

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

**Meeting Transcript for September 22, 2021**

**7:00 p.m.**

**Via Conference**

**Dial: +1 646 558 8656**

**Access Code/Meeting ID: 825 3430 2043**

Valerie Maginsky:

We are recording.

Kristin Trovei:

Okay, great. This is the September 22nd, 2021, Port Jervis Community Development Agency Meeting. We have to do a roll call. I will go first. This is Kristin Trovei, present. George?

George Belcher:

George Belcher. Present.

Kristin Trovei:

Jerry?

Gerald Oney:

Gerald Oney. Present.

Kristin Trovei:

Mike?

Michael Talmadge:

Michael Talmadge. Present.

Kristin Trovei:

Thank you. Matt?

Matthew Witherow:

Matt Witherow. Present.

Kristin Trovei:

Thank you. Nora?

Nora Goetz:

Nora Goetz. Present.

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Kristin Trovei:

Thank you. And Valerie?

Valerie Maginsky:

Valerie Maginsky. Present.

Kristin Trovei:

Is that everyone?

Valerie Maginsky:

Yes.

Kristin Trovei:

Yes. Okay, great. Next on the agenda, we have the approval of the minutes, then the transcripts from August 2021 meeting. Are there any changes?

Valerie Maginsky:

No changes, unless someone else has noticed something that I missed.

Kristin Trovei:

If we don't have any changes, then I'll entertain the motion to approve those minutes.

George Belcher:

So move.

Kristin Trovei:

Motion by George.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor, aye?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. I'll move on to the financial reports, the administrative bills and revenues, and the monthly financial statements.

Valerie Maginsky:

Yes, we have typical bills. We have Staples, reimbursements for Zoom coming up, phone, fax, of the year Happy utility charts are due and that's \$450. Legal, Gary Wiedelman, \$2,275, that is extra and that is because of some miscellaneous errors combined from 2018, moving forward, that we were just made aware of. Robin Toby bookkeeper, \$1,122 and extra time spent on that same issue. Konica Minolta, \$45.50. All the salaries, payroll, FICA insurance, etcetera, for a total of \$18,994.08. Any questions on the bills?

Michael Talmadge:

No.

Kristin Trovei:

No.

Valerie Maginsky:

Okay. Moving forward to the expected revenues. All tolled through September, we are still waiting for a couple of payments and otherwise the total received this far \$21,139.46 with another \$3,382.94 outstanding. Any questions?

Michael Talmadge:

No.

Kristin Trovei:

No.

Valerie Maginsky:

Okay. Bank statements. They are up-to-date through, I'd say about 9/17 there and we've had a couple of small deposits since that point, but nothing that would make a difference. And the loan reports that we will review in executive has that information, as far as being up to date. Available to agency bills, \$392,150.75. Available to loans, we have \$914,793.08. And then that's the basic. The committed total is \$142,308.60. Any questions there?

Michael Talmadge:

No.

George Belcher:

No.

Kristin Trovei:

No.

Valerie Maginsky:

Okay. Next we have the budget and that is dated through August. And August's total was \$23,472. Sorry. There are... My mistake. There are two pages to that. The second page moves. The first page is salaries,

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et cetera. The second page is administrative expenses. And actually with that total for administrative expenses of an additional \$4,151; the actual total is \$27,623 for the month of August.

Kristin Trovei:

Okay.

Valerie Maginsky:

All right.

Michael Talmadge:

All right.

Valerie Maginsky:

And looking at the income. Here we have, through August, altogether collected in August \$34,210.

Kristin Trovei:

Okay.

Valerie Maginsky:

All right. I think we missed somebody. We lost somebody.

Kristin Trovei:

Does anyone have any questions about the financial reports?

George Belcher:

No.

Kristin Trovei:

Then I'll entertain a motion to approve the financial report.

George Belcher:

So moved.

Kristin Trovei:

Motion by George.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike, all in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Is that Jerry coming back in?

Valerie Maginsky:

Yes it is.

Gerald Oney:

I'm back.

Kristin Trovei:

We just finished the financial reports moving on to the section eight update. Nora.

Nora Goetz:

Okay. Hi everybody. Section 8 for September, 2021. Contracts for September is zero. Terminations is zero. Port-outs were one. And we have seven people looking for housing currently. There are 533 people on our wait list and the paid-outs for September, housing assistance payment were \$117,318. The admin cost is \$61.39. Escrow deposit is 2,500. And then for Mainstream HAP is \$17,041. And the grand total for all payables is \$137,014.39. Monies received; HUD money, we [crosstalk 00:07:31] with \$139,846. Mainstream monies is 18,405. Total program monies received \$158,251.

Nora Goetz:

HCV administration monies received is 16,188. Mainstream admin money received is 1,870. Total admin money is \$18,058. There are six families with FSS contracts and there are no FSS graduates. Leased housing as of September 2021 is 194. Leased Mainstream is 25 and AHC participation is zero HAP. The over income folks are two; one of them dropped off in August and then there were updates from the mailing to 11 applicants. We received three wait list responses and a briefing has been scheduled, actually it's scheduled today, is October 5th. The HUD FICA mass survey was submitted on 9/7/21. Bookkeeper Robin Toby, and administrator, Nora Goetz met via phone conference with HUD Financial analyst, Shailene Moore.

Nora Goetz:

We've reviewed input by CPA, Gary Wiedelman's miscellaneous correction dating back to 2018, when we made some of the errors on our VMS system. With an October 31st, 2021 deadline, they are in process. The 2022 Happy software utility schedule renewal is due again, the price is \$450 and the invoice it follows this in the packet. Orange County landlords are starting to receive payments from the Emergency Rental Assistance Program (ERAP). For tenants in arrears with their rental payments due to COVID, these funds are from the CARE Act, thus far, we have one landlord being paid through this program and the eviction moratorium has once again, been extended to the January 15th, 2022. That's all I have.

Kristin Trovei:

Okay, great. Thank you. Does anyone have any other questions about the Section 8 report? I'll entertain the motion to approve it.

George Belcher:

So moved.

Kristin Trovei:

I've got a motion by George.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All Favor?

Group:

Aye.

Kristin Trovei:

Opposed? Did I lose it?

Valerie Maginsky:

Nope, everybody's on.

Kristin Trovei:

Hello? Sorry. My phone keeps beeping. So opposed? No one. So carried. Executive director's report.

Valerie Maginsky:

Yes. Continuing to track Micro enterprise. Continuing to need to reach out to AHC participants and deal with New York State Restore. Greenway Grant actually received a flare and I have an email to respond to, I'll see if we can move that ahead. WQIP land acquisition option agreement between Orange County Land Trust and Deerpark was submitted to Deerpark for review, comment, and acceptance. Kristin Martinez from New York State DEC, responded that Boehmler Pond parking lot will be limited to six vehicles. And at this time, the footpath that we wanted to keep between Boehmler Pond and Peenpack Pack Trail has been approved. Other details are TBD. Lead service line replacement program, still on hold due to consulting engineering, eligibility issues. ADA sidewalk grant, PJCDA administrative contract was executed. The RFP for construction of this project was advertised.

Valerie Maginsky:

Sealed bids will be opened, actually I believe tomorrow at 2:00 PM in council chambers. Urban forestry grant RFPs and development, HCR CDBG Trenchless phase two contract has been fully executed. And the ERR, which is a continuation of phase two, is in process. Climate projects grants, the Climate Smart Communities resolution was passed by the Common Council on 8/23. And the city has been added to the website as a participating community. The biofuel project, the RFP was approved and the bid opening is expected on October 14th, 2021. The benchmarking of municipal properties is to be continued. Come to find out instead of 18 months, we need to take care of 24-months. Energize Pace to be advertised. Pending submissions continues with the list that has been reported AFG, which is for the

fire department, the recent CDBG applications, the wastewater loan should be moving forward here, haven't heard anything yet.

