



FINANCE COMMITTEE

- Meeting Minutes -

NOVEMBER 20, 2024 @ 6PM

Committee Chairman

Misty Fuller

Committee Members

Maria Mann

Jeffery Rhoades

Michael Hockenberry

City Clerk Treasurer

Stacey Hosking

Deputy City Clerk Treasurer

Bobbie Jo Muller

Call to Order: 6:00pm

Pledge of Allegiance

Members Present: M. Fuller, M. Hockenberry, M. Mann, J. Vicchiariello, V. Magenski, S. Hosking, K. Brown, T. Fuller, W. Worden, C. Biccum, S. Duryea, W. Addy,

Public Comment: *(5-minute limit per person)*. - None

Presentation: None

Approval of the Minutes: 10/16/2024 – approved

This meeting was utilized to review the proposed 2025 Budget and review any questions and concerns between the department heads and council members.

Valerie Maginsky reviewed a presentation for the CDA. (Attached)

Executive Session: None

Public Comment: *(5-minute limit per person)*- None

Adjournment: **7:08pm**

Next Finance Meeting **December 18th, 2024**, at **6:00pm**, in the Council Chambers

Port Jervis Finance Committee
 Budget Workshop Meeting
 November 20, 2024

Port Jervis Community Development Agency
 Presented by Executive Director Valerie Maginsky

2024 Board of Directors:

- Kristin Trovei, Chairwoman (Community)
- John Russell, Vice Chairman (Community)
- Michael Talmadge, Treasurer (Community)
- Jeffrey Rhoades, Secretary (Council)
- Jacqueline Dennison, Council Liaison (Council)
- Colin O'Connell, Member (Council)

Independent Consultants:

- Attorney Matthew Witherow, Esq.
- Bookkeeper Robin Tobey
- Fee Accountant Ralph Polcari

Staff:

- Executive Director Valerie Maginsky (F/T)
- Section 8 Administrator Nora Goetz (F/T)
- Section 8 Caseworker Jacqueline Bennett

2024 Agency Income YTD (October)

BUDGET	Budget Adjustment	Adjusted Budget	% Rec'd to Date	REC'D TO DATE
\$ 364,986	\$ -	\$ 364,986	90%	\$ 328,256

2024 Agency Expenses YTD (October)

2024 BUDGET	Budget Adjustment	Adjusted Budget	% Expended	Expensed To-Date
\$ 352,792	\$ 6,575	\$ 359,367	67.21%	\$ 241,529

Section 8 is in the midst of a HUD update that is due to extend through October 2025. A new Housing Quality Inspector is scheduled to start in December 2024. Increasing rents are putting extraordinary pressure on the agency's ability to continue to service the 229 families with vouchers and slowing the movement of its 364 waitlisted families. In 2024 the Agency expects expenditures of over \$1M to local housing vouchers.

Small Cities continues to write and manage grants, perform project management and outreach on behalf of the City.

In 2024, the \$10 million DRI moved forward. Most recently, the first city project contract for the \$600k Small Projects funds arrived for review and completion.

NYS RESTORE 8 for \$1.7 million for the demolition and reconstruction of 29 Front St. was awarded.

For the Fire Department – A NYS CREST grant with NY Senator Skoufis' support, has allocated \$55k towards a new command vehicle and a Federal Community Project Funding project with U.S. Representative Ryan's support allocated \$825k towards a new fire engine/pumper. The next step for each is formal allocation which is TBD.

The USDA Forest Service Urban and Community Forestry program awarded the City, \$1M for the planting of up to 600 trees. The RFP for the managing forester/urban forestry company is being readied for publication.

The \$1.8+M NYS DEC Water Quality Improvement Program (WQIP) grant is progressing with the first of three possible projects, the Boehmler Pond acquisition expected in December 2024.

The NYS DEC Drinking Water Source Protection Program (DWSP2) technical assistance grant is in process. The final deliverable will be a DWSP2 plan reviewed and adopted by the City which will provide a basis for future grant applications. This project is expected to be completed in June 2025.

With funds from NYS Homes and Community Renewal's (NYS HCR) Resilient Investments through Support and Capital (RISC) program, initial pre-engineering plans for the rehabilitation of Reservoir 1's spillway and 24" water main will be developed. The engineering RFP is in development and is scheduled to be published in January 2025.

In 2024, the City was declined for a FEMA Assistance to Firefighters grant for SCBA's. A new round recently opened and an application for SCBA's and a RIT pack will be submitted no later than December 20, 2024.

Currently pending announcements, in this year's NYS Consolidated Funding Application (CFA) round, the City applied to NYS HCR, for a \$1.5 million grant for a Phase 1 (of 3) upgrades to the City's water filtration plant.

A federal grant termed Railroad Elimination grant for a Phase 1 engineering project to design the at-grade pedestrian crossing at Fowler and 4th was submitted in September 2024.

In 2024, the City was awarded the NYS Pro-Housing designation which will make it eligible to apply for a variety of NYS grants. Annual reports on permitting will be produced by the building department.

The City will be included in two upcoming watershed plans, the Neversink Watershed Management Plan and in the Upper Delaware River (UDR) Network Action Agenda which includes both the Delaware and Neversink rivers. These plans will support future grant applications.

E.D. Maginsky continues to attend local, county and state meetings on behalf of the City. These include housing, grant, HUD, etc. She is the City's representative on the Orange County HOME committee and locally the Fair Housing officer. Approximately 70% of her work time is spent on City activities. Financial and HUD compliance is accomplished with the assistance of Section 8 staff and independent contractors. Oversight of agency activities is performed by the Port Jervis CDA Board of Director's at monthly board meetings and through annual audits. The agency continues to seek additional funding opportunities for the agency and City. A part-time Small Cities assistant will be hired in 2025.

For 2025, the agency requests \$65k, a \$5k increase from 2024, to continue to provide Small Cities services to the City of Port Jervis.

The PJCDA appreciates the continued support of its Board of Directors, Mayor Cicalese, the Port Jervis Common Council, department personnel and consultants. This support has been critical to its ability to contribute, now over \$21M over the last 10 years to the City in grants and projects alone.