

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING AGENDA for **March 24, 2021**  
7:00 p.m.  
**Via Conference Call**  
**Dial: 1-646-558-8656**  
**Access Code/Meeting ID: 825 0633 4728****

John Russell:

Okay. So, uh, the March 24th, 2021 meeting of the Port Jervis Community Development Agency. Is called to order at 7:11pm. Um, in attendance at the meeting are, um, Michael Talmadge Gerry Oney, um, myself John Russell, um, Valerie Maginsky and Matt Witherow.

Valerie Maginsky:

And-

John Russell:

Is that it?

Valerie Maginsky:

Nora, and Nora Goetz.

John Russell:

Oh, Nora is there? Okay. And Nora Goetz.

Valerie Maginsky:

Mm-hmm (affirmative). Yes.

Nora Goetz:

Hey John.

John Russell:

Hi. I didn't hear her voice, so I didn't know if she was there or not.

Nora Goetz:

(laughs)

John Russell:

Okay.

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Valerie Maginsky:

Yes.

John Russell:

Do you need anything else?

Valerie Maginsky:

Uh, no. Just when people speak for the first time, please announce your name.

John Russell:

Okay.

Valerie Maginsky:

Go ahead.

John Russell:

All right. So we met. All right. So, this is John Russell. We have the approval of the minutes, uh, February 2021, uh, February 24th, 2021 minutes. Um, I retain a motion to, uh, approve them, unless there are any questions.

Michael Talmadge:

I- I make the motion to approve. Michael Talmadge.

John Russell:

Mike Talmadge.

Gerald Oney:

Second.

John Russell:

... motion to approve. Second by Gerry Oney. All in favor? Aye. Opposed? Carried. Okay. Financial reports.

Valerie Maginsky:

Thank you. Let's see we have a pretty straightforward here. Uh, petty cash, we've got some postage, we have Staples which includes a replacement printer for Nora. Um, my usual monthly reimbursement. Uh, Krist postaging for the postage meter, fax and phone through the city. Regular bookings for legal counsel. We do have, uh, 2020 close out for Gary Weidelman at \$2,625. Robin Toby bookkeeper at \$896. Uh, the Minolta copier, all of the salaries and fringe for a total of \$18,934.21.

John Russell:

Okay.

Valerie Maginsky:

Any questions on the bills?

Michael Talmadge:

No.

Valerie Maginsky:

Okay.

Gerald Oney:

No.

Valerie Maginsky:

Moving forward to projected revenues. We are expecting a total of, uh, \$30,569.73. And, uh, all totaled after bills in April approximately a balance of \$371,637.62, and that's available for agency bills.

John Russell:

Okay.

Valerie Maginsky:

Next we have the bank accounts. And, uh, available currently to agency bills is \$360,362.10. Available to loans we have \$912,002.09. And we have a committed total otherwise of \$125,666.32. Everything is current through Friday the 19th.

John Russell:

Okay.

Valerie Maginsky:

All righty. Next we have the budget. Total budget for February totals \$28,211, those are expenses. And I will point out that there were changes on the, um, year end and some of the- the COVID monies, and I'm expecting to have a correction to the December 2020 numbers when Gary and Robin are- are both confident and agree where everything is. So there'll be a slight update there. And that'll also be reflected in March in our COVID CARES monies on both the expense and the revenue side.

John Russell:

Okay.

Valerie Maginsky:

And if no questions there, then moving on to the income page. Uh, total income for February was \$28,562. And those are the financial reports.

John Russell:

Okay. So it's, uh, pretty much dead even (laughs) at this point, without adjustment for February?

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Valerie Maginsky:

Mm-hmm (affirmative).

John Russell:

Okay. But behind, um, January, so to speak?

Valerie Maginsky:

Yeah. I think the COVID CARES-

John Russell:

No, ahead. Sorry, ahead on January. Yeah.

Valerie Maginsky:

Right. The COVID CARES, I think is going to need to go up around \$2,000. Um, some things couldn't be written off under COVID CARES because of eligibility issues. So those are the-

John Russell:

Okay.

Valerie Maginsky:

... changes that Gary was making.

John Russell:

Okay. All right. So then I think we can do this in, probably in one motion, right? The, um, approval of the financial reports-

Valerie Maginsky:

Yep. And the bills and- bills and revenues all together. Yes.

John Russell:

[crosstalk 00:06:13]

Gerald Oney:

Yeah. I also move that we approve the, uh, monthly financials and the bills and revenue statements.

John Russell:

Okay. Motion by Gerry to approve the monthly- monthly financial statement for February and the administrative bills and revenues for March. Any discussion? Oh, seconded by Mike, right?

Michael Talmadge:

Yes. Seconded by me.

Valerie Maginsky:

(laughs)

John Russell:

Seconded by Mike Talmadge. Uh, any discussion? All in favor? Aye.

Gerald Oney:

Aye.

John Russell:

Opposed? Carried. Okay, Section Eight.

Nora Goetz:

Hi everybody. Um-

Gerald Oney:

Hi.

Nora Goetz:

This is the report for March 2021. This is Nora. Um, we have no new contracts for February or March, actually. Um, we have one termination. We have zero port out. We have three port in. And we have, um, three vouchers that are on the street. Um, HAP payments, that we paid out March 2021, HAP payment, \$120,705. Admin cost \$61.39. FS-S Escrow deposited was \$1,042. Mainstream HAP was \$1,532. And the grand total for payables is \$1000- was \$138,858.39. The monies we received from HUD, we received \$123,402. Um, Mainstream monies received was \$17,213. Admin monies received was \$23,633. Mainstream, uh, administrative fees received was \$1,750. There are seven families with FSS contracts. There are no graduates. Um, leased units in house as of March 2021, was 183 and Mainstream was 22. Um, the HAPPY contract renewal was submitted and we did receive the, um, the permanent activation code yesterday. So that's all set. The HAPPY digitization files is scheduled to begin March 31st through April 2021. Training dates are March 31st, there's an initial call, April 14th is the training. April 22nd is the follow up. And, um, April 28th is the wrap up. All calls start at 1:00 and they should last about 45 minutes.

Nora Goetz:

Um, we are in the- we're still processing applications. Um, as of March, there were 471 active participants. There are 106 outstanding applications that still need to be put in the system. To date, there are 266 applications that Jackie and I have entered. Um, 53 applications were rejected for various reasons, over-income, post marked after the date, they didn't return or the postage was returned. Um, 14 applications are awaiting the additional information. When this is all said and done, the estimated wait list when complete would be the minimum of 577 or the maximum of 591 applicants. On, um-

John Russell:

A lot of deets.

Valerie Maginsky:

Yeah. A lot of work. (laughs)

Nora Goetz:

On the 16th I sent out (laughs). On the 16th I sent out 20 inquiries- inquiries from the wait list. Ten are from the 2017 wait list opening, and 10 indicated they were mainstream eligible on their application, which is from the 2021, um, wait list app opening. All are Port Jervis residents, because with that, um, preference in place, that's what- that's what we're going to pick from first. Thirdly, there are six open slots to Mainstream and six-to-eight open for regular HAP vouchers. Provided all the paperwork is in order and returned properly, the applicants may be briefed towards the end of April, which would make them eligible for housing. However, I've got an influx of ports from the New- New York Housing Authority. I have probably three people going into Water's Edge, two would be Mainstream, one would be not. So that's going to affect those numbers. So we'll see when the paperwork comes back, and we'll take it from there.

Valerie Maginsky:

And then we had one more thing, Nora. The Orange County has monies from the federal government to prevent evictions.

Nora Goetz:

Right. Yeah. I was changing the dates. Sorry. (laughs). Orange County has money from the federal government to prevent eviction. A delivery system is in place, and most are being referred to Legal Services of the Hudson Valley and Orange County Social Services. If a landlord is interested, they must enter, they must be entered into the Orange County Vendor System. And we will make referrals as necessary to anybody who calls, to our participants, to landlords, whoever- whoever needs the referral, we will make them. And that's the Section Eight report.

Valerie Maginsky:

Okay. I like would to-

John Russell:

Okay.

