

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, April 29, 2026

ROLL CALL:

The PJCD A board met on Wednesday, April 29, 2026, at 134 Pike St., 2nd Floor, Port Jervis, NY 12771. The meeting called to order by Chairwoman, Kristin Trovei at 7:00 PM.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman
Jeffrey Rhoades, Secretary
Michael Talmadge, Treasurer
Jacqueline Dennison, Council Liaison
Colin O’Connell, Member

Absent:

John Russell, Vice - Chairman

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Administrator
Shannon Howard, Program Assistant

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

The March 25, 2026, meeting minutes were reviewed, and they were approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$34,490.86. The current administrative balance is \$ 970,255.58. A motion was made to approve payment of the bills in the estimated amount of \$34,490.86.

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

B. Monthly Financial Report

All bills received have been paid accordingly.

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

SECTION 8 AND DIRECTOR’S REPORT

Administrator Goetz presented the April Section 8 report for review and comment, and it was approved. Leased HCV: 190, Leased Mainstream: 31. HAP, Mainstream, FSS Payments: \$200,322.00. Total Admin received: \$29,736.00. Eligible waitlist: 269 families. The waitlist opening concluded on March 13, 2026. Data entry has begun. Over half of the 400 applications have been entered. There are eight available vouchers and applicants will be contacted once data entry is complete. The agency is exploring funding opportunities for the Melania Trump Foster Youth Program, which serves young adults aging out of foster care.

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

E.D. Maginsky presented the Director's March report which included Grant, Project, Communications and Administrative updates. Approved:

Motion: Mr. Talmadge

2nd: Mr. Rhoades

All Others in Favor

COMMUNICATIONS:

4/7/26 – Pathways Meeting

4/9/26 – Syracuse Center of Excellence – Remotely Attended New USDA Rules and Regulations Session

4/10/26 – Attended a Meeting with KDC/One and ESD. Updated Contacts.

4/15/26 – ABG Meeting at City Winery in Walden. Speakers included Regional Representatives from NYS, DEC, NYS DOT and the Orange County DOH

4/16/26 – Attended the Regional Mayor's Meeting

4/27/26 – