

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, June 26, 2024

ROLL CALL:

The June 26, 2024, PJCDA board meeting was called to order by Chairwoman Trovei at 7:01 p.m. at 134 Pike St., 1st 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
Colin O'Connell, Member

Absent:

Jacqueline Dennison, Council Liaison

Also present were:

Matthew Witherow, Esq.
Nora Goetz, Section 8 Administrator

Member(s) of the Public

No one from the public was present.

MINUTES

The May 29, 2024, meeting minutes were reviewed and approved:

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

FINANCIALS and

A. Administrative Bills

Chairwoman Trovei reviewed the administrative bills in the amount of **\$19,519.79**. The total current admin balance is **\$771,732.08**. A motion was made to approve payment of the bills in the amount of **\$19,519.79**.

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

B. Monthly Financial Report

All bills received have been paid accordingly.

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

C. Shredding Company

Ms. Bennett reached out to three shredding companies, two of which are on state contract provided quotes. Based on follow-up conversations, review of pricing and scheduling, the recommendation was to request services from the New York State Industries for the Disabled (NYSID). The projected cost for the remainder of 2024 is \$799. This recommendation was approved.

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

SECTION 8 & DIRECTOR'S REPORT

Administrator Goetz presented the June 2024 Section 8 report for review and comment. Leased HCV: 203, Leased Mainstream: 37, HAP, Mainstream, FSS Payments: \$178,582. Total Admin received: \$24,383 with all eligible waitlist applications, 375 families are on the waitlist.

The Section 8 Administrative Plan and Five-Year Plan public hearing was held on 6/11/24 from 6:00 – 7:00 p.m. at the Rec Center, 1st floor. No one from the public attended or provided comments. Plan drafts were available for public viewing at the City Clerk's office and the Rec Center at 134 Pike St. A resolution accepting the proposed plans was approved.

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

Chairwoman Trovei presented the June 2024 Director's report for review and comment, and it was approved:

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

COMMUNICATIONS:

Executive Director Maginsky attended a CFA Overview in Rockland County and a CFA Workshop in New Paltz.

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: Continuing - Two encroachments are being addressed, one of which will go through a lot-line change. The solution to the other is TBD. Per NYS HCR, the \$158,066.04 in retained program income designated for the Project 1 match is to be expensed no later than 9/30/2024. Project 2 – Latini: the survey has been received and is in review. Two bids for the Phase 1 environmental site assessment were received.
- NYS DRI – Awarded 3/21/23 - \$10M – a preliminary City staff meeting was held with Susan Landfried/NYS DOS on 6/17/24. Until contracts are sent and signed, no work may begin on the public projects. Resource planning and financial review may continue. Regarding Jersey Ave. and Riverside Park, before other grants are sought, engineering plans are recommended.
- USDA Forest Service Urban and Community Forestry – E.D. Maginsky provided a revised budget to SFI. Edits are in process.
- RISC Technical Assistance Grants – paperwork for the spillway from Reservoir 1 and the replacement of the 24-inch water main is in City review.
- EV chargers – 1 Barclay St. – NYPA Evolve – Initial archaeological results have been received and are under review. The relocation of the Hose 6's storage shed at 1 Barclay St. is under discussion.
- 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 internal data review and document collection was collected. MHE will continue with GIS information collection.
- 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. No update has been received.
- A New York State CREST grant application for \$55k towards a new FD command SUV (total estimate \$95k) to Senator Skoufis was submitted on 3/25/24. Follow-up clarification was provided by the Clerk's office.
- OSI Water Protection Grant - A resolution to confirm fund usage upon OSI award was approved by the PJCC on 6/24/24.
- The Neversink Watershed Management Plan is ready for final committee review in July 2024.
- NYS Pro-Housing Communities Program – a PJCC approved Letter of Intent to complete registration was approved by NYS with an invitation to upload documents. An additional NYS resolution for full submittal was approved by the PJCC on 6/24/24. With a 7/31/24 deadline, Assistant Building Official Powrie will complete the required templates.
- CFA – 2024 - The City plans to submit a \$1.5M Community Development Block Grant (CDBG) public infrastructure request to NYS HCR for improvements to the water filtration plant. The resolution to submit, approval of DPW Director Duryea as Environmental Review Record Certifying Officer, and the

resolution scheduling of the required public hearing for citizen participation on 6/24/24, were approved at the 6/10/24 PJCC meeting. Communications regarding requirements are in process with MHE. Other applications may be considered before the 7/31/24, 4:00 p.m. application deadline.

NEW BUSINESS:

None

PUBLIC COMMENT

No member of the public was present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:12 PM to discuss loans and contractual issues:

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

The PJCDA Board of Directors came out of Executive Session at 7:25 PM.

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

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

Advertisement for an independent contractor to primarily perform Section 8 inspections was approved.

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

NEXT MEETING will

The next meeting of the PJCDA Board of Directors is currently scheduled for July 24, 2024 but due to vacation schedules may be moved to July 31, 2024, at 7:00 p.m. at 134 Pike St., 1st 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 7:26 PM.

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