

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

MEETING TRANSCRIPT for February 24, 2022

7:00 p.m.

Via Conference

Dial: +1 646-558-8656

Access Code/Meeting ID: 880 3561 2113

Kristin Trovei:

All righty. It is February 24th, 2022. This is the February Community Development Agency meeting. We're going to start with roll call. This is Kristin Trovei. We'll bounce down to Mike. Just state your name.

Michael Talmadge:

Mike Talmadge, present.

Kristin Trovei:

Denis.

Denis Livingston:

Denis Livingston, present.

Kristin Trovei:

Liz.

Elizabeth Miller:

Liz Miller, present.

Kristin Trovei:

Nora.

Nora Goetz:

Nora Goetz, present.

Kristin Trovei:

And Valerie.

Valerie Maginsky:

Valerie Maginsky, present.

Kristin Trovei:

Great. Thank you. We'll move on to approval of the minutes. The first one will be for the January 26th meeting. I'll entertain a motion to approve that.

Denis Livingston:

So moved.

Kristin Trovei:

We have a motion by Denis.

Michael Talmadge:

Second.

Kristin Trovei:

A second by Mike. All in favor.

Board members:

Aye.

Kristin Trovei:

Approved.

Elizabeth Miller:

Do I have to do anything if I wasn't there? Do I just have to say that I abstain?

Kristin Trovei:

You could abstain if you want to, if you read it, you can-

Elizabeth Miller:

Oh, okay. Just wanted to [crosstalk 00:01:28].

Kristin Trovei:

Yeah. Okay. Motion passes.

Valerie Maginsky:

So, I'm sorry. Did Liz [crosstalk 00:01:35]. I'm sorry, did Liz abstain or did you approve?

Elizabeth Miller:

I'll approve.

Valerie Maginsky:

Okay.

Elizabeth Miller:

I read through it.

Kristin Trovei:

Something's happening to me. There we go. All right. And then the February 2nd special meeting. Entertain a motion to approve that.

Elizabeth Miller:

I'll make the motion.

Kristin Trovei:

A motion by Liz.

Denis Livingston:

I'll second.

Kristin Trovei:

Second by Denis. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? So carried. Alrighty. Moving on to the financial reports first is the administrative bills and revenues.

Valerie Maginsky:

Let's see, we have our typical expenses. To the numbers here I need to add \$88.66 in petty cash. Then we have \$300 for postage. We have office supply Staples, \$403.54. We have a reimbursement to me for various items, \$120.72. Fax line charges, \$43.94. Telephone, \$71.56. Spectrum, \$129. 98. Monthly booking for legal, \$584. Bookkeeper, \$1,200. Minolta copier, \$45. 50. We have on here, a contribution to Vision Hudson Valley. And if you like, we could discuss that. \$48.74 for Equifax that were for credit report pulled for loan review. And salaries, FICA, Medicare, health insurance, the reimbursement, disability, and dental and optical, which is a once a year total. So it's \$17,871.31, plus \$88.66, all together.

Denis Livingston:

Valerie, do you have a total on that?

Valerie Maginsky:

Just going to do that now, sorry. 1.31 plus 88.6, six equals... \$17,959. 97. Okay? Vision Hudson Valley is a regional networking and they host a lot of different committees, including the Pathway committees of which Port Jervis is a part of. And we do try to keep up with a token of appreciation, so that's that \$100. Any other questions on the bills?

Denis Livingston:

Yeah. You gave us a total of \$17,000. What in that group was actually a revenue and not an expense?

Valerie Maginsky:

All those are expenses.

Kristin Trovei:

These are expenses.

Denis Livingston:

Well, that doesn't add up because you had \$17,871.31 just in expenditures for benefits.

Liz:

That includes the salaries. There's a line there for salaries. If I'm understanding that correctly.

Valerie Maginsky:

That should be the entire column.

Denis Livingston:

Okay. It just didn't look right. That's all. I'm sorry.

Valerie Maginsky:

It's the entire column from petty cash, which should have \$88.66 in it, all the way down to the \$100 optical.

Denis Livingston:

Oh, okay. All right. I got it.

Valerie Maginsky:

Very good. Thank you.

Denis Livingston:

Thank you.

Valerie Maginsky:

On the next page are the projections. So, that is moving forward through February, this is the expected revenues throughout February, which is pretty much completed. So, there's nothing pending that we typically expect. The total is \$29,383. 87. Okay?

Denis Livingston:

Okay.

Valerie Maginsky:

All right.

Mike:

Looks good to me.

Valerie Maginsky:

Good. Next we have the bank accounts. Everything is current through the 22nd. On the right hand column we have the subtotal amount that comes in committed to Section 8 funds. We've got \$224,872.25, \$918,155.64 to loans. And then to agency bills altogether \$418,070.48.

Kristin Trovei:

Okay.

Valerie Maginsky:

Okay. Next page. We have the budget, which are the expenses. This has been revamped for the new year. This starts with January 2022, which are, essentially, last month's, December's, final payroll numbers. And then what was expensed otherwise. I want to note that I would like to change the budget amount for dental from \$192 to \$267. That was a mistake. The wrong cell was picked up on the budget that was approved in December and also the total reimbursement, altogether, expected for the year is, \$25,836. And that had to be updated after the receipt of the actual health insurance numbers. Total expensed in January \$15,217. Okay.

Kristin Trovei:

All right.

Valerie Maginsky:

All right. And the last page of the financials... Oh, sorry. Mm, there I go again. Two pages for the expenses. I wondered why that was not as much as I expected. So, the second page altogether are the other items, office wise and independent contractors, telephone, fax, postage machine, computer updates, that's the HAPPY Software, was \$14,458 that was sent out. And we did receive the code for the new year, so we're good to go. Equipment, copier rental, subscriptions, that subtotal was \$16,623. And total between salaries and benefits and office expenses overhead, \$31,840. That's the accurate total.

Kristin Trovei:

Okay.

Valerie Maginsky:

Okay. Now the last page is the income that was calculated and collected through January 2022. And that total is \$27,916.

Kristin Trovei:

Are there any questions regarding the financial reports?

Michael Talmadge:

No.

Kristin Trovei:

All right. If not, then I'll entertain a motion to approve all those financial reports.

Michael Talmadge:

Yeah, I'll make the motion.

Kristin Trovei:

A motion by Mike.

Elizabeth Miller:

I'll second.

Kristin Trovei:

Second by Liz. All in favor.

Board members:

Aye.

Kristin Trovei:

Opposed? Carried. All right. Moving on to the Section 8 report. Going over to Nora.

Nora Goetz:

Program update for February 2022, new contracts for... It says December, it should be February, contracts are zero.

Nora Goetz:

Termination of three, port outs are zero, port in's are one, no one is out on the street looking. So February, actually, I did a briefing in the middle of February, so I have five people looking for housing, right now. Total applicants on the waiting list is 510. We paid out for February in HAP payments, 118,675. Admin cost for the port out was \$61.39. The FSS escrow deposited was \$2092. The Mainstream HAP was \$23,483. And the grand total for payables was \$144,251.39.

Nora Goetz:

What we received. HCV housing monies received was 121,532. Mainstream monies received was 18,650. That total together is \$140,182. The admin monies we received for the voucher program was \$19,098. Mainstream was \$2,261. And the total administrative money received, \$21,359. We have four FSS families with contracts and we have one graduate. Leased house units, as of February 2022, is 192. We have 29 leased Mainstream. We have three people end participation. We have one zero HAP over income.

