

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

**TRANSCRIPT of May 26, 2021**

**7:00 p.m.**

**Via Conference Call**

**Dial: 1-646-558-8656**

**Access Code/Meeting ID: 822 5947 2257**

Kristin Trovei:

All righty. This is the May 26, 2021 Port Jervis CDA board meeting. We're going to do roll call. I'll start.  
Kristin Trovei, present.

George Belcher:

George Belcher, present.

Gerald Oney:

Gerald Oney, present.

Valerie Maginsky:

Valerie Maginsky, present.

Nora Goetz:

Nora Goetz, present.

Matthew Witherow:

Matt Witherow, present.

Kristin Trovei:

All righty. Let's see. Moving on to the approval of the minutes and the transcripts from the April 2021 meeting. Did everyone get a chance to review them? Are there any questions, revisions?

George Belcher:

I make a motion we approve the minutes.

Kristin Trovei:

We have a motion by George to approve the minutes, a second by Jerry. Are all in favor?

George Belcher:

Aye. [crosstalk 00:01:14]

Kristin Trovei:

Opposed. So carried, let's see approval of the financial report. First the administrative bills and revenues.

Valerie Maginsky:

The PJCDA expenses for May 27 through June 23rd, 2021. We were going to be putting some money on the mailing machine. We have \$553.58 in office supplies. Typical reimbursements, fax line, telephone, for legal counsel. Robin Toby was \$924 through the end of May. The copier is typical. Then we have salaries, FICA, etc. All is typical for a total of \$16,819.93. Any questions on the expenses?

Gerald Oney:

No.

Valerie Maginsky:

Okay. On the expected revenues, everything has come in. I believe we'll have one more, actually one more health insurance payment at the end of June. Well, it should be up to \$378,574 for administrative expenses. Any questions there? Okay. A bank balances were current as of actually that was May 21st. It is correct that from a four to a five. So May 21st, 2021. Since that time we did receive a payment from Fox and Hare and yeah, that was nice. It's nice to see because you have the feeling that they're feeling stable, so that's good. And we'll go over the loan report in executive.

Gerald Oney:

Yeah, just one second. It was like the only company to do things correctly and forth coming. It was really good.

Valerie Maginsky:

And according to this bank balance, we've got \$371,581.70 available to agency bills. Available to loans we have \$912,901.35. And then as far as committed, which is essentially Section 8 monies and interest allocated to HUD is \$110,540.15. And that's the bank report.

George Belcher:

I make a motion. We approve the director's financial reports.

Kristin Trovei:

Okay. We have a motion by George to approve the administrative bills and revenues and the financial statement. Is there a second. I'm sorry.

Gerald Oney:

Yeah. Second.

Kristin Trovei:

Okay. Second by Jerry. Let's vote on this and then we'll welcome our new number all in favor. Aye. Opposed. So carried. If you can just state your name and that's your present now that you've join the meeting. That'd be great.

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Michael Talmadge:

Michael Talmadge , present.

Kristin Trovei:

Thank you, Mike. We just went through the bills and revenues and we're on the budget.

Michael Talmadge:

Okay. I had trouble logging in the first number, that's the administrative.

Gerald Oney:

I do that all the time, Mike. Don't worry.

Michael Talmadge:

It says, "The meeting has not started yet."

Valerie Maginsky:

Well then that's probably the executive session which I have running.

Michael Talmadge:

Oh, that must be it. Okay. Yeah.

Valerie Maginsky:

So as far as the timestamp is concerned, Michael has joined us at 7:12 PM.

Michael Talmadge:

Okay. What are we on now? The budget?

Valerie Maginsky:

Yes.

Michael Talmadge:

What page?

Valerie Maginsky:

Page 21, correct. So the budget we're doing well altogether, since we've gone through four months, we've used a 36.25% of what was expected. So we're on track there. And we are tracking the COVID monies. You'll see under salaries and payroll, and that's where those monies are being followed. Okay. And then the next item would be income. And again, we're doing well there because of Nora and Jackie and Robin's good work. HUD keeps giving us money. So we will take it. Also fraud recovery is moving forward. Again, the COVID CARES monies are going to be exactly the opposite of what we spent. So, that will always be yoked together until we run through all those monies that are there. And the total for April was \$42,028 altogether. Which was a good month.

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Kristin Trovei:

All right. Great. Does anyone have any questions about the budget so far?

Michael Talmadge:

No.

Kristin Trovei:

All righty. Next is the Section 8 report.

Valerie Maginsky:

Do we need to approve those?

Kristin Trovei:

I don't think so. We can, if you just want to.

George Belcher:

I make the motion.

Kristin Trovei:

Sure. George makes the motion to approve the budget update.

Michael Talmadge:

I'll second that.

