

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Tuesday, December 20, 2022

ROLL CALL

Due to scheduling changes, Kristin Trovei, Chairwoman, called the meeting to order on Tuesday, December 20, 2022 at 6:02 p.m. in the Common Council Chambers at 20 Hammond St., Port Jervis, NY, with the following members present:

Kristin Trovei, Chairwoman
Michael Talmadge, Treasurer
Elizabeth Miller, Secretary
Regis Foster, Member

Absent:
John Russell, Vice-Chairman
Denis Livingston, Council Liaison

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Exec. Director
Nora Goetz, Administrator, Section 8

Absent:

Member(s) of the Public

No members of the public were present

MINUTES

The November 30, 2022, meeting minutes were reviewed and approved:

Motion: Mr. Talmadge 2nd: Ms. Miller All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$20,919.01**. Total current admin balance is **\$596,619.01**. A motion was made to approve payment of the bills in the amount of **\$20,919.01**.

Motion: Mr. Talmadge 2nd: Ms. Miller All Others in Favor

B. Monthly Financial Report

All bills received have been paid accordingly. A motion was made to accept all financial reports.

Motion: Mr. Talmadge 2nd: Ms. Miller All Others in Favor

C. The proposed 2023 PJCDA Budget option three with increases adjusted to Support Staff of 2.5%, Executive Director at 3.5% and Section 8 Administrator to the NYS minimum of \$55,341/year, with a 3-month review, with expected revenues of \$369,605 and \$332,386 in expenditures was presented and reviewed: Motion to approve:

Motion: Mr. Foster 2nd: Ms. Miller All Others in Favor

D. Fee Accountant Search

Three firms were contacted, two have responded. References will be contacted.

DIRECTOR & SECTION 8 REPORT

Section 8 Administrator Goetz presented the December 2022 Section 8 report for review and comment. Leased HCV: 197, Leased Mainstream: 31, HAP, Mainstream, FSS Payments: \$153,055, Total Admin: \$20,519. Delayed HQS biennial and supervisory inspections are complete. PJCDA staff attended a virtual HUD Roundtable. The Homeless Preference commentary received will be reported at the 1/25/23 board meeting and if none, a resolution to approve will be presented. Section 8 2022 year-end review was provided in brief.

Motion to approve:

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor

E.D. Maginsky presented the Director’s report for review and comment. The report was approved.

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor

Unused 2022 staff vacation was approved to be rolled into 2023 with utilization in Q1. For Ms. Goetz’ amount is 4.21-hours, Ms. Maginsky’s up to 10-days:

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor

COMMUNICATIONS

December 2022 outreach by E.D. Maginsky included attendance at the annual Orange County Partnership event held its annual event in Goshen and luncheon meetings with Director Steven Gross, OC ED. Initial conversation and Orange County Community Development staff. Virtual meeting of Friends of the Upper Delaware regarding Neversink Watershed Management Plan (NWMP).

OLD BUSINESS –

- A. Grants and Projects:
 - 2013 REDC - NYS HCR Micro-Enterprise Grant - Continuing to track PJCDA compliance.
 - 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 – Round 7 Intent to Apply was approved by Empire State Development. The final application would be due 1/27/23. Discussion is outstanding.
 - NYS DEC WQIP – Land Acquisition – 2022Q4 Progress Report is due in January.
 - LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Contractor is working on the first tranche of 25 with funding to determine any additional units.
 - FY2020 – NYS HCR CDBG – Trenchless Phase II - \$1M with \$300k in-kind - with the end of the construction season, this project is on hold until Spring 2023
 - EFC \$20M Hardship Loan – along with the recently awarded WIIA grant for \$4.4+M, the closing is being coordinated by environmental attorney Carole Gallagher.
 - EFC WIIA – The grant acceptance letter was submitted by Clerk Treasurer Quick. Was notified that MHE Engineering is taking the engineering over.
 - 2022 NY DRI/NY FORWARD – Pending
- B. Amending the agency’s health insurance coverage is continues to be under discussion. Doing so will continue under a personnel policy update.

NEW BUSINESS

The PJCDA 2023 Board Meeting Schedule was approved:

Motion: Mr. Foster 2nd: Ms. Miller All Others in Favor

2022 Assistance to Firefighter’s Grant (AFG): Final notification of the 12/2021 application remains pending and the 2022 AFG application window will open in January 2023 and close February 10, 2023. E.D. Maginsky attended a virtual Turndown seminar.

PUBLIC COMMENT

None – no one from the public was present

EXECUTIVE SESSION

A motion was made to go into Executive Session at 6:32 p.m. to discuss loans and contractual matters.

Motion: Mr. Regis 2nd: Ms. Miller All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 6:55 p.m.

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for January 25, 2022, at 7:00 p.m. at 134 Pike St., 2nd Floor, Port Jervis.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:55 p.m.

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor