

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, August 24, 2022**

ROLL CALL

Kristin Trovei, Chairwoman, called the meeting to order at 7:05 p.m., at Riverside Park, with the following members present:

Kristin Trovei, Chairwoman	Absent
John Russell, Vice-Chairman	
Michael Talmadge, Treasurer	
Elizabeth Miller, Secretary	
Denis Livingston, Member	
Regis Foster, Member	

Also present were:

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

Member(s) of the Public

No members of the Public were present

MINUTES

The August 3, 2022 (July 27, 2022 rescheduled), meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

Ms. Trovei reviewed the administrative bills in the amount of **\$17,536.98**. Total current admin balance is **\$535,554.42**. A motion was made to approve payment of the bills in the amount of **\$17,536.98**:

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

DIRECTOR & SECTION 8 REPORT

Section 8 Administrator Ms. Goetz presented the August 2022 Director's report for review and comment.

Motion to Approve:

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

Resolution approving the allocation of ten (10) additional Mainstream vouchers and \$19,500 in extraordinary funds for any Mainstream client was approved contingent final review.

Motion to Approve:

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

E.D. Maginsky presented the Director's report for review and comment.

Motion to Approve:

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

OLD BUSINESS –

- 2013 REDC-NYS HCR Micro Enterprise Grant – continuing to track CDA compliance
- FY 2014 Housing NOFA- AHC – Finalizing paperwork-
- NYS RESTORE – MWBE and reimbursement in process. Round 5 to be completed and a consideration to apply for a new round between October and January 2023.
- Greenway Grant - The reimbursement paperwork was completed and submitted on April 5, 2022. Awaiting response.
- NYS DEC WQIP – Land Acquisition – With six parking spots approved the public access will be finalized. OCLT MOU was drafted by City legal counsel. E.D. Maginsky to work on financial reports.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ – Second round of bids were opened on 8/11/22. Recommendations are going to the PJCC.
- FY2020 – NYS HCR CDBG – Trenchless Phase II (PF) - \$1M with \$300k in-kind – Contract termination is 5/2/2023. Reimbursement paperwork is outstanding. Lining continues.
- NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000 –removals and landscaping has been completed; a final public update is schedule for the 8-22-22 PJCC meeting. Additionally, Jim Blanton of the Tree Commission will speak about tree plantings.
- 2022 CFA Submittals – One NYS HCR CDBG application for Trenchless 2 (\$1.250M grant, \$300k in-kind) and one NYS EFC grant application (\$1,788,750 grant, \$596,250 match) for city-wide water meter replacement were submitted by 7/29/22.
- EFC \$20M Hardship Loan – awaiting accounting information for engineering report.
- WWKP – outreach made to three engineering firms, two responded.

COMMUNICATIONS

E.D. Maginsky discussed options with two potential business owners and attended a NYS ESD discussion on open business grants.

NEW BUSINESS

NY DRI/NY FORWARD – Due 9/23/22 by 4:00 p.m. - The City submitted a Letter of Intent to apply on August 10, 2022, which was accepted for technical support. An initial conference call to discuss a combined Downtown Revitalization Initiative (up to \$10M) and New York Forward application (up to \$4.5 M) is scheduled for 8/24/22.

A public input session and website input form will be announced at the 8-22-22 PJCC meeting.

PUBLIC COMMENT

There were no comments as no one from the public was present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:34 p.m. to discuss loans and contractual matters.

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

