

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING TRANSCRIPT for **June 23, 2021**  
7:00 p.m.  
**Via Conference**  
**Dial: 1-646-558-8656**  
**Access Code/Meeting ID: 867 5886 8572****

John Russel:

All right, then we'll call the meeting to order at 7:06 PM on June 23rd for the Port Jervis Community Development Agency. In attendance are myself, John Russell, Gerald Oney, Kristin Trovei, and Valerie Maginsky, and Bobby Jo Muller, and Matt Witherow. Did I miss anybody?

Valerie Maginsky:

I think that's everybody. Anyone whose name was not called? I don't know why we're getting such feedback tonight.

John Russel:

I know, right? So maybe that's me. It sounds like every time I talk I can hear some feedback. Let's see. Can you hear me?

Valerie Maginsky:

Yep.

Gerald Oney:

Yeah.

John Russel:

Is it any better?

Gerald Oney:

Not really.

Valerie Maginsky:

No. You want to dial back in, John?

John Russel:

Yeah. Let me dial back in real quick.

Valerie Maginsky:

How's everybody else? Can anybody else reverb?

Gerald Oney:

You sound good. How about me?

Valerie Maginsky:

You sound good. Kristin?

Kristin Trovei:

Everything sounds okay to me.

Valerie Maginsky:

Matt?

Matthew Witherow:

Yep. I'm doing good.

Valerie Maginsky:

All right. So it was John.

Gerald Oney:

Back in a flash.

John Russel:

Okay, I'm back.

Gerald Oney:

That's better.

Valerie Maginsky:

That is better.

John Russel:

That's better, right?

Valerie Maginsky:

Yes.

John Russel:

Wunderbar. So picking up where we left off. So we have the minutes of the May 26. Does anybody have any additions, corrections, deletions?

Kristin Trovei:

No.

John Russel:

No? A motion to approve?

Gerald Oney:

So moved.

John Russel:

A motion by Jerry, second by Kristin to approve the minutes. All in favor?

Gerald Oney:

Aye

Kristin Trovei:

Aye

John Russel:

Aye. So the review of financial reports.

Valerie Maginsky:

We have the bills. Moving forward, we have office supplies of \$841.88. This includes some of the coming months' bills. Then we have office supplies reimbursement, the city fax telephone, et cetera, Matt Witherow, monthly booking, Robin Toby, \$858. The regular copier bill of \$45.50. All salaries, fringe, health insurance, dental for a total of \$16,222.64. All right?

John Russel:

Anybody have any questions on the bills?

Gerald Oney:

No.

Valerie Maginsky:

Next we have the expected revenues. We are waiting for two health insurance reimbursements to show up. Otherwise, everything else has arrived. Estimated ending balance moving forward, sorry, correction. \$384,742.04. And that is for bills. Moving on to the bank accounts-

John Russel:

Available to pay bills?

Valerie Maginsky:

Yes, mm-hmm (affirmative).

John Russel:

Good.

Valerie Maginsky:

As far as the bank accounts are concerned, everything was totaled as of June 17th. Since that point, no other monies have come in. We've got available to loans altogether \$913,881.17. Currently available to agency bills, \$376,967.37. And there we are there. Those are the bank accounts. Moving on to the budget.

John Russel:

Is that the bells that the bells of St. Mary's?

Kristin Trovei:

No, that's my email. Public assembly permit discussions.

Valerie Maginsky:

We've got the budget through May and we've got a total of 40.51% of the budget allocated. Again, the COVID Cares equals the expenditures, equals the income, and we're bringing that down as planned. And the total for that last month was actually divided onto two pages because people were saying it was hard to read. So we've got the salaries on one page and then the general administration expenses on the second page. The total actually does come up to 42.40% and \$15,362 for the month of May altogether. All right? And then for income, we've got everything that's been allocated. Last month, we received some extra monies from HUD. Total was \$33,877 received, which was a little over expectations at 59.99% for the year thus far.

John Russel:

Is that manna from heaven, or?

Valerie Maginsky:

Well, HUD keeps doing a here's a little extra money and then we're going to take it back later routine. So we did receive some extra mainstream monies. And then otherwise, the COVID Cares-

John Russel:

Well, that's good.

Valerie Maginsky:

We'll take it. Those are all the financial reports.

John Russel:

All right. In that case, I would obtain a motion to approve, let's see, the administrative bills and revenues and monthly financials statement. No, this is the revenues for June, and the monthly statement for July.

Kristin Trovei:

So moved.

John Russel:

Moved by Kristen.

Gerald Oney:

Second.

John Russel:

Second by Jerry. All in favor?

Gerald Oney:

Aye

Kristin Trovei:

Aye

John Russel:

Opposed? It carries. Section Eight report?

Valerie Maginsky:

For June, we have zero contracts, zero terminations, one port out, three ports in, 11 vouchers. Total applicants on the waiting list, 542. HAP payments paid out in May, \$120,587. Administrative costs, \$61.39. FSS escrow deposited, \$2,520. Mainstream HAP, \$18,201. Grand total for payables, \$141,674.39. Monies received from HUD Housing, \$126,891. Mainstream monies received, 18,891. Administrative monies received, \$16,188. Mainstream administrative received, \$1,870. FSS families with contracts, total seven. Leased units in house as of June, 190. Leased mainstream as of May 1st, 23.

Valerie Maginsky:

The Happy digitalization of files continues to progress. Training is now complete and there will be a wrap-up session scheduled in the near future. An applicant briefing is scheduled for June 29th, 2021 at 10:00 AM when five families will be briefed and three of them are potential Mainstream. Our office continues to work ahead of schedule and we're currently in a good place should anything cause staff to be out for any reason. The rental assistance program is officially been rolled out in Orange County. Tenants can apply for back rent and utilities and landlords can also apply directly to the program. We have emailed the flyer to all current landlords that we have email addresses for and we'll insert a notice with the July 1st payments. The notation came in that the HUD administration pro-ration changed from 82% to 84.87%, and of course this percentage may change at any time. And that is the Section Eight report.

John Russel:

What is the impact to that? Positive or negative?

Valerie Maginsky:

We should get a little bit more administrative monies.

John Russel:

Just as a comment, I think it would make sense to, you're listing out the payouts up above and totaling this. That used to be a total for the monies received up above as well. Maybe if you had that broken out

to program versus admin. Everything included on the same line. You don't have to go crazy, but after Mainstream money received and total, add those two up and then add up the admin monies after Mainstream, same as down below.

Valerie Maginsky:

Got it. We could do that, John. No problem.

John Russel:

Does anybody have any questions on the Section 8 report?

Kristin Trovei:

No.

John Russel:

If not, then I entertain a motion to approve the Section Eight report for June?

Kristin Trovei:

So moved.

John Russel:

Moved by Kristen.

Gerald Oney:

Second.

John Russel:

Second by Jerry. All in favor? Aye.

Gerald Oney:

Aye

Kristin Trovei:

Aye

John Russel:

All opposed? Carried. Great. Directors report.

Valerie Maginsky:

The director's report for June. Keeping an eye on the micro enterprise. Still have to work on the AHC outreach and the New York state Restore. I haven't heard back that the Greenway group is back in session in their offices. There has been progress on the WQIP land acquisition. We're still waiting till July for the finalization of the comment period, but in the interim, the Deerparcs' supervisors voted to enter into an option agreement with Orange County land trust. A discussion regarding the proposed

conditions are pending and a status update meeting is scheduled for the 25th with myself, Matt Decker of Orange County Land Trust, and Kristin Martinez of the DEC. The LSLRP replacement program is on hold pending determination of the engineer. ADA sidewalk grant, the engineers were approved. The company is H2M Architects and Engineers, and the approval of the administrative component, which I expect to come to the CDA is still pending.