Kristin Trovei:

A second by Mike, all in favor. Aye. Opposed. So carries, Section 8 report.

Nora Goetz:

Contracts from May, were two. There are no terminations. That's been turned around. Port out's were zero, port in's were three, and they're 11 families looking for housing as we speak. For May we paid out \$120,095. The admin was 6,139. FSS escrow deposits were \$1,810 and Mainstream apps with \$17,408. And the grand total for payables this month \$139,374.39. The monies we received, we received \$99,169. Mainstream we received 17,529. Administrative regular admin we received 16,149. Mainstream admin we received \$1,772. We have seven FSS families with contracts. We have zero FSS graduates. Leased units in-house as of May, is 184. Leased Mainstream is 23.

Nora Goetz:

The Happy digitization of files is in process, training is not complete and there will be a wrap up discussion in the near future. So this is the wait list opening reports for 2021. The total applications received was 414. We rejected 24 because they came in after the date after we closed. We rejected applications with missing information. These went, there were two mailings involved with these and neither came back on time. There were 36 of them that we rejected. We rejected five applications because they were sent via air mail or fax or not through the regular mail. We rejected one application because he was a full-time student under 24 with no dependents. One application was over income. And

the total applications from this group that we put on the wait list with 348 and possible Mainstream is 36. And we're continuing to call from the wait list and brief participants. Currently, there are three waiting for a briefing right now.

Nora Goetz:

Five new inquiries has been sent. Actually, I got information back today on one of them. Second notices are out to three more applicants to determine Mainstream eligibility. If these all meet the Mainstream criteria and lease up, we will be at our full allocation of 29. So we have a Section 8 homeowner candidate. He 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.

Nora Goetz:

The New York State eviction moratorium is once again extended until April 31st of 2021. And the CDC moratorium expires June 30th, 2021, but that may again be extended. The 2019 REAC and HUB remote compliance audit are now complete. Thank you.

Kristin Trovei:

Okay, great. Are there any questions for Nora regarding the Section 8 update?

Michael Talmadge:

Ah, no.

Kristin Trovei:

All right. Hearing none. I'll entertain a motion to approve the report.

Michael Talmadge:

I'll make the motion.

Kristin Trovei:

Oh, who was that?

Gerald Oney:

That was Mike. And I'll second it.

Kristin Trovei:

Okay, so we have a motion by Mike and second by Jerry to approve the Section 8 report. All in favor. Aye. Opposed. So carried. Thanks, Nora. Okay. Moving on to the director's report Valerie.

Valerie Maginsky:

Yes. No changes with the Micro Enterprise Grant. I'm still looking for the one to hit compliance. The AHC, moving forward with the outreach there, RESTORE paperwork for the Reimbursement Greenway Grant. Still waiting to hear that the office is open land acquisition, awaiting Town of Deerpark, open comment to finish in July, 2021. So that'll be on hold until then. The LSLRP right now that's on hold.

Going over the consultant engineering list, ADA Sidewalk Grant 300,000. The recommendation went to the common council or at least it was supposed to, I'm not sure if we went through on Monday. Energize Pace city advertisement of availability is pending. That is now done, well paper work. Nature Conservancy carbon proposal goes along with the WQIP. So that's on hold. Urban Forestry Grant tree maintenance, which is removal for 35,000. Chief Engineer Farr just sent me the RFP for review and that'll be moved forward to DEC for their comments before anything is put forward.

Valerie Maginsky:

Whitewater Kayak Park, those monies are still to be researched by me. We're waiting on a number of grant applications, the AFG submission for the fire department, the funding for 2020 CDBG, which was the Trenchless Phase 2, which was \$1 million with 300,000 in kind. Then also at the same time we applied for the East Main Street ADA project. We did apply for four different appropriations through Congressman Sean Patrick Maloney. The city was not chosen as one of the 10. And those applications were just revised and added, actually sent in to Senator Gillibrand's office. And John is texting me. So I'm just going to pause just a moment and I'll mute myself here.

Valerie Maginsky:

Okay. All right. Thank you for holding. Let's see. I see. So those items were...

Valerie Maginsky:

Okay to continue. Right now working with Carol Gallagher, City Engineer Farr and bond attorney through attorney Gallagher on the \$20 million hardship loan with the EFC Wastewater Infrastructure. Everything is due by June 25th, actually. So that's a correction there. The resolution was corrected accordingly. So everything include the ERR from Phase 1 and the resolution were all sent to the bond attorney for review and waiting to hear back. And I think here he is now. Here we go.

John Russell:

Sorry about that.

Valerie Maginsky:

Hello John.

John Russell:

Hello everybody.

Kristin Trovei:

We're on page 25 of the packet. She's getting towards the end of her director's report.