Valerie Maginsky:

... I would just like to add that the HUD remote audit response, there are two items that I have yet to address, because I have decided I need professional assistance. And, uh, Gary is busy until we agreed April 12th, he'll, um, be able to help me on these items, which include the internal control and a cost allocation plan that requires a certification signed by me, also to be submitted. Um, I did some research and it's, uh, finally I found some, uh, examples and templates and, uh, they definitely require some, uh, input beyond what I can, uh, take the time to- to work on. So, those are the only two items outstanding under, um, Section Eight. And also the REAC report, I think I mentioned that perhaps on my administrative report, the REAC report for 2019 was rejected by HUD. Uh, there was a meeting between Alan Walther of Bonadio and our HUD representative. And then yesterday, um, let's see, Alan, Gary, myself and Robin Toby were on a conference call together and a game plan was figured out. Um, we don't think that these are very difficult things to address and they should be taken care of in the next couple of days. And that's it.

John Russell:

Okay. So that's part of the Section Eight report?

Valerie Maginsky:

Correct.

John Russell:

Okay. And so, anybody have any questions?

Michael Talmadge:

No.

Gerald Oney:

No.

John Russell:

No. I'll entertain a motion to accept the Section Eight report.

Michael Talmadge:

I'll make that motion.

John Russell:

A motion by Mike Talmadge.

Gerald Oney:

Second.

John Russell:

Second by Gerry Oney. All in favor. Aye.

Michael Talmadge:

Aye.

John Russell:

Opposed? Carried. Director's Report.

Valerie Maginsky:

Okay. moving forward, uh, continuing to track micro enterprise. Um, getting back to the AHC Homeowner Out, um, Outreach is, uh, yet to be done. Uh, the code review, I'm waiting confirmation of final receipt of the last couple of dollars of reimbursement. I'll have that into Robin. Uh, the final paperwork for New York State RESTORE for reimbursement. The Greenway grant hasn't changed. They're still not in their offices. Uh, Land Acquisition WQIP, I did speak with the consultant on the 19th of March. And the next step in the process will be the Town of Deerpark initiating, uh, the- the next step

in the public review, which is expected to occur in April. Their meetings in March for too full. Uh, Trenchless sewer repair. Again, phase one awaiting confirmation of the final reimbursement receipt. The LSLRP lead service replacement for engineering bids were opened on March 18th. And, um, they were to be reviewed by the city's engineer. Uh, same with the ADA sidewalk grant for engineering and two administrative bids were opened on the 18th, only to be reviewed by the city's engineer. Energize PACE, the f- final paperwork was sent to the city's legal counsel for finalization. No update on the Nature Conservancy, the Port Jervis Carbon Proposal.

Valerie Maginsky:

Uh, Urban Forestry grant is, uh, the contract circulating within DEC for review, and will then go to the mayor via email for signature, and I have to work on a progress report. Otherwise, the Port Jervis Police Reform and Reinvention Collaborative report and plan was submitted to Mayor Decker for the March 22nd Port Jervis Common Council adoption, which did occur. So that report has been sent to Albany via email and hard copy, and that is ahead of the April 1st deadline.

Valerie Maginsky:

On behalf of the City, two CDBG grants were written and submitted on March 5th. One was for a public infrastructure Trenchless phase two project for \$1 million with a \$300,000 in-kind match. The other grant was for an East Main Street ADA sidewalk public facilities grant for \$300,000 with a \$26,500 in-kind match. I'd submitted the P- CDA bid for the administration on the ADA Pike Street project for \$2,100, which was the lower of the two bids received and opened. Let's see. Um, also opened were the four engineering bids and referring to them and- and just in general. Uh, federal procurement regulations prohibit relatives of public officers to be compensated for any work on a federal project with federal funds. The onus is on the applicant. And in addition to the CDBG, these federal funded projects may include DASNY and DOT projects as well as FEMA.

Valerie Maginsky:

Uh, the Orange County Department of Social Services continues to be interested in signing an MOU with us, with regards to Youth to Independence. And Matt and I were just talking, and we're going to be reviewing that, uh, possibly this week. And, um, we already mentioned that applications continue to be processed. As far as agency administration, we continue to operate primarily remotely under the COVID-19 protocols. Uh, the PJCDA Pandemic Plan required by New York State to be adopted by April 1st is before the- the board tonight. That is titled The Port Jervis Community Development Agency Public Health Emergency Operations Plan. I talked about the HUD remote audit right now, the responses pending, the REAC which is pending, the books are closed. Uh, files for the 2020 single audit continue to be uploaded as available and the electronic transference of the 1099 MISC forms to the IRS has been confirmed received. That was done electronically. Uh, a notice from HUD indicates that some \$27,000 in, there's a correction here, PJCDA HAPs monies will be, um, allocated out of our reserves that are there already.