Valerie Maginsky:

Right now it's with city legal council. Energize PACE, that advertisement is pending. Nature conservancy awaiting progress on WQIP. Urban forestry grant tree maintenance, we've submitted all necessary documents, the contract has been signed. I just had a meeting yesterday with Jack Farr and Michelle Higgins of DEC. And moving forward with good speed we can work on the RFP. We do have a full year to complete everything and most likely for a target date to complete the removal will be in the fall because that's when the DPW will have more time to assist. Whitewater Kayak Park, when Bobby Joe gets settled in, we could work through the money spent. When Robin Waizenegger was leaving, there were papers to pull and it would take time to figure out exactly what was left. This trenchless phase two CDBG for \$1 million with \$300,000 in kind submitted in March was awarded to the city.

Valerie Maginsky:

And now we're going through required training webinars. We went through the first one last week and the next one occurs tomorrow morning. We're still awaiting a response on the AFG submission. They've begun posting notices, which will occur each Friday through late August. As of yet, we've not yet heard about the Port Jervis fire department submission. Also, waiting to hear about the East Main street CDBG ADA sidewalk for \$300,000. That is waiting as is the submittal of four appropriation requests to Senator Gillibrand's office. The EFC wastewater infrastructure loan is moving forward, is due this Friday. I had a meeting today with Carol Gallagher, Jim and Jack Farr. The budget and schedule were run through and next financial information will be added.

Valerie Maginsky:

The CDBG CFA 2021 applications are due no later than July 30th. The citizen participation scheduled for the 28th will be moved to July 12th. Come to find out, Times Herald Record has totally changed their legal ad submission deadlines and that's what is causing that change moving forward. Otherwise, administratively, actually one more grant we've got a possibility on a rolling basis is again, CDBG, CV for Coronavirus, and I'll have to catch up with the mayor for advice on that one. Updated city map is in development with Orange County planning. We're still working on the MOU for the youth to independence with the Orange County DSS. Carbon positive Port Jervis 2026 was presented to the Port Jervis common council and a RFP for a biofuel pilot program is being prepared by City Engineer Farr. There was another meeting and got some more information with specs for the possible placement of a tank, et cetera.

Valerie Maginsky:

And public outreach in process with regards to the biofuel project. Now any agency administration, we're still working on the flexible schedule. In office, typically Tuesdays and Thursdays. Nora just took some PTO. She will be working remotely Thursday and Friday this week. And I did have PTO from 5/27 through 6/13 and then had some time out for medical. So I'm just getting back on track here with activities, which is another reason it was kind of light on the activity area. And that is the director's report.

John Russel:

Does anybody have any questions about the director's report?

Kristin Trovei:

I do. Two things. One, the micro enterprise brand compliance. Have we reached out to find the status of that, or is there any update, or are we just having it kind of hang out there for a little bit?

Valerie Maginsky:

We can talk about that in executive.

Kristin Trovei:

Okay. And then the Whitewater Kayak Park, I know you're trying to figure out how much money is left in the box, but have you heard about what is actually needed to complete the process to get the permit? So while we're figuring out how much money we have, we can get an idea of what we're actually going to need to do?

Valerie Maginsky:

I'll have to work on that moving forward.

Kristin Trovei:

Sorry, my email's going crazy.

Valerie Maginsky:

I'll have to work on that moving forward, Kristin, because quite honestly, in the last month, I've worked maybe about four days, so-

Kristin Trovei:

Oh yeah, that's fine. It might be a topic that comes up in the next coming month, so it might be good to know what the status is.

Valerie Maginsky:

Yes. The way we left it was the bat survey and the biological opinion process. So I will need to reach out to see exactly what it would take to restart and or finish those items to re-initiate the process with the Army Corps of Engineers.

Kristin Trovei:

Okay. Thanks.

Valerie Maginsky:

You're welcome.

Kristin Trovei:

That's it.

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John Russel:

Anybody else? Hearing none, then can I obtain a motion to approve the director's report for the month of June?

