie Maginsky:

But the procurement policy needs to be adopted and we'll work to have all that ready for the September board meeting so that it could be reviewed passed and included in the package that would go forward before the 30th. And that's the report.

Richard Roberts:

Okay. Very good. Any questions or comments on the August Director's report? I'm hearing none. A motion to approve?

Gerald Oney:

So moved.

Richard Roberts:

Moved by Gerald Oney, is there a second?

Erika Cox:

Second is Erika.

Richard Roberts:

Erika Cox makes the second all in favor.

Richard Roberts:

Aye

Gerald Oney:

Aye

Richard Roberts:

Aye Everybody says aye. Its unanimous. Okay. Valerie, is there any other new or old business than anybody has or you have?

Valerie Maginsky:

No, we covered just about everything in the reviews. And I would like to ask if Nora could join us in executive session.

Richard Roberts:

If who? Nora?

Valerie Maginsky:

Nora. Yes.

Richard Roberts:

She wants to. I have no problems, she wants to hang around, anybody else? [crosstalk]. Erika are you there? I'll need a motion. It is 7:26, a motion to go into executive session for the board members, our and our section eight coordinator, Nora Goetz. All...Is there a motion?

Erika Cox:

I'll move.

Richard Roberts:

Erika Cox makes the motion. Is there a second?

Kristin Trovei:

Second, Kristin.

Richard Roberts:

By Kristin Trovei, all in favor?

Multiple members:

Aye

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Motion to leave Executive Session at 7:58

Motion By Ms. Trovei

Second by: Ms. Cox

All in Favor: Aye

Richard Roberts:

All right. We're now back in regular session. If you want to start to tape at 7:58.

Valerie Maginsky:

Very good. Got it.

Richard Roberts:

Okay. And we just need one motion that correct? On Fox N Hare.

Valerie Maginsky:

Yes.

Richard Roberts:

Right. We need a motion to extend the forbearance agreement, which would be the number three or third one with Fox N Hare. And this would cover them for September, October and through November. It's pretty much September, October, November. Is there a motion to that effect?

Gerald Oney:

So moved Dick.

Richard Roberts:

All right. It's moved by Gerald Oney is there a second?

Erika Cox:

Second this is Erika.

Richard Roberts:

Erika Cox makes the second. Any discussion, all in favor?

Multiple members:

Aye

Richard Roberts:

Opposed. Okay, That's approved. You can have Matt Witherow do the paperwork, if there's more paperwork that they have to sign. Okay, Valerie?

Valerie Maginsky:

Will do, yes.

Richard Roberts:

Let them know. All right. Any other business to be brought before the board? All right. Hearing none. Our next meeting is September 23rd of next month. It must be five Wednesdays in the month. Yeah. All right. So it's September 23rd, 2020 is there a motion to adjourn meeting?

Valerie Maginsky:

We, I just, just, [crosstalk 00:26:09] just briefly, sorry to interrupt. We're going month by month, whether the meeting is going to be remote or in person right now we're extended through the beginning of September with the governor's executive orders. So the, the method of meeting would be dependent upon whether or not that order is extended.

Richard Roberts:

Okay. I hear you. And you know, we'll know because we all get those executive orders sent to us too, unfortunately. Okay. All right. So we have a motion to adjourn?

Kristin Trovei:

Yep.

Richard Roberts:

-and the second, Kristin made the motion and Erika seconds it.

Erika Cox:

Yes.

Richard Roberts:

All in favor.

Erika Cox:

Aye

Gerald Oney:

Aye

Richard Roberts:

Okay. 8:01. We are adjourned. Thank you. And stay safe. And sometime I get to talk to you separately. [crosstalk 00:27:05]

Valerie Maginsky:

Come on up can have breakfast with me.