Nora Goetz:

Updates. The delayed HQS bi-annual inspections are currently in process and are scheduled throughout February and March. A waiting list inquiry was mailed to 16 families and responses were due back February 14th. And I briefed three families today. And I also briefed a senior in Water's Edge and she'll

be coming on the program for March 1st. The agency continues to respond to the 2020 single audit by Bonadio, however, my Section 8 part of that audit was complete on Friday.

Nora Goetz:

The 14th Franklin Street clean-out is complete for the Section 8 files, all were identified to be shredded. Office file reorganization continues. And this agency will perform a wait list purge, early March. And a mailing will go out to all 510 applicants to ensure that their information on file is current. If there is no response after two notifications and outreach to an alternate contact, the applicant will be removed from the wait list. Additionally, applicants now, whose mail is returned to the CDA will also be removed, if they don't have an alternate contact. And that is it for the Section 8 report.

Kristin Trovei:

Thank you. Are there any questions regarding the Section 8 report? Okay. Hearing none. We will move on to the executive director's report. Over to Valerie.

Valerie Maginsky:

Oh, we lost-

Kristin Trovei:

Was that me? Am I beeping?

Valerie Maginsky:

Nope. We lost Mike.

Kristin Trovei:

Oh.

Valerie Maginsky:

Okay. Do we accept the Section 8 report?

Kristin Trovei:

I'm sorry. Do we have a motion to accept the Section 8 report?

Denis Livingston:

Motion.

Kristin Trovei:

Motion by Denis.

Elizabeth Miller:

I'll second.

Kristin Trovei:

Seconded by Liz. All in favor?

Denis Livingston:

Aye.

Board members:

Aye.

Kristin Trovei:

Opposed? So, carried. And now moving on.

Valerie Maginsky:

How many do we need for quorum? Is it three or is it four?

Kristin Trovei:

I thought it was three. Oh, wait, is it different now?

Valerie Maginsky:

Because we have six.

Kristin Trovei:

Well, Michael popped back on. We can do it again.

Valerie Maginsky:

Not yet. He's not here yet.

Kristin Trovei:

I'm assuming he'll pop back on.

Valerie Maginsky:

All right.

Denis Livingston:

Michael.

Valerie Maginsky:

Shall I continue with this?

Kristin Trovei:

Yeah, we'll go back to it.

Valerie Maginsky:

Okay. All right. I'm just going to hit the-

Denis Livingston:

Valerie. Can I ask a question? We had a graduate and we're pretty proud of that graduate. How did we make out with that?

Nora Goetz:

She got 2000... I don't remember the exact amount, Denis. She got \$2,000, more than \$2,000, and she picked up the check on Friday. We moved the money around and she picked up the check. I believe her plan is to buy a car with that money.

Denis Livingston:

Okay.

Michael Talmadge:

Okay. I'm back. [crosstalk 00:17:23].

Kristin Trovei:

We're going to approve the Section 8 report. Denis had made a motion. Liz had seconded it. And now, all in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? Okay. Thank you.

Valerie Maginsky:

Alrighty. The highlights on the director's report. Updates. Let's see. I have the Greenway Grant reimbursement halfway done. Land acquisition, DEC WQIP. I had a meeting yesterday with DEC and added to that meeting was Kyle Sanduski of Orange County Land Trust, who is now leading the project in Matt Decker's position, since Matt left the agency. Everything went well, on schedule right now. The option agreement was fully signed in the beginning of January and DEC rep, Kristin Martinez, is very helpful. So, we're going to finish up the public access plan. And in the meantime, OCLT is going to be moving ahead with the rest of the required documents and activities, which include an appraisal and survey et cetera. LSLRP, that's the lead service line replacement program, interim director, DPW Director Duryea recommended the Award of Engineering to go to James Farr, and that was approved by the Common Council and a homeowner contact letter is being drafted. Let's see.

Denis Livingston:

Valerie, if I could add into that? That letter is just about finished. It's got to go to the Common Council to be approved.

Valerie Maginsky:

Very good. Okay. That includes my comments that I had sent forward?

Denis Livingston:

I believe it does.

Valerie Maginsky:

Okay.

Denis Livingston:

Yeah. So far, it's a very well written letter, so hopefully we'll have that done and get that out.

Valerie Maginsky:

Excellent. Very good. Let's see. ADA sidewalk. We needed two, and we held the second and final CDBG public hearing. I just have to collect the rest of that documentation and forward everything to New York State. It takes two to three weeks to collect everything because checks have to be processed and images have to be available.

Valerie Maginsky:

Urban forestry grant. I'd say, that was supposed to be opened, actually, today. And I did not hear the results, whether or not there were quotes to open. I know that they were sent to four different tree companies. Let's see. The CDBG Trenchless Phase 2, the RFPs for engineering and administration will be on the Port Jervis Common Council, February 28th agenda.

Valerie Maginsky:

Biofuel project. New questions have arisen and we're in the process of collecting questions and putting together some responses. Working Woodlands, Carbon Credit Project, contact, Gabe Chapin, he just left this week and a meeting is set with his replacement later in March. I think actually, maybe March 10th, if that works out for everyone. Otherwise, there were a number of activities, conferences, a conference with Cornell Cooperative about a summer fair. And they would like to put together some opportunities for bringing Port Jervis people to that particular fair.

Valerie Maginsky:

The farmer's market season. Discussion's been ongoing. There's been outreach to the library and the school district. I attended the Pathways meeting with Michael Ward. Then there was an announcement from Hudson Valley Pattern for Progress for a new Community Builders course. And no current action is advised. The Joe Czajka of Pattern has also moved, so there are new people there. Otherwise, there's a Section 3 webinar scheduled in the future and Laura Quick and I are scheduled to attend that one. And actually, I had a small CBI meeting yesterday morning. Otherwise, there's been no movement on the AFG grant or the wastewater loan, WWKP, Youth Independence or the walking tour.

Valerie Maginsky:

This month was taken over unexpectedly with the sale of 14 Franklin Street. So, Nora and I were over there for quite a few hours. We did a first clean out of the office. I was back a couple different times and many hours went into that. Many hours also, this month, went in into the single audit with Bonadio. We had finished the regular audit for 2020, and then they chose their federal programs. This year were Trenchless 1 and Section 8.

Valerie Maginsky:

So, we had been working on it, provided information, and then, all of a sudden in January, things woke up and all of a sudden it was audit time all over again. So, we just received a green color, good to go. Haven't received anything in the last couple of days. So hopefully, that's been addressed. On top of that, the REAC Project for 2020 is now in the hands of the CPAs. After that, we're going to be starting on 2021.

Valerie Maginsky:

So, thank you to everyone for going through all of the paperwork for the signatories. And thank you very much, Liz and Denis, for taking care of the January checks, January, February checks, much appreciated.

Elizabeth Miller:

Thank you.

Denis Livingston:

You're welcome.

Valerie Maginsky:

And this month maybe-

Denis Livingston:

I had writer's cramp for two days afterwards. [crosstalk 00:24:31].

Valerie Maginsky:

Well we found Liz has a very fast signature and Denis has a very long signature. So, there we go.

Denis Livingston:

Let me just tell you this, I have to start 20 minutes before Liz starts, so then we ended at the same time.

Elizabeth Miller:

I was born to sign things.

Valerie Maginsky:

So maybe this-

Denis Livingston:

But we have fun doing it, don't we, Liz?

Valerie Maginsky:

So, I probably... I'm going to reach out to Kristin and Mike and see what your availability is. Coming up, I've got small pack of the quick checks, the end of the month checks, and then, the other large pack would be in early March coming up, actually.

Kristin Trovei:

Yep. That should be fine. As long as there's no car emergencies or health emergencies, I was trapped in my house for all of February.

Valerie Maginsky:

Well, as I say, we make it very easy, we'll come to you.

