

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING AGENDA for **May 26, 2021**
7:00 p.m.
Via Conference Call
Dial: 1-646-558-8656
Access Code/Meeting ID: 822 5947 2257**

1. PJCDA ROLL CALL – by Audio

2. APPROVAL OF MINUTES/TRANSCRIPTS
 - A. April 2021 Transcript

3. APPROVAL OF THE FINANCIAL REPORTS
 - A. Administrative bills and revenues: May 2021
 - B. Monthly financial statement: June 2021

4. SECTION 8 REPORTS - May 2021
 - A. HUD Remote Audit – Update
 - B. REAC 2019 & 2020 Update

5. EXECUTIVE DIRECTOR’S REPORTS – May 2021

6. EXECUTIVE SESSION
 - A. Loans and Loan Update Report
 - B. Contractual and Personnel Matters

7. SCHEDULING OF NEXT MEETING
 - A. June 23, 2021

8. ADJOURNMENT

Rev. 20210422 VM

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

Transcript for April 28, 2021

7:00 p.m.

Via Conference Call

Dial: 1-646-558-8656

Access Code/Meeting ID: 872 1032 7342

Kristin Trovei:

Okay. It is April 28th, 2021. 7:03 PM. We're going to start the Port Jervis Community Development Agency meeting. We're going to start with a roll call. Just chime in with your name and say that you're present. I'll start. Kristen Trovej, present.

George Belcher:

George Belcher. Present.

Michael Talmadge:

Mike Talmadge. Present.

Gerald Oney:

Gerald Oney. Present.

Valerie Maginsky:

Valerie Maginsky. Present.

Nora Goetz:

Nora Goetz. Present.

Kristin Trovei:

Okay, thank you. Moving on through the agenda. The approval of the minutes and transcripts, did everyone have a chance to scroll through them?

George Belcher:

Yeah, I make a motion we approve the minutes.

Kristin Trovei:

All right. We have a motion by George to approve the March minutes. The second.

Michael Talmadge:

Second.

Kristin Trovei:

All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Let's see, approval of the financial reports. First, the administrative bills and revenues. Valerie?

Valerie Maginsky:

On the bills, we have Staples. We have the typical Zoom and WebEx, excetera, Rev billing, phone and fax, monthly billing for legal counsel. We do have \$1,400 to Gary Weidelman for assistance with the HUD audit. He researched and provided input on the policies that we have to finalize this evening with resolutions a little bit extra as typical from Robin Toby bookkeeping. Again, we have a single audit, extra work on that. Konica Minolta, all of the salaries and fringe. We do have unemployment this month at 565.99 and totals altogether \$20,861 and 15 cents. Any questions on the bills?

Gerald Oney:

No.

Kristin Trovei:

Nope.

Valerie Maginsky:

Okay. The revenues expected revenues and projections. We have the received amount pending altogether for April at \$28,841.95. We have no other monies pending at this moment. And by the time we get to the end of next month, we should have 367,000. [crosstalk 00:03:17]. I just muted Mr. Belcher, [inaudible 00:03:20] till he comes back to us. So here we are. There we go. Again, George, unmute.

Gerald Oney:

It definitely wasn't muted.

Valerie Maginsky:

Okay. We're on now. Okay. So we have expected at the end of next month, total of \$367,982.90. And we have the accounts, the bank accounts, all totaled, we have committed total of \$125,073.12. We have available to agency bills at the moment, \$360,002.10 and available to loans \$912,595.29. Any questions-

Kristin Trovei:

Are there any questions?

George Belcher:

I make a motion we approve all three.

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Kristin Trovei:

I have a motion by George to approve the financial reports. Is there a second?

Gerald Oney:

Second.

Kristin Trovei:

Second by Mike?

Michael Talmadge:

Jerry.

Kristin Trovei:

Jerry, you sound the same. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Moving along, do the, Section Eight report.

Valerie Maginsky:

You want the budget and the-

Kristin Trovei:

Nope. Yeah, go ahead and do the budget. Sorry. Trying to scroll through.

Valerie Maginsky:

No problem. For the budget, we have spent last month is \$18,619. And that totaled up to 26.93% of the expected budget. And then under revenues, we totaled out at \$40,629 because we had extra Section Eight and Mainstream administration. So, that was totaling up to 30.16%. There we go.

Kristin Trovei:

Okay. Thank you. Now the Section Eight report, Nora.

Nora Goetz:

Hi. The new HAP contracts for April. We had one. Terminations were zero. Port-outs were zero, Port-in were four and we have 11 families on the streets looking for housing, some vouchers on the street. Our applicants on a waiting list, 553. What we paid out for March, HAP payments is 120,800. Admin costs were \$61.39. FSS escrow deposit was 1,532. Mainstream HAP was 16,004.65. And the grand total for all payables is \$138,858.39. We received monies, we received from HUD HAP money was 123,402. Mainstream money was 17,529. Admin money, we received was 16,149. We also received additional

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\$4,846 from HUD for admin fee reconciliation and Mainstream admin fees was 1,742. Right now, currently we have 184 leased units and 23 Mainstream. The digitization of Happy files are in process.

Nora Goetz:

The agency determining what paper files we will retained and what files will be digitized. Currently the plan is to keep the paper files with all permanent records. No files would be discarded, or shredded until the system is completely in place and fully operational. We are starting digitizing June recerts and continue from there. So the process will take at least a year to implement. Processing the applications from the wait list is almost complete. There are still mailings out for additional information. I will give a full report to the board of the 2021 of wait list opening at the next board meeting.

Nora Goetz:

Of the 20 wait list inquires that were mailed on three, on March 13th, nine families responded and they were briefed on April 20th. And currently they're out looking for safe, affordable housing. All are Port Jervis residents and two are main stream. And second notices will go out to the 13 that did not respond. HUD published new administrative fees for 2021. And our fee went from \$114.50 to \$117.67, that's an increase of \$3.17 each unit. The New York State moratorium is due to expire on May 4th, but actually it was just... Now it's June 30th, that came out today and we have one client that might be evicted for nonpayment of tenant rent. The CDC moratorium is extended is June 30th, 2021. And that's the Section Eight report.

Kristin Trovei:

Thank you. Is there a motion to-

George Belcher:

I make a motion we approve the Section Eight report.

Kristin Trovei:

I have a motion by George to accept the Section Eight report.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Thanks Nora.

Nora Goetz:

Thank you.

Valerie Maginsky:

Okay. Next, we have the two HUD policies with resolutions that are required for our response. They have been reviewed by Gary Weidelman, RobinToby, Matt Witherow and Nora. So I think we're in pretty good shape here, hopefully, unless HUD find something else that they would like to be more specific. If you've had the opportunity to read everything beginning with the cost allocation plan, which finishes with the required certificate of cost allocation plan, which I would be authorized to sign, as Matt Withrow would say if everyone's read everything and you're in agreement, then the resolution does not have to be read and may simply be attached to the minutes.

Kristin Trovei:

Do we need to approve the resolution? Has anything been significantly revised since the previous one?

Valerie Maginsky:

Not significantly in the cost allocation plan. I don't have the specific changes, but they just wanted more specificity with certain aspects between the cost allocation and the internal control policy. They wanted to know exactly who had certain responsibilities and in certain instances, they wanted certain aspects fleshed out some more. So for instance, in the next one, the internal control policy, they wanted to have more definition around petty cash movements and also misuse of credit cards. So wherever they called out a notice, that's what we worked on.

George Belcher:

That's quite a few changes.

Valerie Maginsky:

Sometimes they flowed from section to section, for instance, when they wanted to know who had the authority to make deposits using the original documentation, then I had to go through and make sure that each section had that particular change. So, everything goes in line with what we have been doing. It just simply defines and documents that process somewhat more so.

George Belcher:

I think we got to approve it again.

Kristin Trovei:

Yep. Okay. This is for the cost allocation plan. George made a motion to approve it.

Gerald Oney:

Second.

Kristin Trovei:

Jerry seconds. This is again for the PJDA HUD cost allocation plan. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. And then the next one, the internal control policy.

Valerie Maginsky:

Internal control policy. They also wanted a more specificity with regards to how time is tracked between programs and activities. And again, this is HUD related, so there was additional information with regards to how we do that. And again, I needed Gary Weidelman assistance to make sure that it was correct and valid regarding proper bookkeeping, auditing, CPA standards, et cetera. So this would be the same issue. There's the internal control policy. And then there is the resolution.

Kristin Trovei:

Does anyone have any questions about the policy that was written?

Gerald Oney:

No. I'll make a motion to accept the resolution.

Kristin Trovei:

A motion by Jerry to accept the HUD internal control policy. The second.

Michael Talmadge:

I'll second that.

Kristin Trovei:

Second by Mike. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Okay. Moving along to the director's report.

Gerald Oney:

Perfect. Can I just say one thing here? Good job on those policies, Valerie, that's a lot of work reworked and we're checking it. Good job.

Valerie Maginsky:

Thank you. And fingers crossed. We hope that HUD is in agreement. So [crosstalk 00:14:58].

Gerald Oney:

Hopefully.

Valerie Maginsky:

Yes.

Nora Goetz:

We are hoping HUD is really busy that day.

Valerie Maginsky:

Yeah. They seem to have a lot of time to pay a lot of attention to our policies these days.

Kristin Trovei:

I've noticed there have been several New York State departments that have been all of a sudden paying attention and starting to crack down and revise, and go after things that have been going on a certain way for years and years. So I guess they do have a lot of time on their hands.

Valerie Maginsky:

Still working at home. So we're up to the director's report.

Kristin Trovei:

Yes, we are.

Valerie Maginsky:

Alrighty. Micro enterprise, still holding out hope that our final business will be opening at some point. AHC still have to do to the outreach. I've been working with Robin Waizenegger, she has two more days left. She wasn't sure but thinks that the final amounts were received on the code review and also the other grant, which was the trenchless sewer repair. So I'm going to remove them from the next report, consider them close. The trenchless sewer here will end up having a monitoring session at some point by the state. And then after that it's officially closed.

George Belcher:

If I bow out now are you going to be short?

Valerie Maginsky:

No.

Kristin Trovei:

Nope. We'll be good.

Gerald Oney:

You got enough?

Valerie Maginsky:

Yes.

Gerald Oney:

Okay. Good luck George.

Michael Talmadge:

Bye George.

George Belcher:

See you later. [crosstalk 00:16:54].

Gerald Oney:

Take care buddy.

Kristin Trovei:

I guess we'll just note that George Belcher had to leave at 7:20.

Valerie Maginsky:

Yes.

Kristin Trovei:

And carry on Valerie.

Valerie Maginsky:

New York Restore final paperwork will be coming up, as will the Greenway Grant. WQIP land acquisition. That project is now before the Deerpark Town Board. And he actually met there on April 19th. And that project is now open for public commentary. And that is a 90-day review process from that date. That's the best information I have because he said he would let me know if things went otherwise and he did not contact me. The LSLRP has actually now been-

Kristin Trovei:

Hey Valerie, a quick question. The public comment, what area is that for? All of Deerpark? Is it just a certain area for people to comment or-

Valerie Maginsky:

No, anyone in Deerpark.

