

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, July 22, 2026

ROLL CALL:

The PJCD A board met on Wednesday, July 22, 2026, at 134 Pike St., 2nd Floor, Port Jervis, NY 12771. The meeting called to order by Secretary, Jeffrey Rhoades at 7:02 PM.

Per roll call, the following members were present:

Jacqueline Dennison, Council Liaison
Jeffrey Rhoades, Secretary
Michael Talmadge, Treasurer
Colin O'Connell, Member

Absent:

Kristin Trovei, Chairwoman
John Russell, Vice - Chairman

Also present were:

Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Administrator

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

June 24, 2026, meeting minutes were reviewed, and they were approved:

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$32,583.29. The current administrative balance is \$1,004,928.48. A motion was made to approve payment of the bills in the estimated amount of \$32,583.29.

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

B. Monthly Financial Report

All bills received have been paid accordingly.

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

SECTION 8 AND DIRECTOR'S REPORT

Section 8 administrator Goetz presented the July Section 8 report for review and comment. The report was approved. Leased HCV: 186, Leased Mainstream: 28, Termination :0. HAP, Mainstream, FSS Payments: \$184,108.00. Admin received: \$25,679.00. Eligible waitlist: 525 families. A briefing was held July 21, 2026, for 8 Mainstream eligible families. Compliance deadline for NSPIRE is January 1, 2027. \$576.00 in FSS escrow forfeiture. Plans for the money to be spent on FSS forthcoming for board approval.

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

E.D. Maginsky presented the Director's July report which included Grant, Project, Communications and Administrative updates. Approved:

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

Ethe PJCDA Board of Directors passed a resolution and procedure establishing a CDA FOIL policy and procedure.
Motion: Mr. O'Connell 2nd: Ms. Dennison All Others in Favor

COMMUNICATIONS:

7/9/26 – discussed process of business startup with potential business owner

7/14/26 – HUD EICAM login training

7/14/26 – met Keith Gee, WCMC Giving Officer for the Western Region

7/15/26 – with P.A. Howard, attended the Community Preservation Corporation (CPC) seminar on housing projects and funding options in Poughkeepsie.

7/16/26 – met with Director Mayfield, USDA RD, State of NY/ attended the HV Pattern for Progress Mayor's Roundtable

Continuing to meet with Jonathan Drapkin on economic development and quality of life projects.

Reviewed a federal grant for the police department which has since been tabled.

Request – Alliance for Balanced Growth Fall Quarterly Meeting – one ticket \$75.00 for 8/12/26 – Montgomery, NY (Approved)

Request – Vision Hudson Valley Placemaking Conference – 9/16/26 – 2 tickets (\$50 each) for \$100.00 (Approved)

OLD BUSINESS:

FY 2014 Housing NOFA - AHC – no change

NYS DEC WQIP - Land Acquisition – NYS Funding – reimbursement paperwork submitted in June. Awaiting signage.

DRI-Jersey Ave – landscape architect sought for design. Initial reimbursement submitted. Status and financial report submitted.

DRI - Riverside Park – Survey complete. RFP for designing upcoming. Status and financial report submitted.

DRI - Small Projects Fund – Info sessions complete. Over 20 attendees. Open House July 23, 2026.

DRI – Branding & Marketing – Discussions beginning. Status and financial report submitted.

RISC Technical Assistance Grants – Meetings continue, Reimbursement paperwork in process.

FEMA Assistance to Firefighters Grant (AFG) – Federal – Reimbursement paperwork in process.

NYS HCR CDBG PI 2024 –WFP – TAM Enterprises attended kickoff, Admin plan in process.

NYS ESD – County Infrastructure Grant - WFP- No change.

Federal Railroad Elimination Grant (RCE) Track 1 – Next meeting 8/4/26, Quarterly financial and status reports submitted, Reimbursement paperwork in process.

Federal Railroad Elimination Grant (RCE) Track 2 & 3 –RCE II Grant submitted June 2026.

2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA) – NYS contract under review. Meetings continue.

2025-2026 NYS DHSES – PJFD Recruitment & Retention – Report arrived from vendor measuring space, Status/Financial reports submitted.

Community Project Funding (CPF) – Contract pending.

RISC2 – Infrastructure Grant app for Barcelow and Owen's stormwater rehabilitation due 8/3/2026.

PJFD – Centralized Firehouse Project – Final review in process.

CFA – They are open. Due date is July 31, 2026, by 4p.m. A resolution to submit an application for a comprehensive plan update will be before the PJCC on 7/27/26.

NEW BUSINESS:

CFA Application.

PUBLIC COMMENT:

None Present

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:18 PM.

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

A motion was made to come out of Executive Session at 7:21PM.

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

No business resulted from the Executive Session

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for August 26, 2026, at 7:00 p.m. at the Youth and Community Center, 2nd Floor, 134 Pike St., Port Jervis, NY 12771. With prior notification to the PJCDA by telephone: 845-858-4024, or email to: Director@PJCDA.org, ADA access is available.

ADJOURNMENT:

There being no further business in front of the Board, the meeting was adjourned at 7:22 p.m.

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

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

RE: PJCDA FOIL OFFICERS AND FOIL RESPONSE PROCEDURE

RESOLVED, that the Board of Directors of the Port Jervis Community Development Agency hereby designates the Executive Director as the Agency's Records Access Officer pursuant to Article 6 of the Public Officers Law; and

FURTHER RESOLVED, that the Agency's Legal Counsel is designated as the FOIL Appeals Officer and shall determine all administrative appeals from denials of access to Agency records; and

FURTHER RESOLVED, that the attached FOIL Response Procedure is adopted as the Agency's official administrative procedure governing requests for records under the New York Freedom of Information Law.

MOTION BY: Colin O'Connell

SECONDED BY: Jacqueline Dennison

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 2

Dated: 07/22/2026

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY

FOIL Response Procedure

(Administrative Procedure)

I. Purpose

This procedure establishes the process for receiving, processing, responding to, and appealing requests for records made pursuant to Article 6 of the New York Public Officers Law (Freedom of Information Law).

II. Designation of Officials

Records Access Officer

The **Executive Director** is designated as the Agency's **Records Access Officer (RAO)**.

The Records Access Officer is responsible for:

- Receiving FOIL requests;
 - Coordinating searches for responsive records;
 - Determining whether requested records are available;
 - Preparing responses;
 - Collecting applicable fees;
 - Maintaining the Agency's FOIL log;
 - Maintaining the Agency's Subject Matter List.
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FOIL Appeals Officer

The Agency's **Legal Counsel** is designated as the **FOIL Appeals Officer**.

The Appeals Officer shall:

- Receive administrative appeals;
- Review all denials;
- Issue written appeal determinations;

- Provide copies of appeal determinations to the Committee on Open Government as required by law.

The Records Access Officer shall never decide appeals.

III. Receiving Requests

FOIL requests shall:

- be submitted in writing;
 - reasonably describe the records requested;
 - be delivered by mail, email, hand delivery or other approved method.
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IV. Logging Requests

Upon receipt, the Executive Director shall:

1. Assign a FOIL tracking number.
 2. Record the request in the FOIL Log.
 3. Determine the departments likely to possess responsive records.
 4. Begin the records search immediately.
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V. Initial Response

Within **five (5) business days** after receipt of the request, the Records Access Officer shall do one of the following:

- provide the requested records;
 - deny access in writing;
 - acknowledge receipt of the request and provide an estimated date for determination.
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VI. Searches

The Records Access Officer shall coordinate with Agency personnel to:

- locate responsive records;
 - review records for applicable exemptions;
 - prepare records for inspection or copying;
 - redact exempt information where required.
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VII. Names and Addresses

When a request seeks a list of names and addresses, the Records Access Officer shall:

1. determine whether Public Officers Law §89(2)(b)(iii) may apply;
 2. provide the Agency's Certification of Compliance requesting certification that the list will not be used for solicitation or fundraising purposes;
 3. continue processing the request while awaiting the certification;
 4. release the records if appropriate once the certification is received and no other exemption applies.
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VIII. Fees

Fees shall be charged only as authorized by FOIL.

No fee shall be charged for:

- inspection of records;
 - searching for records;
 - certification of records.
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IX. Denial of Access

If records are withheld, the Records Access Officer shall issue a written denial that:

- identifies the records withheld;
- cites the statutory exemption relied upon;
- advises the requester of the right to appeal;
- identifies the Appeals Officer by name, title, mailing address and email.

X. Appeals

Appeals shall:

- be submitted in writing within thirty (30) days after denial.

The Appeals Officer shall issue a written determination within **ten (10) business days** after receipt of the appeal.

A copy of the appeal and determination shall be transmitted to the New York State Committee on Open Government as required by law.

XI. Records Retention

FOIL requests, responses, appeals and related correspondence shall be retained in accordance with the applicable New York State records retention schedule.

XII. Annual Responsibilities

The Executive Director shall ensure that:

- the Subject Matter List remains current;
 - FOIL forms are available to the public;
 - Agency staff are familiar with this procedure;
 - FOIL files are maintained in an organized manner.
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REV: 20260722 - VM