Valerie Maginsky:

Request to Senator Gillibrand's office, the EFC wastewater infrastructure loan, Port Jervis police department body-worn cameras, I haven't heard whether or not that's come through. The CFA's Trenchless 3 EFC water meter replacement and local waterfront revitalization program; we probably won't hear about until late fall. The New York state DRI round five application for 20 million was submitted on September 15th, four major projects, transportation history center, new resource visitors center, pedestrian bridge over the railroad tracks at Fowler street, and a Delaware river walkway. Presentations by invitation only will be held in early October. However, in the meantime, the city needs to prepare a 10-minute presentations/video to have at the ready. And I spoke with the mayor about that today.

Valerie Maginsky:

Otherwise, Whitewater kayak park; I re-initiated the conversation with our previous consultants, Joseph Snavely of Normandeau and Shane Siegel of Riverwise, Normandeau is available mid-October and then the meantime Riverwise, will review the files. He just responded to me yesterday and gave me a general overview; he's suggesting that we arrange a conference call with the agencies to re-initiate the process. Let's see. Otherwise, the Orange County department of social services is very interested in moving forward with the Youth to Independence process, and HUD recently sent out an update to that program, which has been forwarded to both Nora and Matt for review. The historic walking tour is still... I need some assistance to complete that. Agency administration; We are to follow the hybrid COVID schedule. We are still working ahead. I believe Nora, you said we're working now on December?

Nora Goetz:

Correct.

Valerie Maginsky:

Yes. We're working on December, everyone! December 2021. The single audit, still some questions on that with regards in particular to trenchless one, and I have one other form that I need to complete for the rest of that audit and PJ CDA sub-recipient agreement with the city of Port Jervis was reaffirmed by the Port Jervis Common Council on September 6th. And there we are.

Kristin Trovei:

All righty. Anyone have any questions about the director's report?

George Belcher:

No.

Kristin Trovei:

Alrighty. Hearing none. I'll entertain a motion to approve the director's report.

George Belcher:

So moved.

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Kristin Trovei:

A motion by George.

George Belcher:

Second.

Kristin Trovei:

Second by Jerry. All in favor? Aye.

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Anything else before we move into executive session?

Valerie Maginsky:

I don't believe so.

Kristin Trovei:

Okay. So I'll entertain a motion to enter into executive session at 7:24 PM?

George Belcher:

So moved.

Kristin Trovei:

Motion by George.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Is there anyone else on the line, Valerie?

Valerie Maginsky:

There is not, but I'm going to pause the recording at this point.

Kristin Trovei:

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Yes.

Valerie Maginsky:

Okay.

Valerie Maginsky:

Excellent. Okay recordings are on.

Kristin Trovei:

Okay. It's 7:55 PM. I'll entertain the motion to come out of executive session.

George Belcher:

So moved.

Kristin Trovei:

Motion by George.

Gerald Oney:

Second.

Kristin Trovei:

Second by Jerry. All in favor? Aye?

Group:

Aye.

Kristin Trovei:

I couldn't tell him you were saying it or was cutting up. Aye? Opposed? So carried. I don't think we have any action items coming out of executive session.

Valerie Maginsky:

Correct.

Kristin Trovei:

So just to let everyone know, the next meeting is October 27th at 7:00 PM and it'll be remote. And if that's it, then I'll entertain a motion to adjourn.

George Belcher:

So moved.

Michael Talmadge:

Second.

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Kristin Trovei:

A motion by George. Second by Mike. All in favor?

Group:

Aye.

Kristin Trovei:

Aye. Opposed? So carried. And that's it. Thanks everyone. [7:57 p.m.]

Group:

Thank you. [crosstalk 00:18:06].