Kristin Trovei:

Or is it anyone?

Valerie Maginsky:

Right. Anyone in Deerpark who has a question or negative comment about it, you know positive or negative, it's open to public comment at this point.

Kristin Trovei:

Okay, great. Thank you.

Valerie Maginsky:

You're welcome. Let's see. LSLRP, within the last couple of days, an extension, no cost extension was offered to the city. Mayor Decker signed it. So this project now is extended from the end of May, 2021 to the end of May, 2023. Got two years to actually finish it. However, engineering bids were opened on the 18th of March. City Engineer James Farr will be running through the review process and he will be removing himself from eligibility based on federal procurement policy issues. That will be similar for the next project, the ADA sidewalk grant. And that is for Pike Street. There again, for engineering bids and two administrative bids. One of which is the CDA. So we should be working our way through that process coming in the near future.

Kristin Trovei:

What was the other administrative bid?

Valerie Maginsky:

I believe it was related to Fusco Engineering, but their's was a very high, it was over and above, far above budget that was listed in the RFP.

Kristin Trovei:

So that's surprising.

Valerie Maginsky:

Yeah. Energize-

Kristin Trovei:

Okay, thanks.

Valerie Maginsky:

You're welcome. Energize PACE, the final paperwork was submitted by a City Attorney Stephanie Tunic. She did send me a question today. I have to get back to her on that. Nature Conservancy, no updates at this time. Urban forestry grant, we went through the contracting. The RFP is next. The Arbor day planting occurred over this last weekend. And that's documented for this grant as far as community outreach, with regards to trees. Whitewater Kayak Park 2017 bond monies are yet to be used. And I need to do some research on that project. Pending response, federal AFG submission. This is for the Port Jervis Fire Department, I have not yet heard about that. Trenchless Phase II and East Main Street ADA sidewalk still pending. The appropriation requests, four of which were made to Congressman Maloney's office. They were all submitted on April 19th.

Valerie Maginsky:

Received notice just before the meeting opened that they had made their decisions. It's on Sean Patrick Maloney's website, Port Jervis was not one of the awardees. There were two different categories. One was transportation, the other was all other, and there were five different projects allocated to each section. The advantage here is that the Common Council went through the different projects, considered the pros and cons. And hopefully at this point, would be willing to make some investments in some engineering for a project that is of definite interest because there is a lot of expected money to come through the grant process from the federal government within the coming months, and the city needs to be ready.

Valerie Maginsky:

Otherwise, its going to miss out. Pending completion is the EFC wastewater infrastructure loan. And that's for 20 million. There's another 985,000 that is available for low-cost loan. It's going to be proposed that the dollar amount be reviewed once more because what was not included previously in the resolution that was passed by the Common Council was about \$2 million to repair the manholes. And we could add that equipment to this process under EFC and continue to gather again, materials from other grant options. That would leave approximately \$1 million to be sourced over a five-year period, which I think is doable.

Valerie Maginsky:

Otherwise, there is an outstanding grant application to be made CDBG Corona Virus. And that is rolling. I talked to the mayor about possibly looking into city-wide wifi. That would be an easy ask under that one. Updated zoning map is in development with Orange County planning. I sent some questions off to the consultant. He has to get back to me, has not done so yet. The Police Reform and Reinvention Collaborative report was accepted, adopted and sent to Albany. Orange County DSS, the MOU with the PJCDA with regards to Youth to Independence is still with Matt Witherow, pending review. All of the Section Eight wait list applications have been inputted into the system. That's a big plus and good work to Nora and Jackie. A new project Carbon Positive Port Jervis by 2026 was presented to the Port Jervis Common Council on this last Monday. And some various projects are going to be proposed. It is not necessary for the city to participate, but its recommended.

Valerie Maginsky:

And the city is open to grant monies through the entire process, not just through the Alliance that is a group of volunteers moving forward. Biofuel is one of the first projects on the board and then others will be chosen based on availability, and are presented for consideration based upon cost and availability. Port Jervis Farmers' market scheduled to open on June 5th. I attended a couple of meetings of the CBI meeting remotely and the Ppathways meeting remotely. There is a traffic study going on for the western section of Orange County. That website is listed there, which is www.westcentralTLC.com. Port Jervis Outdoor Club is pursuing a disc golf course at Riverside Park. Agency administration, we are continuing to follow the COVID protocols and following, I'm going to call it a hybrid schedule whereby staff have been in Tuesdays and Thursdays.

Valerie Maginsky:

And that depends upon availability and whether or not exposure has occurred and requires any additional quarantine. The remote, HUD audit responses, we just went over. FYI, the HUD interest payments were sent out. The 2019 REAC report is still in process. There's still HUD questions and its in between Bonadio and Gary Weidelman. We continue to upload single audit questions from Bonadio for 2020. The service contract for 40,000 was fully executed. We all know Robin Waizenegger is retiring as of the end of this week. And last but not least, I request that my two days of vacation, which I was unable to take in April, be moved to the first week of may, where I already have a scheduled use for those two days. And that's the end of the report.

Kristin Trovei:

Thank you. Does anyone have any questions about the Director's report?

Michael Talmadge:

Who's getting the firetrucks?

Valerie Maginsky:

Well, that's going to... No fire trucks are going to [crosstalk 00:27:13]... Sorry. Go ahead.

Gerald Oney:

No, they're thinking Neversink and Four's are the two that are up next.

Michael Talmadge:

Okay.

Gerald Oney:

But that was just a shot at trying to get money from the Maloney's office that didn't come through. So, that discussion is ongoing.

