

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING TRANSCRIPT for **October 27, 2021**
7:00 p.m.
Via Conference
Dial: +1 646 558 8656
Access Code/Meeting ID: 831 7976 6679**

John Russell:

Okay. So calling the meeting order. 7:03 PM. This is John Russell, Port Jervis Community Development Agency. October 27th, 2021. Want a roll call in attendance? You have Valerie Maginsky, Director. Nora there?

Nora Goetz:

Yes, I'm here. Hi John.

John Russell:

Hi, Nora Goetz. Mike Talmadge, Michael Talmadge?.

Michael Talmadge:

Present.

John Russell:

George Belcher.

George Belcher:

Present.

John Russell:

Jerry Oney?

Gerald Oney:

Present.

John Russell:

And Kristin Trovei

Kristin Trovei:

Present.

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John Russell:

What about that? Hail, hail the gang's all here. Everyone received a copy of September 20, 2021 minutes. I'll entertain a motion to accept the minutes.

George Belcher:

So moved.

Kristin Trovei:

Second.

John Russell:

Motion by George. Second by Kristin. Any discussion? All in favor?

Group:

Aye

John Russell:

Aye. OK Opposed? Carried. Financial reports.

Valerie Maginsky:

All right. We have the.

John Russell:

Administrative bills.

Valerie Maginsky:

Yes. Administrative bills. We've got Staples, we had a number of subscription issues and I worked on the DRI video, which resulted in additional charges. We have the phone and fax as well as Spectrum. I want to note that the Spectrum bill is actually \$129.98. Our promotional number went up and supposedly that's going to be the price for the coming 12 months. We've got...

John Russell:

Okay

Valerie Maginsky:

Regular monthly for Matt Witherow. We had additional work with the VMS HUD review with Robin Tobey, the copier as usual, we are proposing some training for Nora and myself. That is training and certification. It's three days of training plus a test. Total is \$2,250. Then we have the salaries, FICA, healthcare, retirement, ex cetera, for grand total of \$21,440.87.

John Russell:

Okay. The next revenues.

Valerie Maginsky:

Revenues. Our next through October with a pending invoice, there is a total of \$22,471.34 expected for this month of October and estimated ending balance next month \$405,841.72 between Section Eight and Small Cities. Those are the projections.

John Russell:

Okay. And the bank accounts.[Inaudible 00:03:43].

Gerald Oney:

John. It's a always a good thing to have revenues exceed the expenses. You've been doing good Valerie.

Valerie Maginsky:

Yeah, we've been working on it, Jerry.

Gerald Oney:

Yeah. Thank you.

Valerie Maginsky:

The bank accounts everything's up to date as of actually today, there were no checks that came in Monday, Tuesday, or Wednesday. So these numbers were put together on Friday, so they are accurate through today. Let's see, available to agency bills \$404,811.25. Available to loans. \$916,409.82. And committed total is \$189,244.34. [Silence 00:04:30]

John Russell:

Okay, very good.

Valerie Maginsky:

Okay. So next we have the expenses and there are two pages. Everything is reported through September and we're pretty much on track with things [Silence 00:04:58] through the end of the month. We don't have any other expected. Well, this is September. So this was closed out already. The total month payment was \$19,240 for expenses in September.

John Russell:

[Silence 00:05:21] Okay here again I guess revenues are ahead of expenses but a good part of that is COVID Cares. Right? You being able to use that money up.

Valerie Maginsky:

That money will be totally used up by the end of December. There will be nothing left to be sent back.

John Russell:

Okay. All right. With that, I'll entertain a motion to approve the administrative bills and revenues for October and monthly financial statement for November? [inaudible 00:05:57].

George Belcher:

So moved.

John Russell:

Moved by George Belcher.

Michael Talmadge:

Second.

John Russell:

Who's that Mike? Mike? Yeah. Second by Mike Talmadge. Any discussion? All in favor?

Group:

Aye.

John Russell:

Opposed? Carried. Section Eight report?

