

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING TRANSCRIPT for **April 27, 2022**
7:00 p.m.
Via **ZOOM Conference**
Dial: **+1 646-558-8656**
Access Code/Meeting ID: **897 2044 2086****

Kristin Trovei:

All right. Today is April 27th, 2022. It's 7:02 PM, and we'll begin the Port Jervis Community Development Agency meeting. We will start with roll call. Kristin Trovei, present. John?

John Russell:

Present.

Kristin Trovei:

Denis?

Denis Livingston:

Denis Livingston, present.

Kristin Trovei:

Liz?

Elizabeth Miller:

Liz Miller, present.

Kristin Trovei:

Thank you. Regis?

Regis Foster:

Regis Foster, present.

Kristin Trovei:

Thank you. Matthew? Matthew.

Matthew Witherow:

Matthew Witherow, present.

Kristin Trovei:

Nora?

Nora Goetz:
Present.

Kristin Trovei:
And Valerie?

Valerie Maginsky:
Valerie Maginsky, present.

Kristin Trovei:
Thank you. Not here tonight is Mike Talmadge. Let's move on to the approval of the minutes from March 24th, 2022. Did everyone have a chance to review them?

Denis Livingston:
I just have one page and on its own, it's good. Not a big change, but we were talking about reading the one thing. Regis is the one that said to the Reader's Digest version.

Regis Foster:
Oh, yeah. That was the bank thing.

Denis Livingston:
Right

Kristin Trovei:
That was page seven?

Denis Livingston:
Right.

Regis Foster:
Yeah. Yeah.

Kristin Trovei:
Okay.

Denis Livingston:
With that change, I'll make a motion to approve.

Kristin Trovei:
All right. I have a motion by Denis to approve the minutes. Alexis, please go away.

Denis Livingston:

Hi.

Alexis:

Hi.

Kristin Trovei:

This is why I locked myself in the bathroom.

Denis Livingston:

Hi.

Kristin Trovei:

Go away, please. I have a motion by Denis to approve the minutes. Do I have a second?

Regis Foster:

Second.

Kristin Trovei:

I have a second by Regis. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Let's move on to approval of the financial reports.

Valerie Maginsky:

Okay. We have the bills postage at 500. The copier, that's actually Staples office supplies, which includes some postage as well, \$391.49, and admitting another phone person.

Michael Talmadge:

Hello?

Valerie Maginsky:

Hello, Michael.

Kristin Trovei:

Hi, Mike.

Michael Talmadge:

It kept throwing me off. It told me the meeting number did not exist.

Valerie Maginsky:

Oh, and it finally took it?

Michael Talmadge:
Eventually.

Valerie Maginsky:
Very good.

Kristin Trovei:
All right. Well, welcome. It's 7:05 and Mike Talmadge just joined. You did miss that we just approved the minutes.

Michael Talmadge:
Okay.

Kristin Trovei:
We're on the financial report,

Valerie Maginsky:
The usual telephone, fax, internet, legal counsel, bookkeeper, \$973.50. The copier itself, \$45.50. All salaries, fringe, et cetera, dental and that all totals, \$21,009.90.

Kristin Trovei:
Any questions about that page?

Michael Talmadge:
No.

Kristin Trovei:
All right.

Valerie Maginsky:
Okay.

Kristin Trovei:
Next page.

Valerie Maginsky:
Expected revenues projections this month thus far, as of the calculations, still owed as one more health insurance reimbursement of \$55.21. Subtotal received altogether, \$106,064.76. That increase there is the RGMOP payoff and subsequent payment for administration to the CDA.

Kristin Trovei:

All right. Any questions regarding this?

Michael Talmadge:

No.

Kristin Trovei:

All right. Okay. Moving on to the bank account.

Valerie Maginsky:

Bank accounts. After subtracting the interest that's allocated and the sweep out of the PDC loans, all together within the CDA is \$1,608,703.63. Of that \$243,231.86 is committed to Section Eight funds. That's HUD, HAP and escrow. Available to loans, altogether, \$850,643.31, and available to agency bills, \$514,828.46.

Kristin Trovei:

Any questions on this?

Regis Foster:

Nope.

Michael Talmadge:

No.

Kristin Trovei:

Okay. Moving on.

Valerie Maginsky:

Page one of the budget, salaries, fringe, et cetera, comes with the health insurance reimbursement, \$13,702. With page two, overhead administration general expenses, all together was spent last month, \$19,739.

Michael Talmadge:

Okay.

Kristin Trovei:

All right.

Michael Talmadge:

All right. Looks good to me.

Valerie Maginsky:

The last page, program income and for the month of March is \$31,163.

Kristin Trovei:

Okay. Are there any questions about the financial reports?

Michael Talmadge:

No.

Kristin Trovei:

All right. Then, I'll entertain a motion to approve the financial reports.

Elizabeth Miller:

I'll move.

Kristin Trovei:

Motion by Liz.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? Carry. Excuse me. The Section Eight report?

Nora Goetz:

Contact for April were three. Terminations were two. We have two pout outs, two poured ins and two people on the street looking for housing. Actually, that's more now because they did a briefing yesterday. That's actually five people on the street looking for housing. The total applicants on the wait list is 500. What we paid out for April 2022, HAP payments were \$118,570. Admin cost was \$61.39. The FSS escrow deposit was \$1,392. Mainstream HAP is \$20,399, and the grand total for all payables was \$140,422.39. Money's received, the HCV housing money was \$131,834. Mainstream monies was \$22,544. Total program monies received was \$154,378. HCV administrative monies received was \$17,431. Mainstream admin was 2,438. Total administrative monies received was \$19,869. FSS families with contracts, two, and we had two graduates.

Nora Goetz:

Those numbers are available to leased units as of April 2022 is 188. Leased mainstream is 28. End of participation is zero, and zero HAP is one. Updates, delayed HQS biennial inspections for 2021 and 2022 are currently in processed and scheduled throughout April. The deadline to complete these is December 31st, 2022. All 2020 inspections are complete, and the deadline for completion of those was June 1st, 2022. It's June 1st, 2022. Another wait list inquiry will be

mailed to an additional 15 families. The inquiry of the 15 families yielded five viable participants and they were briefed this week. This agency is adding three new admissions and lost three participants. One was termed and two are exercising the right to portability and moving out of our jurisdiction with their assistance. Many units are changing hands and finding affordable housing within the city limits is still a challenge. As new landlords are occupying units, they are buying and a number of participants are being displaced.

Nora Goetz:

I'll talk more on that just a couple of minutes. The 2022 wait list purge is in process, final notices are above out to those alternative contacts and participants. A full report will be provided in the board meeting. In 2018, this agency applied for Mainstream vouchers and HUD awarded us 22. We applied for 40. They awarded us 22. Because this agency successfully administered those 22 vouchers and we were fully utilized, our program was awarded another six from the CARES Act funding. Current Mainstream allocation is 28, and we are fully utilized. HUD considers fully utilized at 80% or more, which would be 22. With board approval, there are two new Mainstream voucher application due May 6th. The PJCDA is eligible to apply for a maximum 10 additional vouchers. Mainstream vouchers target a specific population. In order to be eligible, a family member must be disabled between the ages of 18 and 61 and experiencing housing instability. Also, due May 6th and after board approval, another offering titled extraordinary admin fees is open for application.

Nora Goetz:

In this instance, it's up to \$500 per Mainstream voucher. Awarded, may be applied to offset security deposits, landlord bonuses, damages, payments, and so on for the mainstream population. Notice was received that there was no 2021 SEMAP report required. The next SEMAP report covering 2022 will be due March 2023. The other thing that's happening, rents are going through the roof. I have five tenants that are going to be displaced, because we can't afford to keep them in those units anymore because the landlord has raised the rent. There's no way we can absorb that, the program can absorb that. Tudor Gardens has changed hands and they used to be below market, you could get a one bedroom for 925 or whatever. Now, they're right up at the payment standard. I don't see this trend changing anytime soon. I just want to make you aware that it's really hard to find a safe, affordable housing in the city of Port Jervis for our clients. A lot of them are just being priced out and I don't know what the solution is.

Nora Goetz:

Then, the other thing is the family self-sufficiency program, we have been operating for a number of years. Since I've got here, we don't receive funding to operate that program from HUD. To operate a case worker to take care of that funding, we receive funding for FSS, but we do not receive a funded case worker. We've tried to get that funding back and I'm really not sure what happened there, but the bottom line is we're not going to be funded anytime soon, but we are still going to work on growing that program. Right now, I have two participants. I just had another two graduates and I'm going to be sending

out family self-sufficiency outreach to all our working clients to get them to see if they would be involved in the family self-sufficiency. That's all I have. Thank you.

Denis Livingston:

I have a question, Nora. Maybe you don't have the answer, but naturally in some parts of the state, rents are higher than they are here.

Nora Goetz:

Correct.

Denis Livingston:

Is there a graph or grid that once rents start going higher in certain areas, is it based on income of the area or... Because if rents keep going up, we're not going to be able to supply like you are now on these families that need housing. What my question really is, is there any way that we can contact the state and let them know that our rents are going up and do we get more money for each one of our families?

Nora Goetz:

I think HUD is aware. I think there has been movement from the agencies on Long Island to contact various people. I think that this offering with the Mainstream is \$500 extraordinary fees that they're talking about as landlord bonuses and that to bolster, I think HUD is well aware of them. I'm hoping that that's going to come down from them. But right now, it is what it is. We are driven by the fair market rent, and actually our payment standards are a little bit over the fair market rent and landlords can get more, and that's what they're doing.

Valerie Maginsky:

We don't see any easy solutions here. This is systemic problem across the United States. There have not been enough new housing units built to accommodate the need, so it's just not our low income people that are having a hard time. It's middle income and upper middle income as well. Of course, we're not San Francisco or California or New York City where the rents are just skyrocketing, but it's very much related to housing stock and that housing stock isn't there. It's simple economics in that area. The other part of the bigger picture too is that employers or many employers have depended upon lower income labor over many years, and people in that situation typically get stuck on the bottom of the economic scale and their salaries do not increase, but around them, everything else, cost of living increases.

Valerie Maginsky:

It's not a happy situation. It's not going to be easy. It's not going to be short term to get out of this. I predicted quite a while ago when I first started eight years ago, that the situation in Port Jarvis, eventually the market would be moving rents upwards. Up to this point, when I've done our statistics with regards to the census, low to moderate income, et cetera, with regards to

CDBG applications, you have to be above 51% low to moderate income. We've been in the 60's. That's changing as well. You've got a lot of shifts with the fair market rates. We just got the new rates. Right, Nora? Coming up in the next couple of weeks, in the next month or so. There's that update. HUD does a review in the different MSA areas. We are in the Poughkeepsie-Newburgh-Middletown area. Again, their incomes are much higher than what is in Port Jervis. Traditionally, in Port Jervis, our rents have been right around the HUD fair market rate.

Valerie Maginsky:

This is the first time we are seeing many different landlords raising those rates above the fair market rate, but many of our residents are still low income. Again, some 61, 62% overall in Port Jervis. That's 61 people out of 100 are low to moderate income. It's not going to be easy or happy. It's another thing that works into, "Well, you've got homeowner rates versus rental rates." Then, you have employers. How many people do they need to work? What are they willing to pay? We don't have high income running economy here. We don't have education. We don't have a lot of medical. We don't have biotech. We don't have others including technical, digital, computer, et cetera. It doesn't bode well for our local economy, which is another reason that I really want to start working on more of a future plan beyond the outdoor recreation, which is nice, but that's not an economy generator. Right? It's not a... Except for the people who own the businesses.

Valerie Maginsky:

Again, you need other people to work the business, so it's going to be a crunch situation here. Before we move on, we've got... On the agenda, we would like the board to recognize and consider approving the application for the additional vouchers. We can apply up for an additional 10 Mainstream vouchers. Then, the \$500 would be for new people coming on. Then, HUD would decide how many \$500 increments we would be eligible for. That really wasn't very clear if it was a one to one or if it was broken up. The application is nothing like the original application. It's very, very simple. It's basically a one pager with an explanation of why do you want these extra Mainstream vouchers? Very simple, straightforward, and it's due by May 6th. The extraordinary administrative fees is basically an email with why do you want it?

Kristin Trovei:

Okay. Is there a motion to approve the voucher application on the motion?

Michael Talmadge:

I'll make motion.

Kristin Trovei:

Okay. Motion by Mike.

Elizabeth Miller:

I'll second

Kristin Trovei:
Second by Liz. All in favor?

Group:
Aye.

Kristin Trovei:
Also, the administrative fee application. Motion for that.

Regis Foster:
Yeah. I'll move it.

Kristin Trovei:
Motion by Regis.

Denis Livingston:
Second.

Kristin Trovei:
Second by Denis. All in favor?

Group:
Aye.

Kristin Trovei:
Opposed? Carry. Is there any other questions regarding the Section Eight report?

Michael Talmadge:
No.

Kristin Trovei:
Okay.

Valerie Maginsky:
The report overall was accepted?

Kristin Trovei:
Oh, yeah. Sorry. The motion to approve Section Eight report?

Denis Livingston:
Motion.

Kristin Trovei:

Motion by Denis.

Regis Foster:

Second.

Kristin Trovei:

Second by Regis. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. Okay. Moving on to the executive director's reports.

Valerie Maginsky:

Okay. Since everything was sent out, we're going to hit the highlights. Of course, please ask any questions otherwise. Land acquisition, updated that in April. The parking plan was submitted to DEC for the recreational access and Q1 2022 progress report was also submitted. LSLRP, the fourth ward homeowner contact letter was sent out. Replies are being received at the DPW. We've got CDBG, ADA sidewalk. We did receive the financial statements from the clerk's treasurer's office and they will be sent to HCR. Urban Forestry Grant, on Monday night, the common counsel approved the hiring of a Pennsylvania tree company, after which point, the clerk treasurer had a question with regards to their New York State eligibility.

Valerie Maginsky:

I'm currently reviewing that process with... First, it was DASNY. Now, it's New York State DEC to whom I was referred. Again, the Q1 2022 progress report was submitted as been accepted as far as I'm aware. HCR CDBG Trenchless phase two on Monday night, again, the Common Counsel approved the hiring of Farr Engineering as the engineer. Additional, I should correct this. There's a fine tune to this particular sentence. Additional part-time seasonal DPW workers, laborers are being hired to perform regular DPW work and others are going to be moved over onto the lining process. The bi-annual labor report was submitted by Ms. Quick. Beyond that, the CDA was approved as the administrative sub-recipient. No RFP was required.

Valerie Maginsky:

Climate projects, the biofuel actually just received that and the contract has been received from REG, and that's been sent to a legal counsel for comment, city legal counsel. Carbon credit project, that meeting occurred just after our last meeting. There was an update with the members at the TNC. They're also looking for additional help. It seems like everybody has moved into different positions and they are no experts. This is Chris Zimmerman and Michelle Brown. They are actually looking for people better versed than themselves to carry this project on, which would continue after WQIP purchase. There's a list

on page two of my report, of my activities over the month. A lot of meetings, springtime brings grant season, and it also brings a lot of other activities.

Valerie Maginsky:

There's been Main Street Cybersecurity. The city is moving forward with Tyler Tech, which is a website generated application for notifications. The IDA reviewed the 100 River Road refinance approval. I did apply for the AICGS round three. There should be some information back in mid-June. There were some InDesign files sent forward for the historic walking tour, which someone with that capacity needs to address. I do not have that functionality. Hazard mitigation, moving forward with that, there's a meeting this Friday actually with the mayor about some different options with regards to EFC. I'm sorry, that jumped around a little bit. The Pathways meeting was held with Mike Ward. I attended that.

Valerie Maginsky:

There's some meetings coming up with Conor Eckert, who is now the senior development officer and VP of business attraction and that's with the Orange County Partnership. I attended a webinar about our shared waters through the Delaware River Basin Commission, which was essentially outreach and marketing, and then EFC 20 million loan. There was an extensive conversation on that. Engineer Far is moving forward with completing the required engineering report. To clarify, this coming Friday, there is another meeting with regards to other possible grants that EFC is familiar with either through EFC or through other agencies. They're eager to see the city, not necessarily have to take the entire 20 million and are supportive of applying for infrastructure monies, et cetera. They also said that they're still finding out about infrastructure monies, so it's not all clear.

Valerie Maginsky:

I sent an appropriations request to Congressman Maloney's offices, still waiting for assistance to firefighters grant. I did reach out to Jessica Ridgeway about the Whitewater Kayak Park. I have to sit down and do some more work on that. Youth to Independence is still on the agenda. Agency administration, thank you everyone for your cooperation with moving through the required training. I have to catch up with Laura for copies of certificates. PARIS submission is outstanding and continuing. The REAC process for 2020 is hopefully coming to an end and at the end of this report is a copy of the most recent communication that was required by Bonadio. We are going to begin the 2021 audit in June, later in June.

Valerie Maginsky:

Let's see. Still waiting on the service contract. Just FYI in any employee who does test positive and is out due to COVID is entitled to 14 paid COVID sick days, which does not impact regular sick days. Then, last but not least, there was a free electronics disposal. Contained here is a list of 26 different items that were actually disposed of. Considering there was a short notice and Jackie and I were in the office, we collected items. Everything fit in my car. Yay! Showed up on Saturday morning and they very kindly removed everything from

my car. At this point, I would ask for an acknowledgement from the board with regards to this list, the identification that they were, in fact, very old units, non-working, basically designated for the desktops towers. The towers were disposed of. We had already pulled the hard drives, so we have them in the office and that is the director's report.

Kristin Trovei:

All right. Can I have a motion to acknowledge the surplus non-working inventory that was disposed of on September 20... Or September? April 23rd?

Michael Talmadge:

I'll move.

Regis Foster:

Second.

Kristin Trovei:

I think that was a motion by Mike and the second by Regis. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed? So carried. All understand the motion to approve the director's report.

Denis Livingston:

So moved.

Elizabeth Miller:

So moved.

Kristin Trovei:

Motion by Liz. Second by Denis. All in favor?

Group:

Aye.

Denis Livingston:

Can I add something to the report?

Kristin Trovei:

Sure.

Denis Livingston:

Due to some very hard work from some of our DPW, the lead water service line, we're going to be able to do several more simply because of changing from copper to PVC pipe. The difference is over... Don't quote me exactly, but around \$6 a foot difference to use PVC pipe over the copper. That's a plus for the city. A huge savings, we'll be able to do more. We're quite happy, and the PVC pipe will actually last longer because as long as it's not exposed to sunlight, it'll basically last forever. That's a win-win situation for everyone.

Valerie Maginsky:

Very nice. Thank you. I kept hearing copper, PVC, lead. Steve kept going on. I never did catch up with him to find out exactly what the situation was. Thank you for that update, Denis. That's very helpful.

Denis Livingston:

You're welcome.

Kristin Trovei:

Okay. Do you want to talk about the letter from Bonadio?

Valerie Maginsky:

Essentially, Bonadio sends me the letter. I review it. It has very similar to the letter we were discussing at the last meeting. John can certainly add to it and then it's essentially signed and then returned.

Kristin Trovei:

Anyone have any questions about that?

Michael Talmadge:

No.

Denis Livingston:

No.

Kristin Trovei:

All right. Does anyone have anything before we go into executive session?

Michael Talmadge:

No.

Kristin Trovei:

Okay. Hearing none, I'll entertain a motion to go into executive session for discussion alone. Hello?

John Russell:

Aye.

Kristin Trovei:
Were you saying something?

John Russell:
No. Just saying yes. I make a motion that we go into executive session to discuss loan status.

Kristin Trovei:
And also a contract issue with the bookkeeper. I have a motion by John. Yeah. Motion by John.

Elizabeth Miller:
I'll second.

Kristin Trovei:
I have a second by Liz. All in favor?

Group:
Aye.

Kristin Trovei:
Opposed?

Nora Goetz:
Goodnight, everybody.

Kristin Trovei:
Goodnight, Nora.

Denis Livingston:
Goodnight, Nora.

John Russell:
Goodnight, Nora.

Nora Goetz:
Goodnight. Goodnight. Goodnight.

Kristin Trovei:
Going into executive session at 7:38.

Kristin Trovei:
I'll let Valerie get all her stuff going.

Valerie Maginsky:

Okay.

Kristin Trovei:

Okay. It is 7:48 PM. I will entertain a motion to come out of executive session.

Denis Livingston:

So moved.

Kristin Trovei:

Motion by Denis.

Elizabeth Miller:

Second.

Kristin Trovei:

Second by Liz. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed. So carried. We have one item to discuss after executive session, and that is the contract with our bookkeeper, Robin Toby. At this time, I'll entertain a motion to accept the contract. A one-year contract for Robin Toby?

Regis Foster:

I'll move.

Kristin Trovei:

A motion by Regis.

Elizabeth Miller:

Second.

Male:

Second.

Kristin Trovei:

Second by Liz. All in favor?

Group:

Aye.

Kristin Trovei:

Opposed. So carried. Does anyone have anything else?

Valerie Maginsky:

Looking at this scheduling of the next meeting, moving forward, Regis sent very kindly information that's being considered by the New York State Legislature with regards to open meetings law. As far as I could see, even though the executive order was extended one month through mid-May, this information indicates it would be moving through mid-June. With that, by the next meeting, maybe we'll have a little more review on the subject and consideration as to what we would be looking for moving forward. I just wanted to put that information out there and thank Regis for sending that forward.

Regis Foster:

You're welcome.

Kristin Trovei:

All right. The next meeting is apparently scheduled for Wednesday, May 25th at 7:00 PM. Does anyone have a conflict with the date, or are you going to be out of town for Memorial Weekend? I know Port Jervis schools have that Thursday off now, so I don't know if people are going to be going away for the weekend early or... All right. Well, if anything comes up, just let us know. If there's nothing else, I'll entertain a motion to adjourn.

Denis Livingston:

Motion.

Kristin Trovei:

Motion by Denis.

Michael Talmadge:

Second.

Kristin Trovei:

Second by Mike. All in favor?

Group:

Aye.

Kristin Trovei:

Okay. Opposed? So carried. Thank you, everyone. Have a good night.

Michael Talmadge:

You, too.

Denis Livingston:

Goodnight, everyone.

Kristin Trovei:

Bye, everyone.

Valerie Maginsky:
7:55. Thank you.

Kristin Trovei:
Oh, yeah. 7:55.