Valerie Maginsky:

Uh, mentioned the five year HAPPY contract is all said and done. Payment's been sent. The new security code has been obtained. Uh, the service contract for \$40,000 was updated and reviewed by city legal counsel Will Frank and our legal counsel, Matthew Witherow. Final copies are now with Mayor Decker for signature. I continue to have a lot of computer server problems this month. And I can't say that my new laptop is in, um, 100% good shape. And we'll see how that moves forward. My old laptop is, um, set

up as a backup, and that should be up to date if needed at any moment. Um, I request that, uh, I was not able to- since I have not yet been able to take all of my 2020 vacation that was rolled, I would like to request up to 2.52 days that are currently left, be rolled to April 30th, 2021 for usage. And otherwise, I've been with the, uh, CDA now seven years this month. And Nora Goetz Administrator Section Eight, will have been with the agency for five years on the 28th of this month. And she is therefore eligible for the longevity raise of \$832 over a year's time. Otherwise known as the pizza pie, because that's what you could buy when it's all said and done. (laughs)

John Russell:

Oh, boy.

Valerie Maginsky:

And that-

Gerald Oney:

Well, you could buy 12 of them.

Valerie Maginsky:

That- that's right. It's- it's-

Gerald Oney:

16 a week. Oh, wait, 52.

Valerie Maginsky:

Yeah. It's dinner. And that's the Director's Report.

John Russell:

Okay. Do we anybody have any questions? [crosstalk 00:21:01] Uh, I will entertain a motion to accept the Executive Report. The same director's report for March.

Gerald Oney:

I will make that motion. I'm sorry, Mike. Go ahead.

Michael Talmadge:

You can have it.

John Russell:

(laughs) All right. Motion by Gerry Oney seconded by Mike Talmadge to approve the Director's report for March. All in favor? Aye.

Gerald Oney:

Aye.

John Russell:

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Opposed? Carried. Uh, so we need a motion to go into Executive Session at 7:32pm-

Valerie Maginsky:

Ah, yes.

John Russell:

... for loan- the loan updates.

Gerald Oney:

Um, John, do we have to take action on a request for her-

John Russell:

Oh-

Gerald Oney:

... personal time?

John Russell:

... yeah.

Gerald Oney:

And-

John Russell:

Well, that and, uh, public operations plan. We have to do that too.

Valerie Maginsky:

Uh, yes.

John Russell:

Valerie?

Valerie Maginsky:

Yes. That's- that's coming, uh, immediately afterwards here. If you would like to take care-

John Russell:

Okay.

Valerie Maginsky:

... of, uh, longevity and vacation time, and then we can move on to the public Emergency Operations Plan.

John Russell:

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Okay.

Gerald Oney:

So I make a motion that we approve both requests, well, second is not really a request, right? Is there a mechanism that triggers on automatically, Valerie?

Valerie Maginsky:

Uh, generally, raises et cetera require board approval. So I don't think it hurts.

Gerald Oney:

Okay.

Valerie Maginsky:

Makes it official.

John Russell:

Yeah. I think as Gerry as we are not technically, you know, you know, in a contract situation.

Gerald Oney:

I got, yeah. I- I thinking more like of a budget issue, like all those early in the year, but that would have been addressed in the budget.

Valerie Maginsky:

Yes. This was- this is included in the budget.

Gerald Oney:

Oh, all right. So can we do both with one motion? I- I move that we approve both.

John Russell:

Okay. Motion by Gerry approve that step increase for, uh, Nora and Valerie's vacation extension?

Michael Talmadge:

I second that.

John Russell:

Seconded by Mike Talmadge. All in favor? Aye. Opposed? Carried.

Valerie Maginsky:

Thank you.

John Russell:

Okay. The, uh, Public Health Emergency Operations Plan.

