

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, JANUARY 25, 2023

Re-Organization

Kristin Trovei, Chairwoman called the meeting to order on Wednesday, January 25, 2023, at 7:04 p.m. in the Common Council Chambers at 20 Hammond St., Port Jervis, NY,

As given by Matthew D. Witherow, Esq., Kristin Trovei took her Oath of Office as a Director of the PJCDA for her three-year term and signed the Acknowledgement of Fiduciary Duties and Responsibilities.

John Russell will take his oath for his one-year term separately and provide the Acknowledgement of Fiduciary Duties and Responsibilities.

Effective February 1, 2023, officers were nominated and elected as follows:

Kristin Trovei – Chairwoman –

Motion: Elizabeth Miller 2nd: Denis Livingston - **All Others in Favor**

John Russell – Vice-Chairman –

Motion: Kristin Trovei 2nd: Michael Talmadge - **All Others in Favor**

Michael Talmadge – Treasurer –

Motion: Denis Livingston 2nd: Elizabeth Miller - **All Others in Favor**

Elizabeth Miller – Secretary –

Motion: Denis Livingston 2nd: Michael Talmadge - **All Others in Favor**

Roll Call:

The following members present:

Kristin Trovei, Chairwoman
Michael Talmadge, Treasurer
Elizabeth Miller, Secretary
Denis Livingston, Council Liaison

Absent:
John Russell, Vice-Chairman
Regis Foster, Member

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Exec. Director

Member(s) of the Public

No members of the public were present

MINUTES

The December 20, 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 **\$18,918.81**. Total current admin balance is **\$642,752.45**. A motion was made to approve payment of the bills in the amount of **\$18,918.81**.

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

SECTION 8 & DIRECTOR'S REPORT

In Section 8 Administrator Goetz's absence, E.D. Maginsky presented the January 2023 Section 8 report for review and comment. Leased HCV: 190, Leased Mainstream: 30, HAP, Mainstream, FSS Payments: \$148,140, Total Admin: \$20,519.

After proper advertisement, public hearing on November 17, 2022 and end of the comment period on January 18, 2023, the addition of a ***Homeless Preference Resolution*** was offered and approved by the Board:

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

Waitlist members will be advised of the new Homeless preference after which point the waitlist will be opened sometime in the spring. The Section Eight Management Assessment Program (SEMAP) is due by 2/28/23. Rents continue to climb. A billing issue with the Marietta Housing Authority has been resolved. Family Self Sufficiency (FSS) outreach will be planned.

The January 2023 Section 8 report was approved:

Motion: Mr. Livingston 2nd: Ms. Miller 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

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 PJEDA 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 I application is due 1/27/23.
- NYS DEC WQIP – Land Acquisition – 2022Q4 progress report was submitted in January.

- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Per project engineer Farr, some 20 of the first 25 laterals have been completed. Fund balance to be evaluated.
- FY2020 – NYS HCR CDBG – Trenchless Phase II - \$1M with \$300k in-kind – monitoring is to be scheduled.
- EFC \$20M Hardship Loan – Environmental Attorney Gallagher is leading. An engineering RFQ was opened, and submissions are due by 1/25/23. Administration is pending.
- EFC WIIA – An engineering RFQ was opened, and submissions are due by 1/25/23. Administration is pending.
- 2022 NY DRI/NY FORWARD – was not awarded to Port Jervis.
- Pending applications include Restore Round 7 and Assistance to Firefighter’s Grant (AFG)
- B. Amending the agency’s health insurance coverage is continues to be under discussion. Doing so will continue under a personnel policy update.
- C. Small Cities 1099’s and 1098’s have been sent out.

NEW BUSINESS

All present PJCDA Director’s provided updated Conflict of Interest forms. Mr. Foster’s and Mr. Russell’s will be added.

The MTA shared a First-mile/Last-mile Pilot project with grant submission due by March 10, 2023.

E.D. Maginsky requested approval and reimbursement of \$35 to attend the Orange County Association of Towns, Villages & Cities (OCTVC) meeting on 1/31/23 in Monroe:

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

Chairwoman Trovei recommended E.D. Maginsky attend the OCTVC and E.D. Maginsky asked about attending the OC Chamber of Commerce on a regular basis.

PUBLIC COMMENT

None – no one from the public was present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:21 p.m. to discuss loans and contractual matters. Mayor Decker was invited to attend.

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

The PJCDA Board of Directors came out of Executive Session at 8:18 p.m.

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

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

After contacting references and performing due diligence, the search for a new fee accountant resulted in the recommendation of a 2023 contract with Polcari & Company. Subsequent to Polcari & Company’s acceptance and review by the Board, the motion was approved:

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

From Section 8 Administrative monies, \$750 was approved for one Section 8 Extra-Ordinary fee usage:

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for February 22, 2023, at 7:00 p.m. in the Common Council chambers at 20 Hammond St.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:32 p.m.

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

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