Nora Goetz:

The Section Eight report for October 2021, contracts for October is two. Terminations are zero. Port outs is 1. Port in's are zero. There's two vouchers on the street. Two people looking for housing. Total applicants on the wait list is 532. What we paid out for September. I'm sorry, that should be October 2021 and HAP payments was \$117,318. The admin for the port out was 61.39. FSS deposit was 2,594. Mainstream HAP was \$17,041. And the grand total for the payables were \$137,014.39. What we received the HCV monies housing monies received was \$139,846. Mainstream monies received was 18,405. Total program monies received was \$158,251. Admin fees, regular HVC admin fees. We had \$16,188. Mainstream admin. We had 1,870, and then we had reconciliation money that we got as an extra deposit. So HAP reconciliation, we got 4,177. For mainstream we got 437. And that totals 22,672.

John Russell:

Nora, that exclusive of the ... That's in addition to the program money, that doesn't come out the program money.

Nora Goetz:

Right? No, that, yeah. That, yeah. Yes. Those were additional monies that, you know, they do the reconciling every four months. And if they owe us money, they send that to us. So that's what they sent us.

John Russell:

[Silence 00:08:22] No, I'm just looking at, I'm just looking at the number of the program money to a hundred fifty eight, two fifty one is roughly 1.9 million dollars a year. That's going into the community in the form of rental assistance, right? Quite a bit of money.

Valerie Maginsky:

Yes.

Nora Goetz:

Correct.

John Russell:

Okay. That was it just observation.

Nora Goetz:

Okay. Leased units for October 195, leased mainstream is 27, 0 ends of participation. And we have one zero HAP, one over income. We had a scheduled October briefing, but nobody attended. So it didn't produce any vouchers. As of yesterday, we had a wait list inquiry. And right now 10 families that applied in 2017 are all Port Jervis residents. There's a number of units, changing hands. Most notably with Sutton and Tudor Gardens was sold on October 7th, 2021. This month, four other landlord changes are complete and they're still coming in. So lot of units are changing hands, lot of landlords. So our selling the corrections are underway 2019.

John Russell:

Now, is Tudor Gardens, is that where they're starting to build [Inaudible] or is that somewhere else?

Valerie Maginsky:

Sorry build?

Nora Goetz:

[inaudible 00:09:52] Tudor Gardens is over.

John Russell:

Just a joke I heard, I think the ownership who, who the ownership changed hands to for sure or not.

Nora Goetz:

Yeah. I believe it's a Hasidic gentleman, or Hasidic corporation, but I have no information. They haven't contacted me. And I reached out to the old owners and they haven't, and, and the landlord, the clients just got a letter saying, this is who you send a check to, but nobody has contacted me.

John Russell:

That works for them. That it works for them, the ownership, you know, you have, you have a deal with them, so to speak, right?

Nora Goetz:

Well, I, the landlord...

John Russell:

That's what I mean, the contract is with the, the landlord.

Nora Goetz:

I think it's 18 folks. I think we have 18 folks living over there, so they're not going to get the full amount of rent for them until they contact me.

John Russell:

Well, that's what I mean. The contract is with the landlord, right? Essentially. And, and the other, the, you know, is there a clause in the contracts for it to be assumed by someone else? Or they have new do new paperwork?

Nora Goetz:

Yes, they can. I need new paperwork, but yes, they can assume. I don't need a new contract to lease or anything as long as they're going to assume the, you know, as long as they're going to assume the lease, it's fine.

John Russell:

Okay. Um, OKay.

Valerie Maginsky:

Just.

Nora Goetz:

Okay. The VMs,

Valerie Maginsky:

I'm sorry, just FYI. Kristen's phone dropped off and she's going to try to come in again.

John Russell:

Okay.

Valerie Maginsky:

Go ahead Nora.

Nora Goetz:

VMs corrections underway 2019 is complete and accepted. And 2020 is complete as of today and was accepted also. And 2021 are in process. Robin Tobey, Robin Tobey is in communication with Sharon More, our financial analyst. So for the board review and approval, this month is a Nan McKay financial management training and certification for Valerie and myself from November 8th to November 11th, 2021. And it's 975 plus 150 for the certification, so total equal is \$1,125. Each total is 2250.

Valerie Maginsky:

And actually this is a three day training, which is Monday, Tuesday, Wednesday. And the 11th is Veteran's Day, which we would not have to be in class during. So it's a no compensation day would be required.

Nora Goetz:

Okay. And that's the end of the report.

John Russell:

Okay. Thank you. I'll entertain a motion to accept the Section Eight report.

George Belcher:

So moved.

John Russell:

Motion by George, second by Jerry. Any discussion? All In favor?

Group:

Aye.

John Russell:

Aye, Carried. Director's report.

Valerie Maginsky:

All right. Still tracking micro enterprise. The AHC. We had one change with that. We'll talk about that in, in executive. New YorkRrestore, Greenway grant to respond with that land acquisition moving forward, there's a change in staffing at Orange County Land Trust. Matt Decker has moved to another company. I had a meeting with him before he left along with the new executive director, Mr. Dehner and we'll be moving forward with Deerpark. Actually, they will move forward with the Deerpark with the option agreement, which under review and the revised access plan with New York State DEC. LSLRP still waiting for that to shake out. ADA sidewalk, grant, based on timing issues, and the one bid that came in, which was almost \$250,000 more than what was budgeted, I provided an explanation to the last Port Jervis Common Council meeting, the one before yesterday.

Valerie Maginsky:

And the decision was to de-obligate the funds. We have since clarified that the city's eligible for \$15,000 in administrative reimbursement. We've received something like \$19,000 worth of bills. So those invoices have to be paid. The checks have to clear, and then the reimbursement can be applied for. The objective here is to reapply in the next time this option is made available and public facilities are being moved from 300,000 to 1 million dollars. Urban forestry grant got an update to do their CDBG. The second round is we're working still on the ERR inquiries have been sent agencies and I need to clarify with Mr. Farr, if he's received answers to everything he put out. Not awarded was the AFG grant, which is federal.

Valerie Maginsky:

That is for the fire department and replacement of the Cascade system. Something like the \$603,000 around there. Usually it is not awarded on the first or second try. This is the second try. The third try would be coming up. I believe February is the application period. Climate projects. The biofuel RFP was approved by the Common Council on the 23rd of August, the bid opening was opened on October 14th. There was one bidder and that bidder was approved by Jim Farr. And that information went to the Common Council for Monday's meeting. Fall Foliage festival I tabled at the climate booth. Pending

responses everything there is listed, nothing is, has come in as of yet DRI Round V application that was submitted September 15th, with four major projects.

Valerie Maginsky:

And then I was asked by the mayor to work, to put together a, a required video, which is at least 10 minutes in the case that the city is invited to interview. And that is basically now complete. On October 29th, the German Consul General David Gill, his wife, Sheila and press secretary Eva Maria Marks came to Port Jervis and had a very nice tour. We received a, a positive thank you note from David Gill. I had also was invited and attended the Milford luncheon, which was the day before, and actually ended up sitting with that region's economic development group, which is, which would equate to the Mid-Hudson Regional Economic Development Council and come to find out they're putting a lot of emphasis on trades that relate to space travel and space exploration, mining, and different things like that. So it's a, it's a real project for them. Whitewater kayak park. I'm due to reach out to Joe Snavely. He should be available now. Suggestion was to set up a meeting with the state and federal agencies to renew the project.

Valerie Maginsky:

One thing with Orange County Land Trust, the new executive director, he has some background experience on water delineation, and they are interested in getting involved with, they call them blue trails, which are water trails and the Delaware river would fit into that designation. So we'll be talking in the near future. We're still looking at the Youth to Independence vouchers, still the historic walking tour needs some additional work. As far as agency administration, agency schedules continue to adjust to COVID. We're still working a hybrid system. We're still working on the Section Eight, actually section eight section is done. I'm digging up some information on trench lists one for the single audit and talking about the initiation of our 2022 PJCDA budget, which we'll go over because as a contractual issues, et cetera, in executive, and that's the director's report for the month of October.

John Russell:

Okay. Anybody have any questions? I'll entertain a motion to accept the director's report for October.

Kristin Trovei:

So moved.

George Belcher:

Second.

John Russell:

Motion by Kristen second by George. Any discussion. All in favor?

Group:

Aye.

John Russell:

Executive session, the motion go executive session 7:23,

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Valerie Maginsky:

And I'm going to.

John Russell:

Make a motion.

Valerie Maginsky:

And I'm going to request that

John Russell:

Motion by George. Nora be in there?

Valerie Maginsky:

Yes. Initially

John Russell:

We stay on the stay on the same line.

Valerie Maginsky:

Yes.

John Russell:

Okay, motion by George second by.

Kristin Trovei:

Second.

John Russell:

Right? All in favor.

Group:

Aye.

Valerie Maginsky:

Aye.

John Russell:

Vote carried. Okay.

Valerie Maginsky:

Okay. I'm pausing recordings.

John Russell:

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Coming out of executive session at 7:57.

Valerie Maginsky:

I'm starting. Sorry. I'm starting the,

John Russell:

Okay.

Valerie Maginsky:

Okay. Do that again please.

John Russell:

Okay. Motion by George Belcher to come out of executive session at 7:57 PM. And second.

Michael Talmadge:

Second

John Russell:

Second by Mike Talmadge. Any discussion? All in favor?

Group:

Aye.

John Russell:

Opposed? So carried.

Valerie Maginsky:

And just want to, thank you.

John Russell:

Anything else?

Valerie Maginsky:

I just want to thank George and Mike for taking care of the, the heavy duty signatures this month.

Gerald Oney:

Cool. I'd like to thank you too.

John Russell:

Okay.

Gerald Oney:

John, do we have to take action on that one item on the, the course, the course request or no.

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John Russell:

I don't know. Do we? Valerie, do we need to do that?

Valerie Maginsky:

You kind of approved it when you approved the, the bills.

Gerald Oney:

Budget.

Valerie Maginsky:

Yeah.

Gerald Oney:

Oh, okay. I thought that was a separate. Okay. I just wondered if we were forgetting anything,

Valerie Maginsky:

Matt?

Matthew Witherow:

I think it was included in the expenses. Certainly if you wanted to, you could, but it was discussed and approved.

Gerald Oney:

No problem.

Valerie Maginsky:

Okay.

John Russell:

Okay. How, what's the time of your taking to the next meeting? I didn't look at that.

Valerie Maginsky:

It is the week before Thanksgiving, so it's oh,

John Russell:

Okay.

Valerie Maginsky:

It's 17th.

John Russell:

Seven 17th.

Valerie Maginsky:

Yeah.

John Russell:

17 okay.

Valerie Maginsky:

It's.

Kristin Trovei:

So that's, that's a finance meeting, which will probably be a budget workshop.

John Russell:

Nice.

Nora Goetz:

And I have no idea how long or how well that will go. So maybe Jerry and I will be calling in, maybe not.

John Russell:

Oh, I think you probably know how well it's going to go.

Kristin Trovei:

Oh yeah. Oh yeah.

Valerie Maginsky:

And December is also a week early. I think that's also the 17th. I think it just fell that way. Actually the 15th, December 15th is the, yep. So that would be our last meeting. Typically we approve a budget at that point and then all the other miscellaneous items. I know we're after the fact here, but I did speak with Gary Weidelman. He is open to continuing his contract for another two years, "and that's it," he says, so I have to take a look at our procurement policy because we might need to put out an RFP, but we could deal with that next month.

Gerald Oney:

Very Good.

Valerie Maginsky:

Okay. All righty. Well, thanks All.

George Belcher:

I make a motion to adjourn.

Gerald Oney:

I'll second. That's it?

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John Russell:

All right. So, I'll entertain a motion to adjourn.

Kristin Trovei:

So moved.

Gerald Oney:

I'll second.

John Russell:

Everybody say time, motion by Kristin second by Jerry. All in favor.

Group:

Aye.

John Russell:

Opposed? Carried.

John Russell:

Have a great night everybody.