Valerie Maginsky:

The next option for the firetrucks that I'm aware of would be USDA, Rural Development, loan application.

Kristin Trovei:

We can try the loan there, or it's been a request in through the serial bond that the city has to consider.

Gerald Oney:

See the problem, 20 years ago, when those two trucks came, one was late. One was either late and came early. Anyway, the city took delivery on both those trucks in the same year, which at that time, everybody thought it was a great idea. And now they're both shot at the same time. So it's not such a great idea. The one truck is a proposal to combine it with three, get rid of that truck and have a rescue equipment on it. The trucks going to be almost a million dollars, Neversink's truck. So it's a quite expensive, they're overdue, they've been pushed back and unfortunately, the polirical climate being what it is, we didn't get any money. So which, we made every effort. So let's see what the USDA... USDA, wherever that funding-

Valerie Maginsky:

Yes.

Michael Talmadge:

Yes. What time frame you're looking at to replace them?

Gerald Oney:

Well, they're past due.

Michael Talmadge:

Okay, [inaudible 00:29:17].

Gerald Oney:

Yeah. Any commitment on a serial bond, I mean, once the council make the decision, it would take a year to build the trucks, according to whatever emails I read. Kristin, you probably have better eyes seeming out to me that I think it would be a year from now anyway.

Kristin Trovei:

Yeah. How about that.

Gerald Oney:

Okay.

Kristin Trovei:

Any other questions about the Director's report?

Michael Talmadge:

No.

Kristin Trovei:

Okay. Well then. Is there a motion to accept the director's report?

Michael Talmadge:

I'll make the motion to accept the director's report.

Kristin Trovei:

A motion by Mike, second by Jerry. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Is there anything else to talk about before we go into executive session?

Valerie Maginsky:

And that includes approval of my request to roll the two days.

Kristin Trovei:

Yes.

Gerald Oney:

Do you want to do separate motion for that or? [crosstalk 00:30:26].

Kristin Trovei:

Sure. Jerry made the motion.

Gerald Oney:

I move that that we approve those two days to be rolled over. Yes.

Kristin Trovei:

Motion by Jerry. Second by Mike. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Okay. Is there anyone else on or can we stay on this line for executive session?

Valerie Maginsky:

We can stay on this line.

Kristin Trovei:

All right. I'll entertain a motion to go into executive session at 7:34 PM.

Michael T.:

I'll second.

Gerald Oney:

Michael, move it. I second.

Kristin Trovei:

Motion by Mike, second by Jerry. Going into executive session. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. And I'm going to a executive session, we will give Valerie, a second to turn off all of her stuff.

Valerie Maginsky:

Yep. The time mark was... What was it? 7:30. Okay. 7:34. All right. Pausing, recordings now.

Valerie Maginsky:

Repeat that and just one minute, one more, it does its own thing here. Memory full. All right. We've got one going. Okay. We've got one to go. Go for it.

Kristin Trovei:

Okay. I'll entertain a motion to come out of executive session at 7:48 PM.

Michael Talmadge:
I'll make the motion.

Gerald Oney:
Second.

Kristin Trovei:
Motion by Mike, second by Jerry. All in favor.

Group:
Aye.

Kristin Trovei:
Opposed. So carried. The first item of business out of executive session is to approve the affidavit for 9 Wright Street and Marie Appel.

Valerie Maginsky:
Which would be followed by satisfaction actually, a CDA satisfaction. [crosstalk 00:32:41].

Kristin Trovei:
Motion by Jerry.

Michael Talmadge:
Second.

Kristin Trovei:
Second by Mike. All in favor.

Group:
Aye.

Kristin Trovei:
Opposed. So carried. And then the second item of business will be to approve the employee agreement between the CDA and Robin Toby for an additional year-

Valerie Maginsky:
As an independent contractor.

Kristin Trovei:
... as independent contractor. Motion by Mike.

Gerald Oney:
Second.

Kristin Trovei:

Second by Jerry. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. If no one has... The next meeting is May 26th, 7:00 PM. Still remote, as of now, everything can still be remote for the governor's orders. So there's nothing else. I'll entertain a motion to adjourn.

Gerald Oney:

Mike.

Kristin Trovei:

Motion to adjourn by Mike.

Gerald Oney:

Second.

Kristin Trovei:

Second by Jerry. All in favor.

Group:

Aye.

Kristin Trovei:

Opposed. So carried. The meeting is adjourned at 7:50 PM. Good night to all.

Valerie Maginsky:

Good job.

Kristin Trovei:

Thanks everyone. [crosstalk 00:34:05].

Gerald Oney:

Thank you. Stay healthy.

Kristin Trovei:

Have a good weekend. Bye-bye.

Valerie Maginsky:

You too. Thanks for all your help.

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Kristin Trovei:

Bye now.

Valerie Maginsky:

Bye-bye.