Mike:

I should be available.

Valerie Maginsky:

Great. Yeah, we'll just touch base, maybe early this coming week. I just have those couple of end of month checks to take care of, and then, with the bad weather expected tomorrow, I'm really not planning to go out. So, otherwise-

Denis Livingston:

Valerie, I only work Friday of next week, so if you need somebody, I'm available also.

Valerie Maginsky:

Thank you. Appreciate it. Otherwise, financials, the 2021 year end close, is right now, it's in Gary Weidelman's hands. Robin Tobey has provided everything that he's asked for. Let's see. The service contract with the city was submitted and it was approved by the Common Council contingent upon counsel approval. I did follow up with emails to those requests. All conflict of interest forms, 2021, have been executed and received.

Valerie Maginsky:

Let's see. I provided the Small Business Development Corp Mid-Hudson with a letter of support. Talk about the clean out 14 Franklin, probably up to at least 225 archive boxes for shredding. The office will hold the current records and then, otherwise, items identified for retention, and the future disposition will be moved to another facility. Digitalization of permanent records would allow for further paper destruction. Let's see, there was something else I wanted to mention.

Denis Livingston:

Just to add in there, Valerie, I think the DPW did a great job for us cleaning those files and stuff out.

Valerie Maginsky:

Oh, yeah. There's a sea and a mountain of boxes on the first floor now, all ready for loading. Two tractor trailers, right now, are scheduled to come in and do the pickup. And I followed up with regards to the stacks, which held the Small Cities items. And a question came up as to whether or not the CDA or the city was responsible for the Urban Development Agency Records. And we spoke with a representative in Albany who said, it depends whether or not the CDA is the legal successor to the Urban Renewal Agency. And basically, when you come down to it, that answer is no, we are not. So, any records previous to 1981 are the city's responsibility. And I had that discussion with Laura Quick today. So, we're coming up with a plan to make our way through these files. So whatever's left over because I didn't want to dispose of something that, "Hey, oh no, shouldn't have done that," so there's a number of boxes identified for retention, and then we'll go through those.

Valerie Maginsky:

Talking about record retention, the MI-1 schedule, which was originally approved in December a couple of years ago, has been incorporated into the LGS-1 schedule. And before anything is disposed of, the new schedule has to be approved. So, nothing has changed with regards to how documents are processed or what's capped et cetera. But it's simply, the board has to approve the new schedule LGS-1. And that is the resolution that I added to the package, that's the last page of the public package. And then documents can be officially shredded and disposed of.

Valerie Maginsky:

Aside from that, which is the last page, we have another item to consider. I did correct items on the 2021 year end report that was with the budgeted expenditure monies on the first page. And I did add back in the grants that were... Actually, a lot of the time was spent on researching, writing and submitting a number of grants, which were not awarded, so I added those to the report, so that there's a good overall view of what exactly the CDA was up to this year, with regards to the city. And if it's to your liking, then that is also there for approval. So, that is my report for this evening.

Kristin Trovei:

Okay. Does anyone have any questions about any of that? All right. Hearing none. First, I'll entertain a motion to accept the February 22 director's report.

Michael Talmadge:

I'll make the motion.

Kristin Trovei:

Motion by Mike.

Elizabeth Miller:

I'll second.

Kristin Trovei:

Second by Liz. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? So carried. At this time I'll entertain a motion to accept the amended 2021 year-end report.

Elizabeth Miller:

I'll make the motion.

Kristin Trovei:

Motion by Liz.

Denis Livingston:

Second.

Kristin Trovei:

Second by Denis. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? So carried. And also, at this time, I'll entertain a motion to adopt the record retention schedule. That resolution at the end. All right. [inaudible 00:32:16]. Motion by Denis.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? So carried. Is there anything else anyone wants to discuss before we go into executive session?

Michael Talmadge:

No.