Valerie Maginsky:

Yes. Um, because the CDA is a public benefit corporation, it is required by New York State Labor Law Section 27, let see, was that A or C something like that, um, to have a public health emergency operations plan. And, so actually that's, uh, Section 27C. Uh, before you is a plan which, uh, I worked on and Matt commented and reviewed and commented upon. And also, as a requirement, employees have the opportunity to comment upon, and that was received by both, uh, Nora and, uh, Jacqueline Bennett. So, um, if it is to your approval, there is a resolution, if- unless Matt has some, uh, suggestions, otherwise, there is a promulgation which, uh, John will be signing just confirming that the agency and the board reviewed things and the plan has been approved accordingly.

Matthew Witherow:

I agree, Val.

Valerie Maginsky:

Thank you, Matt.

John Russell:

So- uh, okay. So the resolution is there.

Matthew Witherow:

Yeah.

John Russell:

Um, we don't have to read all the things, we can just move through adopt it as presented?

Matthew Witherow:

Right. Just reference the resolution for the record, make sure that a copy is attached. Everyone has reviewed it, and can vote on it.

Gerald Oney:

It's your turn, Michael.

Michael Talmadge:

I make that motion. (laughs)

John Russell:

All right. Motion by Mike Talmadge. Seconded by Gerry Oney to app- approve the resolution, uh, regarding the Community Development Agency's public health emergency operations plan. Any discussion? All in favor? Aye.

Gerald Oney:

Aye.

John Russell:

Opposed? Carried. Okay.

Valerie Maginsky:

Thank you very much.

John Russell:

Now, Executive session. (laughs)

Valerie Maginsky:

(laughs)

John Russell:

[inaudible 00:26:03]

Valerie Maginsky:

Yeah. And now-

John Russell:

7:37.

Valerie Maginsky:

And the- and the- the vote- the vote to move to executive?

John Russell:

Pushed by Gerry, seconded by Mike. All in favor? Aye.

Gerald Oney:

Can we, is there anybody else on? Can we stay here?

Valerie Maginsky:

Yes, we can stay here. I'm just going to pause the recordings. Okay. Pause. Let's go private. That one's been working.

George Belcher:

Go to go back to regular session.

John Russell:

All right. Motion by George to come out executive sessioning. [crosstalk 00:26:41]. Seconded by Mike. All in favor?

Michael Talmadge:

Aye.

John Russell:

Aye. Opposed? Carried.

Valerie Maginsky:

And I have-

John Russell:

Um

Valerie Maginsky:

I have that at. Sorry. I have that at 8:29pm.

John Russell:

Okay. 8:29pm. And for the record, um, Gerry only left the, um, meeting during executive session at at least 7:55. And, uh, we were joined at that same time by George Belcher. Just for the record.

Valerie Maginsky:

Mm-hmm (affirmative).

John Russell:

And now, um, for action we need to take, uh, we need a motion to, um, provide a letter of support, so to speak, uh, to, um, Michael O'Gorman regarding the purchase of the former Kaltec building that would include a description of, um, financing, types of financing available from the CDA to businesses, typical, you know, typical terms that would apply to, uh, the equipment. Financing, he is proposing, um, and the letter would include some conditions including the purchase money UCC-1, um, opening, you know, closing on the property and starting operations at the, um, at that location under the new entity, uh, among other things that we may add. Uh, letter to be drafted by, um, Attorney Witherow and, uh, Mr. Russell.

George Belcher:

So moved.

John Russell:

Motion by George.

Michael Talmadge:

Second.

John Russell:

Second by Mike Talmadge. All in favor? Aye. Opposed? Carried. Did we have something else?

Valerie Maginsky:

Um, no. I believe we took care of everything.

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John Russell:

Okay. And I guess for the record, you'd also put in the Gerry only expressed his support for that as well prior to leaving the, uh, executive session.

Valerie Maginsky:

Very good.

George Belcher:

I make a motion, we adjourn the meeting.

John Russell:

All right. Motion by George, seconded by Mike, we adjourn the meeting. All in favor?

Michael Talmadge:

Aye.

John Russell:

Aye. Opposed? Carried.

(Note: Vice-Chairwoman Trovei was absent this meeting.)