

**APPROVED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**WEDNESDAY, March 27, 2024**

**Roll Call:**

The March 27, 2024, PJCDA board meeting was called to order by Chairwoman Trovei at 7:00 p.m. at 134 Pike St., 2nd floor, Port Jervis, NY 12771.

**Per Roll Call, the following members were present:**

Kristin Trovei, Chairwoman  
John Russell, Vice Chairman  
Michael Talmadge, Treasurer  
Jeffrey Rhoades, Secretary  
Jacqueline Dennison  
Colin O'Connell

**Absent:**

**Also present were:**

Matthew Witherow, Esq.  
Valerie Maginsky, Exec. Director  
Nora Goetz, Section 8 Administrator

**Member(s) of the Public**

No member of the public was present.

**MINUTES**

The February 28, 2023, meeting minutes were reviewed and approved:

**Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Russell                      All Others in Favor**

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the administrative bills in the amount of **\$25,867.56**. Total current admin balance is **\$747,592.75**. A motion was made to approve payment of the bills in the amount of **\$25,867.56**.

**Motion: Mr. Russell                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor**

**B. Monthly Financial Report**

All bills received have been paid accordingly. The subtraction of the monthly monies allocated to buyback retention was made per Mr. Russell's request. A motion was made to accept all financial reports.

**Motion: Mr. Russell                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor**

**SECTION 8 & DIRECTOR'S REPORT**

Administrator Goetz presented the March 2024 Section 8 report for review and comment. Leased HCV: 200, Leased Mainstream: 37, HAP, Mainstream, FSS Payments: \$171,887, Total Admin received: 22,860 with all eligible waitlist applications, 375 families are on the waitlist.

Two (2) waitlisted families are seeking housing.

The electronic filing of 1099s was confirmed received by the IRS. The SEMAP report was submitted on 2/28/2024. A Family Self-Sufficiency survey was submitted on 3/21/24. Rental increase requests of some \$300

over the established HUD fair market rent are making properties unaffordable for families. The available housing stock continues to shrink while rents skyrocket. Other agencies which report to New York State Homes and Community Renewal (HCR) are now billing instead of absorbing families porting to their area. This indicates they a) do not have the available funds, and/or b) do not have available vouchers. HCR has not billed since sequestration in 2013.

The Section 8 monthly report was approved:

**Motion: Mr. Rhoades            2<sup>nd</sup>: Mr. O’Connell    All Others in Favor**

A HUD HOTMA update moved the due date of the PJCDA Administrative Plan and the Five-Year Plan up. Instead of October, the due date is now July. As a result, a public hearing regarding both documents was scheduled by resolution for June 11, 2024, 6 PM at 134 Pike St, 2<sup>nd</sup> floor, Port Jervis, NY 12771. The public notification is scheduled for April 26, 2024, at which time the documents will be available for public review. Times and locations will be announced in the April 26 publication.

Section 8 resolution scheduling the June 11, 2024, public hearing was approved:

**Motion: Mr. Russell            2<sup>nd</sup>: Mr. Rhoades    All Others in Favor**

E.D. Maginsky presented the March 2024 Director’s report for review and comment, and it was approved:

**Motion: Mr. O’Connell            2<sup>nd</sup>: Mr. Russell    All Others in Favor**

E.D. Maginsky’s request that up to 6.6 remaining 2023 vacation days be rolled and utilized no later than June 30, 2024, was approved:

**Motion: Mr. O’Connell            2<sup>nd</sup>: Mr. Talmadge    All Others in Favor**

E.D. Maginsky and Administrator Goetz presented the PJCDA 2023 annual report for review and the resolution accepting the report was approved:

**Motion: Mr. Rhoades            2<sup>nd</sup>: Ms. Dennison    All Others in Favor**

## **COMMUNICATIONS**

General communications were held throughout the month. Outreach included:

2/29/24 – OC Partnership – Alliance for Balance Growth Meeting – Otterkill Golf Club, attended with Mayor Cicalese (Sewer and Water Infrastructure)

3/5/24 – OC Housing discussion in Middletown

3/24/24 – U.S. Congressman Ryan - Veterans Luncheon – Rumshock Veterans Village of 10 tiny homes. Project presented \$1M by US Congressman Patrick Ryan.

3/25/24 – OC Partnership Breakfast – Legoland, Goshen - with Mayor Cicalese (Orange County Partnership pending project updates)

3/26/24 - Orange County Association of Towns and Villages and Cities (OCATVC) – Monroe, NY with Mayor Cicalese (Hope Alive 845 – Mission is to help families, friends, victims, and law enforcement with support or necessary services for the missing, kidnapped, trafficked or exploited children and adults.)

## **OLD BUSINESS –**

- FY 2014 Housing NOFA – AHC- Annual outreach to participant homeowners is due.
- NY RESTORE - \$120k to demo 6 city owned dwellings Round 5 to be completed –
- NYS DEC WQIP – Land Acquisition – an updated phase 1 Environmental Site Assessment (ESA) for Project 1 has been submitted. NYS HCR approved utilization of retained program income of \$158,066.40 for Project 1 by September 30, 2024.
- NYS DRI – Awarded 3/21/23 - \$10M – The Strategic Investment Plan is in NYS review. Website information is to be downloaded to the city.
- USDA Forest Service Urban and Community Forestry – the city will be partnering with Sustainable Forestry Initiative <https://forests.org/>. The program is now four years instead of five, and all awardees have been allocated the 100% waiver.
- RISC Technical Assistance Grants – on 10/23/23 the PJCC approved submittal of three technical assistance grants of up to \$200k each for 1) Reservoir 1 Spillway and 24” Water Main, 2) Relocation of

the DPW, Dial-A-Bus, Water Dept, 3) Centralized Firehouse which were all submitted on 11/1/23 per requirements. In March 2024, received notice that eligibility is being reconsidered for these grants.

- EV Chargers – A further revised site includes six parking spaces for firefighters.
- New York State DEC - Drinking Water Source Protection Plan (DWSP2) awarded January 31, 2024 and accepted by the PJCC on February 12, 2024 for a technical assistance grant, now requires an initial team development which will include Michael Weeks from MHE.
- FEMA Assistance to Firefighters Grant (AFG) - an application to replace all SCBAs and one RIT-PAK was submitted on 3/5/2024. Letters of support have been requested of U.S. Senators Schumer and Gillibrand.
- An appraisal of the city's existing watershed consisting of some 2000 acres was approved by the Common Council on 3/25/2024 via OCLT for a pending Open Space Institute (OSI) application.
- ESD RESTORE Round 8 - Letter of Intent for one project at 29 Front St. was approved by the PJCC on 3/20/24 and submitted by Mayor Cicalese on 3/25/24. The application is due by May 22, 2024.
- A New York State CREST grant application for \$55k towards a new FD command SUV (total estimate \$95k) to Senator Skoufis was approved by the PJCC on 3/20/24 and submitted on 3/25/24.
- UDR Network Action Agenda which includes the Neversink Watershed Management Plan held a review meeting on 3/26/2024. Be for final submittal, commentary will be presented to NYS DEC for input.
- The city advertisement in Site Selection Magazine was published in the March 2024 edition.
- OCL T-Wilderness Campaign - a stakeholder meeting is planned for 4/4/24 with an 4/18/24 kickoff.
- A meeting was held on 3/26/24 regarding the possibility of Green Work Networks-Fiber Optics initiating operations in Port Jervis.

#### **NEW BUSINESS –**

Per the PJCDA procurement policy, three quotes will be sought for the bookkeeper's position for a two-year term initiated on May 1<sup>st</sup>. E.D. Maginsky will document the inquiries.

#### **PUBLIC COMMENT**

None present

#### **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:52 PM to discuss loans and contractual issues:

**Motion: Mr. Rhoades**

**2<sup>nd</sup>: Mr. O'Connell**

**All Others in Favor**

The PJCDA Board of Directors came out of Executive Session at 8:05 PM.

**Motion: Mr. Rhoades**

**2<sup>nd</sup>: Mr. O'Connell**

**All Others in Favor**

#### **ACTIONS AS A RESULT OF EXECUTIVE SESSION:**

None

#### **NEXT MEETING will**

The next meeting of the PJCDA Board of Directors is scheduled for April 24, 2024, at 7:00 p.m. at 134 Pike St., 2nd Floor, Port Jervis, NY 12771. With prior notification to the PJCDA by tel.: 845-858-4024, or email: [Director@PJCDA.org](mailto:Director@PJCDA.org), ADA access is available.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:06 PM

**Motion: Mr. Rhoades**

**2<sup>nd</sup>: Ms. Dennison**

**All Others in Favor**

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

RE: PJCDA 2024 ADMINISTRATIVE PLAN AND 5-YEAR PLAN SETTING A PUBLIC HEARING  
WITH 45-DAY NOTICE

WHEREAS, the Port Jervis Community Development Agency is required to update its Administrative Plan and 5-Year Plan in 2024; and

WHEREAS, after a 45-day notice a PJCDA public hearing regarding the proposed plan is required by the U.S. Department of HUD; and

WHEREAS, this 45-day notice will also provide locations and times where the proposed Administrative Plan and 5-Year Plan may be viewed by the public and the means by which commentary may be provided,

NOW, THEREFORE, BE IT RESOLVED THAT on/about Friday, April 26, 2024, the PJCDA will publish a notice setting a public hearing on Tuesday, June 11, 2024, 6:00 p.m. at 134 Pike St., 2<sup>nd</sup> Floor, Port Jervis, NY 12771, in public forums including local newspapers, on the City website and City building bulletin boards for the public display, review and comment on its proposed 2024 Administrative Plan and 5-Year Plan.

MOTION BY: Mr. Russell

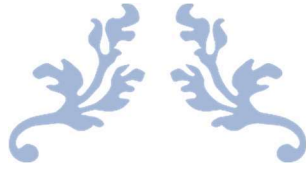
SECONDED BY: Mr. Rhoades

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Dated: March 27, 2024



---

# **Port Jervis Community Development Agency Annual Year-End Report 2023**

---

2023 Accomplishments and 2024 Objectives



MARCH 27, 2024

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
20 Hammond St., P.O. Box 1002, Port Jervis, NY 12771



# Table of Contents

<b>Page</b>	<b>Item</b>
1	2023 PJCDA Composition and Overview
1	2023 PJCDA Summary
3	2024 PJCDA Objectives
5	2023 PJCDA Housing Choice Voucher Program
10	2023 PJCDA Contracted Services
14	2023 Finances

# 2023 Port Jervis Community Development Agency (PJCA) Composition and Overview

## Board of Directors:

Kristin Trovei (Community) - Chairwoman  
John A. Russell (Community) - Vice-Chairman  
Michael Talmadge (Community) - Treasurer  
Elizabeth Miller (Council) - Secretary  
Denis Livingston - Council Liaison  
Regis Foster - (Council) Member

## Office Staff:

Executive Director: Valerie Maginsky (F/T)  
Section 8: Administrator Nora Goetz (F/T)  
Office Support: Jacqueline Bennett (P/T)

## Professional Services:

Attorney: Matthew Witherow  
CPA: Ralph Polcari, Polcari & Co.  
Bookkeeper: Robin Tobey

2023 Agency Income Budgeted: \$369,605  
Collected through December 2023: \$393,069

2023 Agency Expenditures Budgeted: \$332,386  
Expensed through December 2023: \$273,913

## 2023 PJCA Summary

Overall, in 2023, the PJCA adhered to its budget, brought on a new fee accountant, worked with a new City auditor and otherwise maintained operations with established staff, board and consultants.

In the Section 8 – Housing Choice Voucher area, PJCA staff attended training classes in preparation of the sweeping changes in HUD administration, housed twenty-two (22) families, including five (5) homeless, maintained Section 8 and Mainstream vouchers despite increased rental costs and housing unit scarcity and completed all inspections including supervisory.

Small Cities wrote and submitted seven grants, three of which have been funded, one being Governor Hochul's \$10 million NYS Downtown Revitalization Initiative (DRI) and the other, a \$1 million urban forestry grant to the City through the USDA Community and Urban Forestry division. The most recently awarded was the technical assistance grant NYS DEC Drinking Water Source Protection Plan (DWSP2). In the last 10 years, this brings the PJCA's contribution to the city in grants and projects to \$22,363,586.

Small Cities – Trenchless 1 (CDBG 938PR138-18) was monitored by NYS Homes and Community Renewal (HCR) and closed with no findings. Trenchless 2 (CDBG 138PR4-20) utilized \$87,190 and de-obligated \$912,810. Major causes for the de-obligation included the multiple ramifications of the Covid 19 pandemic and



subsequent changes in critical city staff positions. As such, this grant was closed with no monitoring by NYS HCR.

Financially, the agency gained more income than expected while expenses remained below budget expectations. Section 8 was awarded additional administrative funds from HUD.

In part due to the 2023 increase in sewer fees and otherwise to rising housing costs, rents are rising to and above HUD's fair market rental rates. Section 8 staff, which is responsible for Housing Choice Vouchers (HCV) and Mainstream vouchers, worked hard to keep up with landlord and tenant changes. Throughout the year, 22 new families gained rental housing.

Fair Housing training and outreach continues through the Section 8 program and Executive Director Maginsky as the city's Fair Housing officer.

In 2023, Section 8 paid landlords \$1,849,629 in rental assistance for some 200 families. Administrative funds to the agency totaled \$265,897.

Small Cities continued to address the City of Port Jervis' needs by researching, writing, submitting and administering grants, preparing and giving public presentations, and attending networking events.

With some \$11,408,330 in grants and projects awarded to the City in the last eight-years from PJCDAs efforts, specifically in 2022, the city was awarded a NYS Environmental Facilities Corporation (EFC) WIIA grant for \$4,565,500 which when closed, will supplant part of the expected \$20 million dollar EFC hardship loan for rebuilding of the over 100-year-old city wastewater system.

As of this report dated 3/27/2024, due to changes in the City Clerk Treasurer position in early 2024, the EFC loan and WIIA grant continue to await closure. In the meantime, additional federal funds estimated at some \$5,363,000 may be available through EFC via the Investment and Jobs Act of 2021, a.k.a. the Bipartisan Infrastructure Law (BIL). These monies would be an additional offset to the pending EFC hardship loan.

The RESTORE NY grant and another federal Assistance to Firefighters Grant (AFG) for \$790+k applied for in 2023 were not awarded to the City.

The DRI awarded to the City on February 21, 2023, resulted in the organization of a Local Planning Committee which met and selected the 13-projects now with NYS for final selection. PJCDAs Executive Director Maginsky was considered staff and was the local contact for meeting organization and communication coordination.

Per NYS, the original list of projects submitted in the grant application, was re-opened to the City and the public for new submittal. After consideration of match amount and type, the City submitted six projects for consideration.

These projects included revitalization of Riverside Park, landscaping improvements to Jersey Avenue, a branding and marketing project, a Small Project Fund, improvements to the Erie Turntable Heritage Center, and the establishment of an at-grade railroad crossing at Fowler Street and Fourth.

As of mid-March 2024, these projects are under consideration by New York State.

As part of the DRI projects list, the City expedited the request for an administrative hearing with NYS DOT regarding the need for an at-grade crossing at Fowler and 4<sup>th</sup> over the Norfolk Southern railroad tracks that bisect the city.

After additional input from Metro-North Railroad and New York State DOT regarding conditions for support which would require additional engineering, the previously scheduled February 14, 2024, public hearing was canceled until further notice. E.D. Maginsky had worked with City officials and the contracted engineer, to coordinate Letters-of Support, hearing participants and hearing logistics.

The PJCDA continues to be responsible for the administration of the NYS DEC Water Quality Improvement Program (WQIP) which with a contract extension, now terminates in 2025. Two of the three possible projects are in the land acquisition process.

With regards to upcoming DRI administrative duties, the CDA, with its extensive grant management history, seeks an even stronger transparent working relationship with the City.

Administratively, in 2023, the PJCDA Board of Directors, staff and with the exception of Fee-Accountant Gary Weidelman's retirement and replacement by Ralph Polcari of Polcari & Company, contractors remained stable. Given the turnover with the Common Council through the 2023 election in which seven new members joined three incumbents, the PJCDA board welcomed three new council members, Mr. Jeffrey Rhoades, Mr. Colin O'Connell, and Ms. Jacqueline Dennison.

PJCDA office staff continued working a hybrid office schedule and moved to remote as needed through illness and personal-time-off, inclement weather and electrical office outages.

## **2024 PJCA Objectives**

Ever vigilant as a public benefit corporation, the PJCDA continues to do its best to meet and exceed expectations for the betterment of the City.

With a March 8, 2024, submission deadline, and guidance from a consultant who is a subject matter expert and Port Jervis Fire Chief Brown, the PJCDA wrote and submitted the fifth application for the Assistance to Firefighters Grant (AFG). This submission was for 58 self-contained breathing apparatus (SCBA) replacements.

The PJCDA continues to seek appropriate funding for the three projects submitted under the NYS RISC grants which include: 1) Reservoir 1 Spillway Reconstruction and 24" Water Main Replacement, 2) Relocation of the DPW, Dial-A-Bus, Water Dept, 3) Centralized Firehouse Planning

Within the DRI project list, and should it be approved by NYS, the PJCDA expects to be responsible for the administration of the Small Projects Fund.

Applied for in November 2023, the NYS Department of Environmental Conservation grant for drinking water source protection plan (DWSP2), which is a no cost technical support grant to formalize protection of the city's drinking water was awarded to the city in January 2024. Currently, an initial team who will collect source documentation is in development.

Housing availability continues to decrease, and costs continue to increase. As such, without new development, housing, both for sale and for rent, will continue to become more expensive and less available. The federal and state governments are emphasizing housing availability and adherence to Fair Housing law. As the city's Fair Housing policy was last updated in 2010, E.D. Maginsky has reached out to Mayor Decker, and now Mayor Dominic Cicalese (2024-2025) and legal counselor William A. Frank to encourage an update. In order to fulfill state and federal Fair Housing activities. Additional outreach will be pursued by E.D. Maginsky.

An additional item housing program to be considered from New York State's Gov. Hochul is the Pro-Housing Communities program. A presentation will be provided to the Port Jervis Common Council for consideration.

Climate change and sustainability continue to be state and federal priorities. As a result, pursuance of EV chargers and municipal building benchmarks under Climate Smart Communities and other similar programs will continue.

An offshoot of the initial DRI program review resulted in the establishment of a relationship with the New York Power Authority, which will install six charging stations at 1 Barclay St. in Tri-States. This installation cost is estimated at \$1.25-\$1.5 million dollars.

Research for funding of city infrastructure projects including that of the replacement of the 24" main and culvert at Reservoir 1's outflow will continue as will research for funds for the city's DPW relocation and plans for a centralized firehouse.

Outreach to county, state and federal legislators and agencies will be a priority.

Section 8 will work to grow the Family Self-Sufficiency program to a point where it will be eligible for financial HUD caseworker support while it works to implement sweeping HUD changes to voucher processing and inspections.

Training will continue as available and relevant.

## Port Jervis Community Development Agency - Housing Choice Voucher Program

Nora Goetz, Section 8 Administrator

Agency Year-End Report - 2023

### 2023 Projected Plans

### 2023 Results

Pursue trainings as they arise	<ol style="list-style-type: none"><li>1. Administrator and Support staff attended a virtual 2 ½ -day training for the Housing Opportunity through Modernization Act of 2016 (HOTMA) in November 2023. These changes will be implemented by October 2024.</li><li>2. Director Maginsky and Administrator Goetz attended a virtual National Standards for the Physical Inspection of Real (NSPIRE) training in December 2023, and both were tested and are certified. These NSPIRE changes will be implemented by October 2024.</li></ol>
Open the waitlist	The waitlist was opened June 6 to June 13, 2023, resulting in 300 new applications.
Pursue funding opportunities as they arise	There were no funding opportunities in 2023 that were a right fit for the CDA.
Complete the file digitization ensuring all Section 8 files are electronic	This is in process; all new waitlist files are scanned and completely digital.
Pursue Vouchers for applicants aging out of foster care	This is in process.
Grow the FSS program through outreach and attraction and once seven FSS participants are reached, to apply for ½ a caseworker funding when the next Notice of Funding Opportunity (NOFO) is published. Establish a community board to govern the FSS program.	Currently there are 9 active Family Self-Sufficiency(FSS) participants and growing. The NOFO has not been published, and this agency has put systems in place to apply for funding once published.
Continue to grow the Section 8 Homeownership program	In 2023 PJCDA wrote 4 Home ownership referrals for participants.
Review and update the Administrative Plan	There were ongoing updates and resolutions. The most recent changes include HOTMA.
Conduct Landlord outreach when it is safe to do so.	Not completed.

## **2023 Totals**

Housing Assistance Payments (HAP) –

Housing Choice Voucher (HCV) Payments – \$ 1,502,890

Mainstream Payments - \$ 346,739

**TOTAL** **\$1,849,629**

HCV Administrative Monies \$ 231,081

Mainstream Administrative Monies \$ 34,816

**TOTAL** **\$ 265,897**

## **Program Administration - HOTMA and NSPIRE**

For the first time in many years there are sweeping changes to how the Section 8 program is administered. This results from the Housing Opportunity Through Modernization Act of 2016 (HOTMA) (Public Law 114–201) which was enacted on July 29, 2016. Changes in physical unit inspections will simultaneously occur under HUDs National Standards for the Physical Inspection of Real Estate (NSPIRE).

The targeted date for implementation is October 1, 2024. Implementing these changes will be a major 2024 focus.

## **Reports - SEMAP and Audits**

Section Eight Management Assessment Program (SEMAP) that had been waived since 2020 was submitted to HUD on February 28, 2023. Per the criteria and unresolved HUD system errors, the Section 8 program scored at the standard, instead of its usual high performer level.

The city's audit firm of PKF O'Connor Davies reviewed 40 Section 8 files and there were no findings for the Section 8 program.

## **Inspections**

All annual, biannual, pre-contract and quality control inspections were completed on time in 2023.

## **Area Median Income**

The City of Port Jervis is included in the Poughkeepsie, Newburgh, and Middletown Metropolitan Statistical Area (MSA). Annually, HUD publishes Area Median Income (AMI) and Fair Market Rates (housing rental) for every MSA across the country.

## **2023 Income limits**

FAMILY SIZE	EXTRA LOW 30% AMI	VERY LOW 50% AMI	LOW INCOME 80% AMI	FAMILY SIZE	EXTRA LOW 30% AMI	VERY LOW 50% AMI	LOW INCOME 80% AMI
1	\$ 23,600.00	\$ 35,350.00	\$ 66,300.00	5	\$ 36,400.00	\$ 60,700.00	\$ 102,250.00
2	\$ 27,000.00	\$ 45,000.00	\$ 75,750.00	6	\$ 39,100.00	\$ 65,200.00	\$ 109,800.00
3	\$ 30,350.00	\$ 56,200.00	\$ 85,200.00	7	\$ 41,910.00	\$ 69,700.00	\$ 117,400.00
4	\$ 33,700.00	\$ 60,700.00	\$ 94,650.00	8	\$ 46,630.00	\$ 74,200.00	\$ 124,950.00

## **Fair Market Rates**

Each spring HUD publishes the Fair Market Rates for each Metropolitan Statistical Area and the Section 8 program administrator recommended suggested rates at 115% either up or down for each bedroom size. The results are approved by the Board of Directors.

For 2023 - 2024 the following rates were approved:

Bedroom Size	HUD FMR	Port Jervis Payment Std
0	\$1,237	Same
1	\$1,419	Same
2	\$1,825	Same
3	\$2,315	Same
4	\$2,560	Same
5	\$2,944	Same
6	\$3,328	Same

## **New Admissions**

22 new admissions in 2023

Please note: these categories overlap.

All were Port Jervis residents, and in the case of our homeless families their previous address was Port Jervis.

- 5 Seniors
- 5 Homeless
- 11 Working Families – (3 homeless, 3 working disabled )
- 7 Disabled Families

## **Income Statistics**

As of 12/31/23 there were 199 active families under lease

- 106 families were at or below the extra low limit

- 83 families were at or below the very low-income limit but over the extra low limit
- 10 were at or below the low-income limit but over the very low limit

### **Family Designations**

#### **Total households under lease as of 12/31/23 was 199**

Please note that categories will overlap:

- 87 families are elderly- head or spouse are 62 and over
- 55 families are single female head of household with children
- 5 families are single men head of household with children
- 55 families are disabled – head or spouse are disabled
- 60 families were working as of 12/31/23.

#### **Notes:**

In 2023, this agency helped two homeless families lease up by assisting with security paid out of admin fees. Without this help, they would not have been able to lease up.

This agency continues to work with the Warming Station and two of the homeless families housed in 2023 came from there.

A family of four, a mom and three daughters, all disabled, leased in place when she came up on our waitlist in 2023. She explained she was homeless and living in a shelter the previous year and they were going to take her children if she didn't find housing.

She went to look at an apartment over her budget, but she was desperate. When she explained her situation to the potential landlord, the landlord stated, "no one is taking your babies." The landlord came down on the rent, so this unit was affordable for this family. We now have another participant family living in this 2-family house.

### **Waitlist**

This agency continues to call applicants off the waitlist. In 2023, 138 applicants were called off the waitlist and 56 vouchers were issued. From this number, there were only 22 new lease-ups. This is evidenced all across the nation and housing authorities continue to struggle with ever increasing rents, housing shortages and funding that has not increased sufficiently enough to meet this need. A look at the HUD published Fair Market Rents (FMRS) shows significant increases from the 2023 FMRS to the 2024 FMRS. On average, the difference is \$232 for each bedroom size. As this continues, the housing shortage in Port Jervis has reached critical levels and rents are inflated. It is very hard to find a unit in Port Jervis and most new participants are leasing in-place. All new lease ups were residents of Port Jervis.

## **Mainstream**

As of December 1, 2023, Mainstream participants number 34 and growing. The agency allocation for Mainstream vouchers is 39. As HUD considers full allocation at 75% which would be 29.25, the agency has fulfilled its standing obligation.

## **Section 8 Homeownership**

This agency referred four participants to PathStone to begin the process. Our potential homeowner participants are impacted by rising interest rates.

## **Miscellaneous**

1. This office continues to operate on a hybrid schedule. Staff is typically in the office on Tuesdays and Thursdays and work remotely Monday, Wednesday and Friday. Participants are seen by appointment only. Applicant briefings are conducted in person. All HQS inspections are done in person. This agency is usually two months ahead of schedule and meets all deadlines easily.
2. This agency continues to foster relationships with community agencies. Most notable in 2023 are the Port Jervis Warming Station and the Mental Health Association of Orange County, which now has an office in Port Jervis

## **Projected Goals for 2024**

1. Pursue training as available and applicable.
2. Purge the Waitlist.
3. Pursue funding opportunities as they arise.
4. Complete the file digitization ensuring all Section 8 files are electronic.
5. Pursue Vouchers for applicants aging out of foster care.
6. Grow the FSS program through outreach and attraction and apply for ½ a caseworker funding when the next Notice of Funding Opportunity (NOFO) is published.
7. Continue to grow the Section 8 Homeownership program.
8. Review and update the current Administrative Plan and submit the 5-year plan within all deadlines.
9. Implement HOTMA and NSPIRE changes and educate participants and families of these changes.
10. Implement direct deposit for landlord Housing Assistance Payments.
11. Hire a part-time inspector as an independent contractor.
12. Establish a vendor for document confidential paperwork disposal.
13. Research other software companies besides HAPPY.
14. Conduct Landlord outreach.
15. Review/ Establish Section 8 policy and procedures and continue to cross train staff.



## Port Jervis Community Development Agency (PJCD) Contracted Services

Valerie Maginsky, Executive Director

Agency Year-End Report - 2023

### Small Cities Revenue Sources, 2023:

Service Contract with City of Port Jervis	\$ 60,000
Progress Development Corp. Loan Administration	\$ 7,635
S8 - Management Fee/Services	\$ 48,960
Health Insurance Reimbursement	\$ 3,130
Grant Administration	\$ 0
PJCD Loan Administration	\$ 20,487
Interest	\$ 20
<b>Est. Total</b>	<b>\$140,232</b>

### PJCD Small Cities Service Contract

**2024 - \$60,000**

2023 - \$60,000

2022 - \$50,000

2021 - \$40,000 (Covid - Offset CARES S8 Funding - \$27k)

2020 - \$65,000

2019 - \$70,000

2018 - \$70,000

2017 - \$75,000

2016 - \$77,000

### Grants and Projects – Tracking and Totals - 2023

GRANTS – In-Process		Amount:	Status:
1	(2019) WQIP - Land Acquisition - NYS DOS	\$ 1,882,500	Current. In Process.
2	(2022) NYS EFC - WIIA - Wastewater Relining	\$ 4,562,500	City awaiting EFC Hardship Loan Closing - Estimated Spring 2024
3	(2023) NYS DRI	\$ 10,000,000	NYS Downtown Revitalization Initiative awarded Feb. 2023. Plan to NYS in process.
4	(2023) USDA Forestry Service - Urban Community Forestry	\$ 1,000,000	To PJCD as contractor provides no-match grant for tree planting in Census Tracts 22 and 23. Awaiting contract.
5	(2023) - PJ Farmer's Market	\$ 5,000	Contributed to Submission to 2023 OC Arts Council for entertainment
6	(2018) RESTORE - DEMO	\$ 84,000	In Closure - MWBE not addressed so \$36k will be retained from original \$120k
<b>Total In-Process Grant Funding to City - 2023</b>		<b>\$ 17,534,000</b>	

Previous Grants		\$ 3,746,760	Micro Enterprise-CDBG, Jersey Ave Sewer-CDBG, I&I Study-EFC, Greenway (1) with Pattern, WWKP - DOS//PJFD Bailout, Urban Forestry 1, Confined Space, Swiftwater, AHC Home Rehab, CDBG - Trenchless 1+CDBG Retained Program Income , Comp Code Update, PJFD-Firehouse Subs - Hurst Equipment, Greenway Grant (2), Urban Forestry - Tree Removals, PJPD Body-Worn Cameras, CDBG - Pike St. ADA Sidewalks, Trenchless 2 Sewer grant
Subtotal 1		\$ 21,280,760	

PROJECTS - 2023 Update			
1	Retained NYS HCR Program Income funds for City use with WQIP	\$ 158,066	Extended to Sept. 30, 2024
Total Project Funds in Process - 2023		\$ 158,066	

Previous Projects		\$ 924,760	Nature Conservancy, Restore NY Demo - To Be Closed 2024, Program Income Retained/Utilized on AHC and Trenchless 1
Subtotal 2		\$ 1,082,826	

Grand Total - Grants/Projects - Acquired to Date 2023 (Subtotal 1 + 2)		\$ 22,363,586	
--	--	---------------	--

PENDING GRANTS/PROJECTS			
1	2021 EFC - Hardship Loan - Wastewater System Rehab	\$ 20,000,000	Contributed - Equipment, crew, re-line, manholes, water meters. Awaiting Closure in Spring 2024
3	NYS HCR RISC Technical Assistance Grants - 3 Submittals on 11/1/23	\$ 600,000	1) Res 1 Spillway/Water Main, 2) Relocate DPW, Dial-A-Bus, Water Dept, 3) Centralized Firehouse w/EOC
4	NYPA EV Charging Station - NYPA Range \$1M-\$1.5M Investment (DRI Sidebar)	\$ 1,250,000	Contributed - 1 Barclay St. - 6 Chargers - Contract signed in 2023. City must address and maintain the lot.
Total Pending		\$ 21,850,000	

Other 2023 Grants/Projects Submitted and Not Awarded/Researched - Not Submitted:			
--	--	--	--

1	2022 AFG for PJFD	\$ 691,495	CASCADE and SCBAs - Submitted Feb. 2023
2	2023 - RESTORE NY	\$ 2,000,000	29 Front St. Demo and Re-construction.
<b>Total not Awarded (12/31/23)</b>		<b>\$ 2,691,495</b>	

#### POTENTIAL PROJECTS - 2023 - 2024

#### STAGE

1	NYS DEC Planning Grant - Tech Assistance - Drinking Water Plan (No Match)	TBD
2	NYS DOT - TAP (Safe Routes to School), Traffic Light Upgrades - 20% match - \$500k min	TBD
3	NYS DEC - Urban Forestry - Tree Planting	TBD
4	DRI - Pedestrian RR Crossing	To NYS - Spring 2024 Decisions
5	DRI - Riverside Park Improvements	To NYS - Spring 2024 Decisions
6	DRI - Jersey Ave. Improvements	To NYS - Spring 2024 Decisions
7	DRI - Placemaking/Branding/Marketing/City Website	To NYS - Spring 2024 Decisions
8	DRI - Small Projects Fund	To NYS - Spring 2024 Decisions
9	DRI - Erie Yard Heritage Center Improvements	To NYS - Spring 2024 Decisions
10	Port Jervis Watershed - possible conservation easement	To NYS - Spring 2024 Decisions
11	Neversink Watershed Management Plan	In Process
12	Climate Smart Communities Activities Advancement Would Open Additional Funding	TBD
13	Fair Housing and EEOC Plan Update	Needed
14	City Housing Research	Needed
15	NYS Stretch Code - Building Dept. Training	Needed
16	Local Waterfront Revitalization Plan, Phase 2 Outstanding	TBD
17	Consider PILOTS for Residential Projects - (DRI Associated)	TBD
18	Update City Hazard Mitigation Plan	Needed
19	Lead Service Line Replacements (NYS DOH LSLRP)	DPW - MHE
20	Water Line Replacement	TBD
21	Generators - City Buildings	TBD
22	Community Center	TBD
23	Senior Center	TBD
24	D&H Canal	TBD
25	WWKP	TBD
26	Seek Funding for Reservoir Spillway/24" Water Main Replacement	In Process
27	Seek Funding for DPW and affiliated Dept. Relocation	In Process
28	McArthur Circle Rehab	TBD
29	Research Mountain Runoff Containment	TBD
30	PJFD - Apparatus	TBD

31	<i>PJFD - Assistance to Firefighters (AFG) - 2023 - SCBA's, etc</i>	<i>TBD</i>
32	<i>PJFD - Research Centralized Firehouse</i>	<i>TBD</i>
33	<i>PJPD - Camera Updates</i>	<i>PJFD Seeking Funding</i>
34	<i>Review Downtown Traffic Pattern</i>	<i>TBD</i>
35	<i>Address City Brownfields and any Suspected Brownfields</i>	<i>TBD</i>
36	<i>Market Support for Annexed Properties - Muni Services Capacities</i>	<i>TBD</i>

	<b>Jeff Bank #0681</b>	<b>Jeff Bank #0800</b>	<b>Jeff Bank#0606</b>	<b>Jeff Bank#0568</b>	<b>Jeff Bank#0074</b>	<b>Jeff Bank#0592</b>	<b>Jeff Bank#1475</b>	<b>Jeff Bank#0584</b>	<b>Totals</b>
	HUD Housing  Revolving Loan Cit 593002-3330 <b>Jeff: x0681 (20%)</b>	HUD ED (former BOA x3657) Revolving Loan Cit: 401029-6568 <b>Jeff: x0800 (20%)</b>	Section 8 (former BOA x1375) Voucher-HAPs Sus: 20302-2749 <b>Jeff: x0606</b>	<b>Section 8 (former BOA x0935) Admin Sus: 20302-2731 Jeff: x0568</b>	Section 8 FSS (former BOA x3944) FSS-Escrow Sus: 20502-9413 <b>Jeff: x0074</b>	NYS Revolve (former BOA x1286) RESTORE Sus: 20302-2525 <b>Jeff: x0592</b>	PDC Loans  Originates April 2019  <b>Jeff: x1475</b>	<b>Small Cities  Est. 1/7/15 Admin Sus: 20303-0217 Jeff: x0584</b>	
<b>2023</b>									
January	\$180,919.51	\$279,491.44	\$152,181.63	\$410,836.00	\$22,309.75	\$105,881.20	\$3,285.93	\$209,435.20	\$1,364,340.66
February	\$180,920.91	\$284,567.87	\$155,003.96	\$418,543.53	\$22,918.46	\$105,882.01	\$1,012.43	\$209,436.80	\$1,378,285.97
March	\$182,012.82	\$293,910.18	\$154,809.45	\$414,534.74	\$23,524.46	\$105,882.81	\$5,559.42	\$238,437.70	\$1,418,671.58
April	\$182,568.39	\$293,159.80	\$151,971.98	\$423,863.32	\$5,111.46	\$105,883.61	\$3,285.94	\$242,658.55	\$1,408,503.05
May	\$183,124.16	\$297,557.38	\$106,530.55	\$412,580.61	\$5,114.18	\$105,884.53	\$3,285.95	\$259,215.11	\$1,373,292.47
June	\$183,679.88	\$301,837.05	\$73,099.94	\$370,503.87	\$6,467.18	\$105,885.43	\$3,285.93	\$315,468.89	\$1,360,228.17
July	\$187,080.81	\$359,930.52	\$63,586.49	\$366,725.61	\$8,657.18	\$105,886.43	\$3,285.95	\$326,466.76	\$1,421,619.75
August	\$187,636.42	\$363,898.53	\$68,522.81	\$374,962.68	\$10,874.95	\$105,887.23	\$3,285.94	\$326,859.78	\$1,441,928.34
Sept	\$188,192.03	\$368,214.19	\$67,974.25	\$389,774.41	\$13,091.95	\$105,888.04	\$3,535.93	\$331,078.39	\$1,467,749.19
October	\$188,748.01	\$372,182.97	\$84,123.43	\$400,948.54	\$15,314.95	\$105,889.05	\$1,779.90	\$335,166.42	\$1,504,153.27
November	\$189,303.62	\$376,151.07	\$125,176.09	\$410,943.62	\$16,399.49	\$105,889.85	\$4,709.85	\$337,098.85	\$1,565,672.44
December 31st	\$189,305.27	\$380,467.25	\$131,285.64	\$418,241.06	\$17,482.49	\$105,890.77	\$3,777.08	\$340,614.81	\$1,587,064.37
<b>1/16/2024</b>	\$190,413.61	\$384,432.47	\$119,679.59	\$422,961.83	\$18,613.49	\$105,890.77	\$4,036.35	\$338,613.70	<b>\$1,584,641.81</b>
<b>Committed Interest/Month</b>	-\$16.89	-\$30.41							<b>-\$47.30</b>
<b>Committed PDC Payment</b>							-\$4,036.35		<b>-\$4,036.35</b>
<b>Committed Extra Ordinary</b>				-\$16,522.00					<b>-\$16,522.00</b>
<b>Subtotal1</b>	\$190,396.72	\$384,402.06	\$119,679.59	\$406,439.83	\$18,613.49	\$105,890.77	\$0.00	\$338,613.70	<b>\$1,564,036.16</b>
<b>Committed S8 Funds</b>			\$119,679.59		\$18,613.49				<b>\$138,293.08</b>
<b>Available to Loans</b>	\$190,396.72	\$384,402.06				\$105,890.77			<b>\$680,689.55</b>
<b>Available to Agency Bills</b>				\$406,439.83				\$338,613.70	<b>\$745,053.53</b>

PORT JERVIS CDA

**2023 ADMINISTRATIVE FEES & PROGRAM  
INCOME**

	BUDGET	Budget Adjustment	Adjusted Budget	% Rec'd to Date	REC'D TO DATE	Jan 2023 (7.69%) - 4 weeks	FEB (15.39%) 4 Wks/8 Total	MARCH (25%) 5 Wks/13 T	APRIL (32.67%) 4 Wks/17 T	MAY (40.39%) 4 Wks/21 T	JUNE (50%) 5 Wks/26 T	JULY (55.77%) 4 Wks/29 T	AUG (65.39%) 4 Wks/34 T	SEPT (75%) 5 Wks/39 wks T	OCT (82.69%) 4 Wks/43 T	NOV (90.39%) 4 Wks/47 T	DEC (100%) 5 Wks/52T
Section 8 Administration - HCV + MS	\$ 240,000	\$ -	\$ 240,000	113%	\$ 270,390	\$20,519	\$20,519	\$ 22,394	\$ 20,648	\$20,702	\$ 21,896	\$20,957	\$20,957	\$34,679	\$ 20,957	\$ 23,081	\$ 23,081
Section 8 Fraud Recovery (\$50/mo)	\$ 500	\$ -	\$ 500	859%	\$ 4,296	\$ 211	\$ 149	\$ 801	\$ 1,584	\$ 140	\$ 234	\$ 90	\$ 360	\$ 132	\$ 150	\$ 299	\$ 150
(allowed to retain 50% of Fraud Recovery)																	
Loan Proceeds	\$ 14,136	\$ -	\$ 14,136	145%	\$ 20,487	\$ 1,178	\$ 1,097	\$ 1,097	\$ 1,097	\$ 1,097	\$ 1,097	\$ 8,652	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035
City of Port Jervis 2023 - \$60k = \$5,000 per month - Jan is lag month (2021 service contract \$40,000 total collected Feb-Dec. 2021/2022 is \$50k = \$4,166.67 per month)	\$ 60,000	\$ (833)	\$ 59,167	100%	\$ 59,167	\$ 4,167	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Commission - PDC Servicing - Added May 2019	\$ 6,072	\$ -	\$ 6,072	126%	\$ 7,635	\$ 657	\$ 657	\$ 202	\$ 1,112	\$ 657	\$ 657	\$ 657	\$ 657	\$ 657	\$ 707	\$ 356	\$ 657
Health Ins. Reimbursement - (\$62.08* per week= \$3,228/estimated at \$57.42 per/wk = \$2,986 - VM) Adjusted Feb 2023//Sept. = \$60.38	\$ 2,986	\$ 242	\$ 3,228	97%	\$ 3,130	\$ 248	\$ 248	\$ 310	\$ 248	\$ 248	\$ 310	\$ 248	\$ 302	\$ 242	\$ 242	\$ 242	\$ 242
Health Insurance Buyback (\$536.75 per week-NG)	\$ 27,911	\$ -	\$ 27,911	100%	\$ 27,911	\$ 2,147	\$ 2,147	\$ 2,684	\$ 2,147	\$ 2,147	\$ 2,684	\$ 2,147	\$ 2,147	\$ 2,684	\$ 2,147	\$ 2,147	\$ 2,684
Grant - WQIP (Yr. 1+2 of 3 - \$36,000)	\$ 18,000	\$ -	\$ 18,000	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other: (\$0.00 year)	\$ -	\$ -	\$ -	#DIV/0!	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ -
<b>Totals:</b>	<b>\$ 369,605</b>	<b>\$ (591)</b>	<b>\$ 369,014</b>	<b>107%</b>	<b>\$ 393,069</b>	<b>\$29,126</b>	<b>\$29,817</b>	<b>\$ 32,488</b>	<b>\$ 31,835</b>	<b>\$29,991</b>	<b>\$ 31,878</b>	<b>\$37,751</b>	<b>\$30,457</b>	<b>\$44,428</b>	<b>\$ 30,237</b>	<b>\$ 32,212</b>	<b>\$ 32,848</b>

PJCDA ADMINISTRATIVE BUDGET - 2023	2023 BUDGET	Budget Adjustment	Adjusted Budget	% Expensed	Expensed To-Date	Jan 2023 (7.69%) - 4 weeks	FEB (15.39%) 4 Wks/8 Total	MARCH (25%) 5 Wks/13 T	APRIL (32.67%) 4 Wks/17 T	MAY (40.39%) 4 Wks/21 T	JUNE (50%) 5 Wks/26 T	JULY (55.77%) 4 Wks/29 T	AUG (65.39%) 4 Wks/34 T	SEPT (75%) 5 Wks/39 wks T Adjusted - 10/22/23	OCT (8.69%) 4 Wks/43 T	NOV (90.39%) 4 Wks/47 T	DEC (100%) 5 Wks/52T
<b>PAYROLL (SALARIES &amp; BENEFITS) - PAGE 1</b>						DEC Final PR	JAN Final PR	FEB Final PR	MARCH Final PR	APR Final PR	MAY Final PR	JUNE Final PR	JULY Final PR	AUG Final PR	SEPT Final PR	OCT Final PR	NOV Final PR
Salaries	\$ 168,587	\$ -	\$168,587	94%	\$ 159,194	\$ 11,849	\$ 11,950	\$ 15,358	\$ 12,438	\$ 12,000	\$ 15,674	\$ 12,018	\$ 12,330	\$ 15,258	\$ 12,474	\$ 12,230	\$ 15,615
Salary HI Buyout (\$196 per week)to NG	\$ 10,200	\$ -	\$ 10,200	100%	\$ 10,192	\$ 784	\$ 784	\$ 980	\$ 784	\$ 784	\$ 980	\$ 784	\$ 784	\$ 980	\$ 784	\$ 784	\$ 980
FICA/Medicare	\$ 12,897	\$ -	\$ 12,897	92%	\$ 11,827	\$ 879	\$ 887	\$ 1,141	\$ 924	\$ 891	\$ 1,165	\$ 893	\$ 916	\$ 1,134	\$ 928	\$ 909	\$ 1,161
Unemployment/Quarterly Payroll taxes	\$ 1,000	\$ -	\$ 1,000	21%	\$ 214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145	\$ -	\$ -	\$ 69	\$ -	\$ -
Disability	\$ 280	\$ -	\$ 280	65%	\$ 181	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Retirement	\$ 15,926	\$ -	\$ 15,926	78%	\$ 12,379	\$ 841	\$ 852	\$ 1,065	\$ 987	\$ 987	\$ 1,234	\$ 987	\$ 987	\$ 1,234	\$ 987	\$ 987	\$ 1,234
Health Insurance-pd 1 month ahead (2023 total: \$54,251.16 - Family \$3,175.87 month/\$38,110.44 year - 14.9% increase - Individual \$1345.06 month/\$16,140.72 year) See Reimbursement and Payouts	\$ 44,052	\$ -	\$ 44,052	36%	\$ 16,027	\$ 1,345	\$ 1,345	\$ 1,345	\$ 1,345	\$ 1,345	\$ 1,308	\$ 1,311	\$ 1,311	\$ 1,311	\$ 1,334	\$ 1,279	\$ 1,446
Dental (2022=\$266.16 from 192)	\$ 286	\$ -	\$ 286	93%	\$ 266	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22	\$ 22
Optical	\$ 100	\$ -	\$ 100	100%	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utica - Workers' Comp (July to July)	\$ 1,267	\$ -	\$ 1,267	92%	\$ 1,168	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,085	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total - Salaries:</b>	<b>\$ 254,595</b>	<b>\$ -</b>	<b>\$254,595</b>	<b>83.09%</b>	<b>\$ 211,548</b>	<b>\$ 15,919</b>	<b>\$ 15,855</b>	<b>\$ 19,926</b>	<b>\$ 16,516</b>	<b>\$ 16,043</b>	<b>\$ 20,398</b>	<b>\$ 17,259</b>	<b>\$ 16,366</b>	<b>\$ 19,954</b>	<b>\$ 16,613</b>	<b>\$ 16,226</b>	<b>\$ 20,473</b>

	2023 BUDGET	Budget Adjustment	Adjusted Budget	% Expensed	Expensed To-Date	Jan 2023 (7.69%) - 4 weeks	FEB (15.39%) 4 Wks/8 Total	MARCH (25%) 5 Wks/13 T	APRIL (32.67%) 4 Wks/17 T	MAY (40.39%) 4 Wks/21 T	JUNE (50%) 5 Wks/26 T	JULY (55.77%) 4 Wks/29 T	AUG (65.39%) 4 Wks/34 T	SEPT (75%) 5 Wks/39 wks T Adjusted - 10/22/23	OCT (8.69%) 4 Wks/43 T	NOV (90.39%) 4 Wks/47 T	DEC (100%) 5 Wks/52T
<b>PJCDA ADMINISTRATIVE BUDGET - 2023</b>																	
<b>GENERAL ADMIN. EXPENSES - PAGE 2</b>																	
Portabilities/Misc *	\$ 2,100	\$ -	\$ 2,100	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accountant - New Fee Accountant 2023 - Polcari	\$ 9,999	\$ 11,200	\$ 21,199	26%	\$ 5,600	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ 525	\$ -	\$ -	\$ -	\$ 875	\$ -	\$ -
REAC Filing - Estimated	\$ 2,000	\$ -	\$ 2,000	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 8,000	\$ -	\$ 8,000	100%	\$ 8,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Sub-Contract Bookkeeping	\$ 14,630	\$ -	\$ 14,630	101%	\$ 14,813	\$ 1,623	\$ -	\$ 2,406	\$ 1,156	\$ 1,186	\$ 1,278	\$ 1,207	\$ 1,103	\$ 1,207	\$ 1,055	\$ 1,403	\$ 1,190
Legal	\$ 250	\$ -	\$ 250	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone - City Charges	\$ 924	\$ -	\$ 924	85%	\$ 784	\$ 71	\$ 71	\$ 72	\$ 72	\$ 72	\$ 71	\$ 71	\$ 71	\$ 70	\$ 71	\$ 71	\$ -
Fax Line - Frontier	\$ 565	\$ -	\$ 565	153%	\$ 863	\$ 70	\$ 72	\$ 72	\$ 72	\$ 70	\$ 70	\$ 71	\$ 70	\$ 74	\$ 74	\$ 75	\$ 75
Spectrum/TWC/Charter Communications - Internet	\$ 1,670	\$ -	\$ 1,670	93%	\$ 1,560	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130
Postage	\$ 2,700	\$ -	\$ 2,700	95%	\$ 2,576	\$ 500	\$ -	\$ 518	\$ -	\$ 600	\$ 148	\$ 500	\$ -	\$ -	\$ -	\$ 311	\$ -
Postage Machine (\$364.80 last of 3 year contract (8/2/23) + one cartridge @ \$93)	\$ 539	\$ -	\$ 539	196%	\$ 1,055	\$ 365	\$ -	\$ 109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 581
Office Supplies	\$ 8,100	\$ 7,740	\$ 15,840	24%	\$ 3,870	\$ 533	\$ -	\$ 276	\$ 577	\$ 176	\$ 1,053	\$ -	\$ 314	\$ 209	\$ 445	\$ -	\$ 288
Computer Updates/Support/Programs (2023 Total \$16,271 (Happy Support -2023 EST. \$15,571 - INVOICE is \$16,114.56 total (\$14,458+1,113 (7.7% CPI-U)=15,571 PAYMENT LAST OF 5-Year Contract that began in 2019 + Utility Charts of 450, MS Office - \$250) - REference: 2022 - all modules = 14,457.92 + Utility Charts at \$450 + MS Office = \$250 = Total of 15158 (Ref.: 2021 Annual Happy Support \$11,936.17 + IDIA Imaging Mod \$1,500 = \$13,436.17//Utility Charts \$450, 50/50 Office 365 \$250))	\$ 16,814	\$ -	\$ 16,814	96%	\$ 16,178	\$ 533	\$ -	\$ 14,891	\$ -	\$ -	\$ -	\$ 214	\$ -	\$ -	\$ 540	\$ -	\$ -
Technology - Spinnertech/Hardware/Software (S8 50/50 SC)	\$ 5,000		\$ 5,000	2%	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -
Equipment Maintenance/Leases/Rental (Copier)	\$ 600	\$ -	\$ 600	91%	\$ 546	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46	\$ 46
Printing/Reproduction	\$ 300		\$ 300	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ 1,000	\$ 1,265	\$ 2,265	28%	\$ 633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 409	\$ 224	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Subscriptions (Cit Foundation/RECAP/COCH Jan.)(REV,ZOOM)(Equipfax)	\$ 1,000	\$ -	\$ 1,000	37%	\$ 367	\$ 15	\$ 15	\$ 15	\$ 30	\$ 102	\$ 15	\$ 15	\$ 15	\$ 15	\$ 100	\$ 15	\$ 15
Training/Travel	\$ 1,500	\$ 10,740	\$ 12,240	44%	\$ 5,370	\$ -	\$ 80	\$ 125	\$ 171	\$ 52	\$ 39	\$ 125	\$ 1,477	\$ 1,477	\$ 1,053	\$ 771	40+38.65
Bank Fee	\$ 100	\$ 60	\$ 160	19%	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total General Expenses:</b>	<b>\$ 77,791</b>	<b>\$ 12,065</b>	<b>\$108,796</b>	<b>57.32%</b>	<b>\$ 62,365</b>	<b>\$ 5,885</b>	<b>\$ 414</b>	<b>\$ 22,858</b>	<b>\$ 2,252</b>	<b>\$ 2,432</b>	<b>\$ 3,784</b>	<b>\$ 6,603</b>	<b>\$ 3,226</b>	<b>\$ 3,228</b>	<b>\$ 6,389</b>	<b>\$ 2,941</b>	<b>\$ 2,324</b>
<b>TOTAL BUDGET</b>	<b>\$ 332,386</b>	<b>\$ 12,065</b>	<b>\$363,391</b>	<b>75.38%</b>	<b>\$ 273,913</b>	<b>\$ 21,804</b>	<b>\$ 16,268</b>	<b>\$ 42,783</b>	<b>\$ 18,768</b>	<b>\$ 18,475</b>	<b>\$ 24,182</b>	<b>\$ 23,863</b>	<b>\$ 19,592</b>	<b>\$ 23,182</b>	<b>\$ 23,003</b>	<b>\$ 19,167</b>	<b>\$ 22,797</b>



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

RE: PJCDA 2023 End-of-Year Report

WHEREAS, the Port Jervis Community Development Agency is required to provide an annual year-end report of its activities; and

WHEREAS, the 2023 End-of-Year Report has been complied and presented to the PJCDA Board of Directors for review and comment; and

WHEREAS, the Board of Directors have reviewed, discussed and find said document an accurate accounting of the agency's 2023 activities and 2024 goals,

NOW, THEREFORE, BE IT RESOLVED THAT the 2023 Port Jervis Community Development Agency End-of-Year report is hereby accepted for agency retention.

MOTION BY: Mr. Rhoades

SECONDED BY: Ms. Dennison

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Dated: March 27, 2024