

**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.

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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.

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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 PJDA 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](http://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 political 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.

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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.