

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, April 24, 2024

ROLL CALL:

The April 24, 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, Council Liaison

Absent:

Colin O'Connell, Member

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Exec. Director

Member(s) of the Public

One member of the public was present.

MINUTES

The March 27, 2024, meeting minutes were reviewed and approved:

Motion: Mr. Rhoades 2nd: Ms. Dennison All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$20,375.96**. Total current admin balance is **\$739,025.86 plus \$30,266.42 (loan retention) with a total of \$769,292.28**. A motion was made to approve payment of the bills in the amount of **\$20,375.96**.

Motion: Mr. Russell 2nd: Mr. Rhoades All Others in Favor

B. Monthly Financial Report

All bills received have been paid accordingly.

Motion: Mr. Russell 2nd: Mr. Rhoades All Others in Favor

SECTION 8 & DIRECTOR'S REPORT

E.D. Maginsky presented the April 2024 Section 8 report for review and comment. Leased HCV: 199, 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.

Six (6) waitlisted families are seeking housing.

The Section 8 Administrative Plan and Five-Year Plan public hearing notice will be published on 4/26/24, with drafts available for public viewing at the city clerk's office and the rec center at 134 Pike St. The PJCDA Board of directors had no suggestions for improvement on the drafts presented. The public hearing will be held on June 11, 2024, on the first floor of the rec center beginning at 6 PM. HUD published a new income limits effective May 15, 2024, which are lower than last year's and will result in fewer eligible families. Received notice that the 2023 REAC report was conditionally approved. Quotes for a shredding company continue to be

requested. An independent contractor inspector job description is in process. ACH bill payment for landlords program development is in process. The agency had one Family Self-Sufficiency (FSS) Graduate in April 2024. This graduate is now over income, has purchased her own home, and is considering a CDL course to improve future earnings.

The Section 8 monthly report was approved:

Motion: Mr. Russell 2nd: Mr. Rhoades All Others in Favor

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

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

COMMUNICATIONS:

4/2/24 – Pathways virtual meeting

4/2/24 – Crown Castle – Fiber Optics. City performing a needs survey.

4/3/24 – HV Pattern for Progress – County Leadership Breakfast – Poughkeepsie

4/5/24 – Lunch meeting with Maria Ingrassia, Director of Constituent Services, Congressman Ryan – Middletown

4/8/24 – Department Head Meeting

4/9/24 – Lunch meeting with Bill Fioravanti – OC IDA

4/10/24 – Lunch meeting with Jeff Bank representatives

4/22/24 – Meeting with Deborah Garry/BBG&G Integrated Marketing in Port Jervis

4/23-24/24 – OCCD virtual meetings for Consolidated Planning - barriers to accessing and developing affordable units; need for certain types/size of units; fair housing education/ outreach needs; barriers to housing choice; quality of existing affordable housing stock; need for/ quality of community assets, including facilities, healthcare, educational resources, transportation, housing authorities and more.

Regarding public questions about housing rehab funding, with possible PJCDA matching funds, along with additional management staff, new grant programs must be acquired and established by the city.

OLD BUSINESS:

Grants/Projects:

- 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 – Project 1 Deerpark- two encroachments are being addressed, Project 2- Latini - the survey has been received and will be reviewed. NYS TEC W QIP presentation on May 8, 2024.
- NYS DRI – Awarded 3/21/23 - \$10M – The Strategic Investment Plan is in NYS review. Website information was downloaded. Awaiting project award announcements.
- USDA Forest Service Urban and Community Forestry – the city will be partnering with Sustainable Forestry Initiative (SFI) <https://forests.org/>. On 4/18/24, it was confirmed that the city is the grantee and the PJCDA will be the contracted administrator. The program and budget need to be revised due to the reduction to \$1 million. The USDA forestry service dashboard for tracking and the SF I contract to the city are in development.
- RISC Technical Assistance Grants – due to costs, timing and highest priority, one project, the rehabilitation of the spillway from reservoir one and the replacement of the 24-inch water main will be pursued as a technical grant whereas the state will procure and manage a vendor on the city's behalf.
- EV chargers – 1 Barclay St. – NYPA Evolve - an archaeological study was scheduled for the week of April 22, 2024.
- 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, - initial data and document collection will be addressed initially by the DPW and city engineer, MHE.

- FEMA Assistance to Firefighters Grant (AFG) - an application to replace all SCBAs and one RIT-PAK was submitted on 3/5/2024. A letter of support was received from Sen. Gillibrand’s office.
- ESD RESTORE Round 8 - a public hearing was scheduled for May 13, 2024 and three days of consecutive advertisement regarding the project were approved by the PJCC.
- 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. A DASNY id number is expected by mid-May 2024.
- OCLT-Wilderness Campaign - the 4/18/24 kickoff was held at number two bridge and spare of a on April 18, 2024.

Per the continued development of the process of ACH payments to landlords via Jeff Bank, E.D. Maginsky was approved as Senior Administrator:

Motion: Mr. Talmadge 2nd: Ms. Dennison Abstention: Mr. Russell All Others in Favor

Per the continued development of the process of ACH payments to landlords via Jeff Bank, the establishment of stop payments by authorized CDA staff was approved:

Motion: Mr. Rhoades 2nd: Ms. Dennison Abstention: Mr. Russell All Others in Favor

NEW BUSINESS:

None

PUBLIC COMMENT

No public comment was presented.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:40 PM to discuss loans and contractual issues:

Motion: Mr. Russell 2nd: Mr. Rhoades All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 7:49 PM.

Motion: Mr. Talmadge 2nd: Mr. Russell All Others in Favor

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

PJCDA Bookkeeper: three inquiries were made to replies were received and considered by the Board. The board approved a two-year contract with Robin Toby at \$36 per hour which will terminate April 30, 2026.

Motion: Mr. Talmadge 2nd: Mr. Rhoades All Others in Favor

NEXT MEETING will

The next meeting of the PJCDA Board of Directors is scheduled for May 29,2024, 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, ADA access is available.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:51 PM

Motion: Mr. Russell 2nd: Ms. Dennison All Others in Favor