Valerie Maginsky:

We'll note that John Russell joined us at 7:25 PM. So other than that there are some grants hanging out there for review that go on a rolling basis and they have to do specifically with coronavirus mitigation and prevention, et cetera. There was one idea for a citywide Wi-Fi and the Mayor is going to get back to us in June, probably early July.

Valerie Maginsky:

As mentioned, there is a resolution that passed at Monday's Common Council meeting that the funding year 2021 monies are now available. Those submissions are due no later than July 30th at 4:00 PM. The updated city zoning map is moving forward. We're getting down there with a couple of the questions and waiting for Bob Murphy to get back from vacation at Barton & Loguidice. The DSS issue with MOU for the Youth to Independence vouchers, Counselor Matt Witherow is providing commentary. And while I'm away Nora is ready to work on that. I am available via email to address any particular questions or issues. A new project Carbon Positive Port Jervis 2026 was presented to the Common Council on April 26th and an RFP for a biofuel pilot program is being prepared by City Engineer Farr.

Valerie Maginsky:

FYI Vision Hudson Valley was formally the Orange County Citizens Foundation, President Nancy Proyect who's been there for 20 years has departed for position of Executive Director of the Newburgh Armory Unity Center. And her replacement's announcement is pending and too the Orange County Land Trust Jim Delaune executive director retired, and a gentleman by the name of Jim Danor is now executive director.

Valerie Maginsky:

I attended the local Rotary Club luncheon this last week. And Mike Ward of the Outdoor Club was the presenter. And I did meet with the Planet Health Foods management team, and they expect to start advertising for workers in June, July. And the agency administration has warranted the agency schedules are flexibly adjusted to COVID related issues. The HUD remote compliance audit for the cost allocation plan, internal controls and resolutions were accepted by HUD. All findings are now closed.

Valerie Maginsky:

Additional reports were sent to Lisa Artists of HUD with regards to the 2019 HUD REAC report. And those documents were accepted and led to the finalization. At this point, with regards to that particular report. The files for the 2020 single audit continued to be uploaded. And with Robin Waizenegger's retirement, Bobbie Jo Muller has been selected as her replacement and a new search for her replacement as deputy clerk is being initiated. And so noted there, I'm taking personal time off at least through June 13th, but am available via cell, email, et cetera. And that's the director's report.

Kristin Trovei:

John, you want to take over? Or should I just finish this over?

John Russell:

I like the way you're doing it Kristin.

Kristin Trovei:

Alrighty. Does anyone have any questions regarding the director's report?

George Belcher:

I make a motion that we approve the director report.

Kristin Trovei:

All right. I have motion by George to approve the directors report.

John Russell:

Second.

Kristin Trovei:

Second by John. All in favor. Aye. Opposed. So carried. Is there anything else to discuss before we entertain a motion to move into executive session?

Valerie Maginsky:

I don't have anything here.

Kristin Trovei:

Nope. Okay. So is there anyone else on or can we stay on this line for the executive session?

Valerie Maginsky:

We can stay on this line for exec and Nora can peel off.

Kristin Trovei:

All right. So I'll entertain a motion to go into executive session at 7:31 PM.

George Belcher:

So moved.

John Russell:

Second.

Kristin Trovei:

Motion by George. Second by John. All in favor. Aye. Opposed. So carries. I'll let Valerie turn off all her recordings and switch to executive.

Valerie Maginsky:

Yes thank you.

Kristin Trovei:

Okay Valerie want to turn on all your stuff.

Valerie Maginsky:

Ah yes. Okay. And we are on.

Kristin Trovei:

All right. At 7:51 PM. I have a motion by George to leave executive session and returned to regular session. Is there a second?



Mike Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor. Aye. Opposed. So carried. Valerie, I don't think we need a motion for you to just have a conversation about updating our personnel policy. You'll probably come back next meeting with any sort of costs or anything like that, or-

Valerie Maginsky:

Yes. A proposal. I'll work on that, coming up with a proposal.

Kristin Trovei:

Okay.

John Russell:

I would prefer to have a flat dollar proposal of some sort because you go hourly, you know so many people do. What kind of rabbit hole we decide to go down, that'll rack up the bill. We're supposed to have a limit on it.

Valerie Maginsky:

Okay.

Kristin Trovei:

Sounds good. Is there anything else? Hearing none. Our next meeting is June 23rd, 2021. We'll probably find out next month if this remote thing is still going to keep going or not. And if there's nothing else, then I'll entertain a motion to adjourn.

George Belcher:

Motion to adjourn.

Kristin Trovei:

Motion by George.

John Russell:

Second.

Kristin Trovei:

Second by John. All in favor. Aye. Opposed. So carried. Thanks everyone. Have a good night.