PJCDA EXPENSES May 27, 2021 - June 23, 2021

		<u>Due Date(s)/Notes</u>
PETTY CASH	\$	61.55
POSTAGE	\$	-
STAMPS/REPLENISH MACHINE	\$	400.00
FEDEX	\$	-
Postage Machine- Francotyp-Postalia, Inc.	\$	-
SUPPLIES/EQUIPMENT	\$	-
GREATLAND	\$	-
STAPLES	\$	553.58 office supplies
KONICA MINOLTA	\$	-
OTHER: Office Supplies	\$	-
OTHER: Office Supplies	\$	74.90 Reim to VM - REV April Meeting//ZOOM-May /WebEx-May
OTHER: Office Supplies	\$	-
TELEPHONE: FRONTIER	\$	-
COMBINED FAX LINE CHARGES	\$	36.69
CITY BILL	\$	71.29
SPECTRUM: Internet/Tel	\$	119.98
SUBSCRIPTIONS	\$	-
HAPPY - Annual	\$	-
HAPPY	\$	-
SERVICE CONTRACTS	\$	-
PJCDA - J. Santiago	\$	-
PJCDA COUNSEL-MATTHEW D. WITHEROW, ESQ.	\$	584.00 booked monthly
PJCDA ACCOUNTANT GARY WEIDELMAN		
PJCDA BOOKKEEPER - ROBIN TOBEY	\$	924.00 thru 5/30/21
KONICA MINOLTA - Copier	\$	45.50 Monthly
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 -	\$	11,116.25
FICA/Medicare	\$	826.92
Health Insurance -	\$	1,097.00
Health Insurance Reimbursement	\$	-
NYS Retirement	\$	871.03
Disability	\$	15.06
Dental	\$	22.18
Unemployment//Payroll Tax Adjustment	\$	-
Workmens Compensation	\$	-
Optical	\$	-
TOTAL	\$	16,819.93

* Estimated

PJCDA EXPECTED REVENUES

May 27, 2021 - June 23, 2021

<u>Amount</u>	<u>Received/Pending</u>	<u>Source</u>
\$ 16,149.00	MAY	Section 8 Admin
\$ 1,772.00	MAY	Section 8 Admin MS
\$ 198.44	MAY	Health Ins Reimbursement-City
\$ 2,045.84	MAY	PDC Service
\$ 3,333.33	MAY	April 2021 Invoice to City
\$ 96.70	MAY	Loan Proceeds
\$ 216.92	MAY	Fraud Recovery
<hr/>		
\$ 23,812.23		Sub-total received
<u>Pending</u>		
\$ -	MAY	
<hr/>		
\$ -		Total Pending
\$ 23,812.23	Received	MAY
\$ -	Pending	MAY
<hr/>		
\$ 23,812.23		Total Estimated Rec. by May 21, 2021
\$ 256,530.39	4/21/2021	EST. Current Balance in Section 8 Admin Acts
\$ 115,051.31	4/21/2021	EST. Current Balance in NEW Small Cities Admin
<hr/>		
\$ 371,581.70	4/21/2021	Estimated Agency balance
\$ 371,581.70	4/21/2021	Total available 5/21/21
\$ 23,812.23	4/21/2021	Estimated MAY Rev.
\$ (16,819.93)	4/21/2021	MAY Bills paid in JUUNE
<hr/>		
\$ 378,574.00	4/21/2021	Estimated Ending Balance

Grants:

WQIP - \$36k admin over 3-years (thru year 2022/may be extended)

	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 Jeff: x0681 (20%)	HUD ED (former BOA x3657) Revolving Loan Cit: 401029-6568 Jeff: x0800 (20%)	Section 8 (former BOA x1375) Voucher-HAPs Sus: 20302-2749 Jeff: x0606	Section 8 (former BOA x0935) Admin Sus: 20302-2731 Jeff: x0568	Section 8 FSS (former BOA x3944) FSS-Escrow Sus: 20502-9413 Jeff: x0074	NYS Revolve (former BOA x1286) RESTORE Sus: 20302-2525 Jeff: x0592	PDC Loans Originates April 2019 Jeff: x1475	Small Cities Est. 1/7/15 Admin Sus: 20303-0217 Jeff: x0584	
2021									
January	\$167,189.43	\$637,722.97	\$93,886.35	\$243,524.39	\$39,674.72	\$105,859.12	\$15,330.69	\$110,076.67	\$1,413,264.34
February	\$168,300.51	\$641,317.71	\$99,281.23	\$250,234.21	\$40,793.54	\$105,860.87	\$13,232.39	\$106,659.68	\$1,425,680.14
March	\$168,856.28	\$637,893.82	\$93,011.12	\$251,167.98	\$41,999.54	\$105,864.87	\$11,672.85	\$112,193.33	\$1,422,659.79
April	\$169,291.71	\$637,303.40	\$98,486.62	\$258,258.87	\$44,021.54	\$105,862.67	\$10,229.20	\$115,094.32	\$1,438,548.33
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July	\$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
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
4/21/2021	\$169,845.88	\$637,206.70	\$64,694.71	\$256,530.39	\$45,831.54	\$105,862.67	\$17,142.39	\$115,051.31	\$1,412,165.59
Committed Interest/Month	-\$2.88	-\$11.02							-\$13.90
Subtotal1	\$169,843.00	\$637,195.68	\$64,694.71	\$256,530.39	\$45,831.54	\$105,862.67		\$115,051.31	
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	\$169,843.00	\$637,195.68	\$64,694.71	\$256,530.39	\$45,831.54	\$105,862.67		\$115,051.31	\$1,395,009.30
Available to Loans	\$169,843.00	\$637,195.68	\$0.00	\$0.00	\$0.00	\$105,862.67		\$0.00	\$912,901.35
Available to Agency Bills				\$256,530.39				\$115,051.31	\$371,581.70

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	\$ 10,708.88	May 2020	\$0.00	Sept '20	\$ -
Feb '20	\$ 7,199.43	June 2020	\$0.00	Oct '20	\$ -
March '20	\$ 5,275.20	July 2020	\$0.00	Nov '20	\$ -
April '20	\$ 4,976.49	Aug 2020	\$0.00	Dec '20	\$ -

Notes:		
Allocated	S8 Escrow	\$45,831.54
Allocated	HAPS	\$64,694.71
Allocated	Interest	\$13.90
Committed Total		\$110,540.15
Note:		

	2021 BUDGET	USED TO DATE (Mthly-Adj Formula)	% Used	ADJ UST MEN TS	Jan 2021 (9.62%) - 4 weeks	FEB (16.67%) 4 Wks/9 total	MARCH (25%) 4 Wks/13 T	APRIL (32.7%) 5 Wks/18	MAY (42.3%) 4 Wks/22 wks
PJCDA ADMINISTRATIVE BUDGET - 2021					DEC Final PR	JAN Final PR	FEB Final PR	MARCH Final PR	APR Final PR
PAYROLL (SALARIES & BENEFITS)									
Salaries (Total=\$135,471 total. Divided between Salary (row 1) and Covid CARES (row 2))	\$ 62,579	\$ 19,153	30.61%		\$ 7,204	\$ 6,852	\$ 2,631	\$ 2,466	\$ -
Covid CARES allowed for Salary and Benefits (Jan currently only Salary and may be adjusted)(3-24-21 due to 2020 close, starting amt. changed from \$72,892 to \$74,164.06)	\$ 74,164	\$ 27,772	37.45%		\$ 3,827	\$ 4,221	\$ 8,484	\$ 11,240	\$ -
Salary HI Buyout (\$196 per week)to NG	\$ 10,200	\$ 2,659	26.07%		\$ 784	\$ 784	\$ 307	\$ 784	\$ -
FICA/Medicare	\$ 10,363	\$ 3,646	35.18%		\$ 1,002	\$ 824	\$ 802	\$ 1,019	\$ -
Unemployment/Quarterly Payroll taxes	\$ 209	\$ 590	282.14%		\$ 24	\$ -	\$ -	\$ 566	\$ -
Disability	\$ 196	\$ 60	30.73%		\$ 15	\$ 15	\$ 15	\$ 15	\$ -
Retirement	\$ 12,274	\$ 4,018	32.74%		\$ 1,067	\$ 871	\$ 871	\$ 1,209	\$ -
Health Insurance-pd 1 month ahead (2021 year-Single\$12,898.44/ \$1074.87 per month (Indv. Contribution = \$49.61 per week) / Fam=\$29426.88/2452.24 per month (1- Family Buyout - \$10,200/CDA Retains \$19,266.88 per year or \$369.7477 per week)	\$ 12,382	\$ 3,281	26.50%		\$ 1,075	\$ 725	\$ 728	\$ 752	\$ -
Dental	\$ 276	\$ 69	24.92%		\$ 22	\$ 16	\$ 16	\$ 16	\$ -
Optical	\$ 100	\$ 70	70.00%		\$ -	\$ 70	\$ -	\$ -	\$ -
Utica - Workers' Comp (July to July)	\$ 1,029	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total:	\$ 183,772	\$ 61,317	33.37%		\$ 15,020	\$ 14,378	\$ 13,853	\$ 18,067	\$ -

Salary Totals	\$ 183,772	\$ 61,317	33.37%		\$ 15,020	\$ 14,378	\$ 13,853	\$ 18,067	\$ -
Health Ins. Reimbursement/Buyback - (\$369.7477+49.61=\$419.36 per week)	\$ (21,807)	\$ (7,125)	-32.67%		\$ (1,676)	\$ (1,676)	\$ (1,676)	\$ (2,096)	\$ -
Adjusted Salaries	\$ 161,965	\$ 54,193	33.46%		\$ 13,344	\$ 12,701	\$ 12,177	\$ 15,971	\$ -

GENERAL ADMINISTRATION EXPENSES

Portabilities	\$ 2,100	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Accountant (G.W.+Bonadio (REAC 2020/Single Audit))	\$ 7,500	\$ 4,025	53.67%		\$ -	\$ -	\$ 2,625	\$ 1,400	\$ -
REAC Filing (2020 came in at \$1,750)	\$ 1,750	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 7,000	\$ 3,500	50.00%		\$ 1,750	\$ -	\$ -	\$ 1,750	\$ -
Sub-Contract Bookkeeping	\$ 13,200	\$ 3,712	28.12%		\$ 896	\$ 832	\$ 896	\$ 1,088	\$ -
Legal	\$ 250	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Telephone - City Charges	\$ 852	\$ 286	33.55%		\$ 71	\$ -	\$ 143	\$ 72	\$ -
Fax Line	\$ 480	\$ 171	35.63%		\$ 40	\$ 44	\$ 44	\$ 44	\$ -
Spectrum/TWC	\$ 1,452	\$ 480	33.07%		\$ 122	\$ 120	\$ 119	\$ 119	\$ -
Postage (COVID related)	\$ 3,500	\$ 400	11.43%		\$ -	\$ -	\$ 400	\$ -	\$ -
Postage Machine	\$ 830	\$ 458	55.16%		\$ 365	\$ -	\$ 93	\$ -	\$ -
Office Supplies	\$ 6,500	\$ 1,334	20.53%		\$ 469	\$ 149	\$ 604	\$ 112	\$ -
COVID - CARES - (Listed Sept '20 - 2021 used for Salaries and Fringe)	\$ -	\$ 329	0.00%		\$ -	\$ -	\$ 329	\$ -	\$ -
Computer Updates/Support/Programs (Happy (Estimated 11,936.17+\$1,500 iDia = \$13,436 /came in at \$13,969 +\$250 for two month proration for iDia \$960+ Installation and Training= \$14,929), /UtilityCharts (\$450), Office 365 (\$250) = Total \$15,879)	\$ 15,879	\$ 13,679	87.48%		\$ 1,750	\$ 11,929	\$ -	\$ -	\$ -
Equipment Maintenance/Leases/Rental (Copier)	\$ 360	\$ 244	67.68%		\$ 107	\$ 46	\$ 46	\$ 46	\$ -
Advertising	\$ 1,000	\$ 471	47.15%		\$ 300	\$ 171	\$ -	\$ -	\$ -
Dues & Subscriptions (Cit Foundation/RECAP/COCH)(Covid REV,ZOOM)	\$ 750	\$ 234	31.16%		\$ -	\$ 85	\$ 71	\$ 78	\$ -
Training/Travel	\$ 3,000	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Bank Fee	\$ 100	\$ -	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total:	\$ 66,260	\$ 29,323	44.25%		\$ 5,870	\$ 13,376	\$ 5,369	\$ 4,708	\$ -