Kristin Trovei:

Nope? [crosstalk 00:32:42]. Okay. At this time I'll entertain a motion to go into executive session to discuss loans and loan updates, as well as the contractual issue regarding the Port Jervis CDA attorney.

Denis Livingston:

So moved.

Kristin Trovei:

We have a motion by Denis.

Elizabeth Miller:

I'll second.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Liz. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? Right. So, carried. So, we'll be going into executive session at 7:36 PM. I'll let Valerie turn off all the recorders.

Valerie Maginsky:

Okay, we're ready.

Kristin Trovei:

All right. It is 7:59 PM. I'll entertain a motion to come out of executive session.

Denis Livingston:

So moved.

John Russell:

So moved.

Kristin Trovei:

Moved by Denis and a second by John. Oh, by the way, John Russell came in at 7:41 PM. [crosstalk 00:33:52]. All in favor?

Board members:

Aye.

Kristin Trovei:

Opposed? So carried. We have one item coming out of executive session and that is regarding the salary for the contract with the attorney. There was a discussion to increase the salary from \$7,000 a year to \$8,000 a year. I'll entertain that motion.

Michael Talmadge:

I'll make the motion.

Kristin Trovei:

Motion by Mike. [crosstalk 00:34:28]. Second by John. All in favor?

Board members:

Aye. Aye.

Kristin Trovei:

Opposed?. So carried. If that's it, our next meeting will be March 23rd. Regis did say that... Oh, Valerie [inaudible 00:34:52] re-scheduling?

Valerie Maginsky:

Right.

Kristin Trovei:

Regis [crosstalk 00:34:53] meeting. Are you also on that committee? Are all of you on that committee?

Denis Livingston:

Well, I am. He asked to have it changed, to, if we could do it the 24th again?

Kristin Trovei:

All right. Liz, does that work?

Elizabeth Miller:

That's fine, yeah. You guys shifted for me this time. I'll let it slide for Regis, next time.

Kristin Trovei:

Mike and John, would it be okay if we did the meeting on March 24th at 7:00 PM?

Michael Talmadge:

It's fine with me.

Kristin Trovei:

Okay.

John Russell:

Yeah, I think that should be okay.

Kristin Trovei:

Okay. So, the next meeting will be on Thursday, March 24th at 7:00 PM. I don't know if that's still virtual or what, I guess we'll figure that out in a couple weeks then they decide to make up their mind what's happening.

Valerie Maginsky:

Right. Okay.

Kristin Trovei:

All right. Motion to adjourn.

Denis Livingston:

Motion.

Kristin Trovei:

Motion by Denis.

John Russell:

Second.

Kristin Trovei:

Second by John. All in favor?

Board members:

Aye. Aye.

Kristin Trovei:

It goes so carried. We are adjourned at 8:02 PM.

**RESOLUTION OF THE PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA), PORT JERVIS, ORANGE COUNTY, NEW YORK**

RE: Adoption of the New York State Education Department's (NYSED) Records and Retention and Disposition Schedule LGS-1

WHEREAS, the Port Jervis Community Development Agency Board of Directors endeavors to manage the agency's records in a readily acceptable manner; and

WHEREAS, the PJCDA adopted NYSED's MI-1 records schedule in December 2017 as being appropriate for the PJCDA as a public benefit corporation; and

WHEREAS, in 2020, per Section 185.15, 8NYCRR (Appendix L), along with three other schedules, MI-1 was incorporated into the all-encompassing LGS-1 schedule; and

WHEREAS, the PJCDA is recognized as being a Miscellaneous Local Government, separate from the City of Port Jervis;

NOW, THEREFORE, BE IT RESOLVED THAT the Port Jervis Community Development Agency adopts the LGS-1 Record Retention and Disposition Schedule for all agency records.

MOTION BY: Denis Livingston

SECONDED BY: Michael Talmadge

AYES: 4

NAYS: 0

ABSTENTIONS: 0

Dated: February 24, 2022