Gerald Oney:

Moved.

Kristin Trovei:

Second.

John Russel:

Moved by Jerry, second by Kristen. All in favor?

Kristin Trovei:

Aye

Gerald Oney:

Aye

John Russel:

Opposed? Carried. Do we need a motion for the executive session?

Valerie Maginsky:

Yes.

Kristin Trovei:

Moved.

John Russel:

Motion by Kristin and second by Jerry to go to executive session on 7/20 at 7:00 PM.

Valerie Maginsky:

And inviting Bobby Joe Muller to join?

John Russel:

Yep. Inviting Bobby Joe Muller is fine with me.

Valerie Maginsky:

Very good.

John Russel:

Everybody else good?

Kristin Trovei:

Yeah.

Gerald Oney:

Yeah, that's fine.

John Russel:

All in favor?

Gerald Oney:

Aye

Kristin Trovei:

Aye

John Russel:

Aye

John Russel:

Opposed? Carried.

Kristin Trovei:

Are we staying on this line?

Valerie Maginsky:

Yes.

John Russel:

Pardon?

Valerie Maginsky:

We can stay on this line.

Kristin Trovei:

Are we staying on this line?

Valerie Maginsky:

Yes.

John Russel:

Oh, yeah. I think so. There's nobody else joining, right?

Valerie Maginsky:

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Correct.

John Russel:

It's not like you can't see your Zoom members on the right.

Valerie Maginsky:

I'm pausing recording now.

John Russel:

Pause the session at 7:46?

Kristin Trovei:

Yes.

Gerald Oney:

Moved.

John Russel:

Motion by Jerry, second by Kristin. All in favor?

Kristin Trovei:

Aye

Gerald Oney:

Aye

John Russel:

Aye

John Russel:

Opposed? Carries. So you need to click back on.

Valerie Maginsky:

Okay, we're on.

John Russel:

All right. I guess we don't have anything else on the agenda other than the next meeting in July 28th.

Valerie Maginsky:

Correct.

John Russel:

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It's a little premature, but looking at the results of yesterday's primary, I'm not looking forward to a change of... I knew we're losing Kristin, but are you still on the ballot Jerry? Are you on the another line?

Gerald Oney:

I am. I'm a third party line with Kelly at Port Jervis.

John Russel:

First?

Gerald Oney:

Port Jervis First. Yes.

Kristin Trovei:

Yes, Port Jervis First.

Gerald Oney:

It's good.

John Russel:

Well, that's good.

Gerald Oney:

There are third party for both sides, there's candidates for both sides. It should be interesting.

John Russel:

Like a demolition derby.

Gerald Oney:

Yes.

John Russel:

Seven candidates in the second ward, for crying out loud. You used to have trouble getting four people to run, now we have seven.

Gerald Oney:

It's a great year, for sure.

John Russel:

Well, I'm glad to hear that. So maybe that will happen. Maybe who knows, there may be an opening for Kristin, if you were still crazy enough to want to be on a CDA with the mayor's appointment.

Kristin Trovei:

We'll see how it goes.

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John Russel:

So anyways, that's all. I digress. But also, I suppose if a Democrat or two get elected, we would need more than five members.

Gerald Oney:

That's right.

Valerie Maginsky:

Yes.

John Russel:

The first time in a long time, so who knows how likely that is, but time will tell.

Valerie Maginsky:

We just need to adjourn.

John Russel:

So motion to adjourn?

Kristin Trovei:

So moved.

Gerald Oney:

Second.

John Russel:

Kristen and second by Jerry. All in favor?

Gerald Oney:

Aye

Kristin Trovei:

Aye

John Russel:

Aye. All right. Thanks everybody.

Valerie Maginsky:

And the time stamp-

Kristin Trovei:

Have a nice weekend. Bye.

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Valerie Maginsky:

Time-

John Russel:

Have a good one.

Valerie Maginsky:

Time stamp 7:48 PM. Thank you.