TOTAL BUDGET	\$ 250,032	\$ 90,640	36.25%		\$ 20,890	\$ 27,753	\$ 19,222	\$ 22,775	\$ -
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PJCDA ADMINISTRATIVE BUDGET - 2021

April 2021 - Gary W. - Policies for HUD remote audit

Notes:

PORT JERVIS CDA

2021 ADMINISTRATIVE FEES & PROGRAM INCOME

			REC'D	PERCENT				
	BUDGET	Budget Adjusted	REC'D TO DATE	(%)	Jan 2021 (9.62%) 4 weeks	FEB (16.67%) 4 Wks/9 total	MARCH (25%) 4 Wks/13 T	APRIL (32.7%) 5 Wks/18
Section 8 Administration - HCV + MS	\$ 180,000	\$ -	\$ 83,018	46%	\$ 17,434	\$ 17,434	\$ 25,383	\$ 22,767
Section 8 Fraud Recovery (\$50/mo) (allowed to retain 50% of Fraud Recovery)	\$ 500	\$ -	\$ 384	77%	\$ 69	\$ 86	\$ 71	\$ 159
COVID - CARES Funding-Listed Sept. 2020//2021 Starting Balance to be used for 2021 salaries/(3-24- 21 due to 2020 close, starting amt. changed from \$72,892 to \$74,164.06)	\$ 74,164		\$ 27,773	37%	\$ 3,827	\$ 4,221	\$ 8,484	\$ 11,241
Loan Proceeds	\$ 1,200	\$ -	\$ 387	32%	\$ 97	\$ 97	\$ 97	\$ 97
City of Port Jervis (\$3,333.33 per month) 2021 service contract \$40,000 total collected Feb-Dec. 2021	\$ 40,000	arch	\$ 20,833	52%	\$ 10,833	\$ 3,333	\$ 3,333	\$ 3,333
Commission - PDC Servicing - Added May 2019	\$ 18,000	\$ -	\$ 7,420	41%	\$ 2,173	\$ 1,328	\$ 1,584	\$ 2,335
Health Ins. Reimbursement - (\$49.61 per week - VM)	\$ 2,580	\$ -	\$ 843	33%	\$ 198	\$ 198	\$ 198	\$ 248
Health Insurance Buyback (\$369.7477 per week-NG)	\$ 19,227	\$ -	\$ 6,225	32%	\$ 1,418	\$ 1,479	\$ 1,479	\$ 1,849
Grant - WQIP (Yr. 1 of 3 - \$36,000)	\$ 12,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other: (\$0.00 year)	\$ -		\$ -	0%	\$ -	\$ -	\$ -	\$ -
Totals:	\$ 347,671		\$ 146,883	42.25%	\$ 36,051	\$ 28,175	\$ 40,629	\$ 42,028

NOTES 2021:

Jan. 2021 - SC Service contract - received both November and December 2020 payment

SECTION 8 PROGRAM UPDATE FOR May 2021

<u>Contracts for MAY</u>	2
<u>Terminations:</u>	1 pending
<u>Port outs:</u>	0
<u>Port In's:</u>	3
<u>Vouchers:</u>	11

TOTAL APPLICANTS ON THE WAITING LIST: 552

RENT SUBSIDY PAYMENTS AND ADMINISTRATIVE FEES:

PAID OUT FOR MAY 2021:

HAP Payments:	120,095.00
Adm. costs paid to HA:	\$61.39
FS-S Escrow Deposited:	\$1810.00
Mainstream HAP	<u>\$17,408.00</u>
GRAND TOTAL FOR PAYABLES	139,374.39

MONIES RECEIVED FROM HUD:

Housing Monies Received:	\$99,169.00
Mainstream monies Received:	\$ 17,529.00
Administrative Monies Rec'd:	\$ 16,149.00
Mainstream Administrative Rec'd:	\$ 1,772.00
FS-S Families with contracts	7
FS-S Graduates	0

TOTAL UNITS AVAILABLE TO LEASE:

- Leased Units in house as of MAY 2021 184
- Leased Mainstream as of 5/01/2021 23

UPDATES:

1. The Happy digitization of files is in process. Training is not complete and there will be a wrap up session scheduled in the near future.
2. Processing the 2021 Waitlist applications is now complete.

Total applications Received	414
Rejected Applications Received after the date:	24
Rejected Applications Missing Info	36
Rejected Applications sent air mail or fax	5
Rejected Applications Full Time Student	1
Rejected Applications over income	1
Total Applicants placed on active waitlist	348
	Possible Mainstream 36

3. We are continuing to call from the waitlist and brief participants. Currently there are 3 waitlist applicants waiting for a briefing (two are Mainstream). 5 new inquiries have been sent. Second notices are out to 3 more applicants to determine Mainstream eligibility. If these all meet the Mainstream criteria and all lease -up, we will be at our full allocation of 29.
4. PJCDA has a Section 8 Homeownership candidate, he has just started the process with PathStone. Participants must be receiving Section 8 Assistance for 12 months before the Mortgage payments can begin, and he will meet that requirement in June.
5. The New York State eviction Moratorium is once again extended until August 31, 2021. The CDC Moratorium expires June 30, 2021 and may again be extended.
6. The 2019 REAC and the HUD Remote Compliance Audit are now complete.

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
DIRECTOR'S REPORT
May 2021 - SUMMARY**

2013 REDC - NYS HCR MicroEnterprise Grant

May 2021 - Continuing to track PJCDA Compliance

FY 2014 Housing NOFA - AHC

May 2021 – Annual outreach to participant homeowners is due.

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

May 2021 - final paperwork in process.

Greenway Grant 2018 –

May 2021 – No Updates as the agency is not in their offices.

NYS DEC WQIP – Land Acquisition

May 2021 – awaiting Town of Deerpark comment period to finish in July 2021.

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

May 2021 – Four engineering bids were opened on 3/18/21. Consultant engineering eligibility questions await final decisions.

CDBG - ADA Sidewalk Grant - \$300k

May 2021 – Four engineering and two administration bids were opened on 3/18/21. The PJCDA Administrative bid was the lower of the two. Consultant engineering eligibility questions await final decisions. City Engineer Farr is preparing PJCC recommendations.

Energize NY - PACE

May 2021 –City advertisement of availability pending

The Nature Conservancy - Port Jervis Carbon Proposal

May 2021 – No updates at this time.

NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000

May 2021 –Chief Engineer Farr has all documents necessary for development of tree removal RFP. E.D. Maginsky has a meeting scheduled with DEC in June for project review.

WWKP –

2017 Bond monies to be used. Research needed by E.D. Maginsky

Pending Response:

PJFD – AFG submission – 2nd PPE and Cascade System – submitted on 2/11/21 for \$601,628.84 with a 5% cash match.

FY2020 – NYS HCR CDBG – Trenchless Phase II (PF) - \$1M with \$300k in-kind – submitted on 3/5/2021.

FY2020 – NYS HCR CDBG – East Main St. ADA Sidewalk - \$300k with \$26,500 in-kind - submitted on 3/5/2021.

Federal Appropriation Requests:

- Dept. of Agriculture – Community Facilities Grants – Fire Apparatus Purchase – 2 fire engines and 1 light-duty truck – Total: \$2 million
- Dept. of the Interior – EPA – STAG - Citywide Wastewater Rehabilitation – 12-months of materials for wastewater lines and manholes - \$902,000
- Dept. of the Interior – EPA – STAG – Clean Water/Wastewater – Engineering – Storm water runoff - \$75,000
- Dept. of Transportation – Local Transportation Priorities – Engineering – McArthur Circle Traffic Pattern re-design and Underpass rehabilitation – Total: \$100,000

NOTE: In April, none of the City's requests were chosen by Congressman Maloney. No later than 5/26/2021, the same requests are being submitted to Senator Gillibrand's office.

Pending Completion:

NYS EFC Wastewater Infrastructure Loan - \$20 Million Hardship – App. Due June 26, 2021

May 2021 – ED Maginsky conferenced with City Engineer Farr and Attorney Gallagher. Documents and financial information are being collected for the EFC application and bond attorneys. The manhole repairs will be included in the \$20M project. Conference call with EFC to be scheduled.

CFA 2021 – Applications due no later than July 30, 2021 at 4:00 p.m. Resolution to set the required CDBG Citizen Participation public hearing sent to PJCC for scheduling.

Other:

NYS HCR – CDBG-CV (Corona Virus) – Grants to address and mitigate corona virus impact are available on a rolling basis. Projects must be completed within 12-months of award. One option under consideration is city-wide Wi-Fi. Mayor Decker will advise in June 2021.

NYS CFA's have opened with submissions due July 30, 2021.

Updated City Zoning map is in development with Orange County Planning. Currently, the second round of inputs from Robert Murphy of Barton & Loguidice are pending his return to the office the week of 5/25/21.

Orange County DSS continues to be interested in signing a MOU with the PJCDA to service HUD Youth to Independence vouchers. Counselor Witherow is reviewing a sample MOU from HUD.

On 4/26/21, a new project, Carbon Positive Port Jervis 2026, was presented to the PJCC. An RFP for a bio-fuel pilot program is being prepared by City Engineer Farr.

Vision Hudson Valley's (f/k/a Orange County Citizens Foundation) President Nancy Procyet has departed for the position of Exec. Director of the Newburgh Armory Unity Center. Her replacement's announcement is pending.

Orange County Land Trust – upon Jim Delaune's retirement, Jim Dehner is now Executive Director.

Meetings:

5/12/21 - E.D. Maginsky attended the local Rotary Club Luncheon John Austin's guest. Mike Ward of the Port Jervis Outdoor Club presented an update on club activities.

5/13/21 – E.D. Maginsky met the incoming Planet Health Foods management team. They expect to start advertising for entry-level workers in June/July.

AGENCY ADMINISTRATION

- As warranted, agency schedules are flexibly adjusted to Covid related issues.
- The HUD remote compliance audit responses for the Cost Allocation Plan and Internal Controls and resolutions were accepted by HUD. All findings are now closed.
- Additional reports were sent to Lisa Artist/HUD. On 5/20/21, received notice that the 2019 HUD REAC report was conditionally accepted, and finalization will be made in the upcoming 2020 REAC process.
- Files for the 2020 Single Audit continue to be uploaded as requested and available.
- Bobbie Jo Muller has been selected to replace Robin Waizenegger as City Clerk Treasurer. A search for her replacement as Deputy Clerk is being initiated.
- E.D. Maginsky will be taking PTO from 5/27/21 through 6/13/21.

2021.05.21 VM (1)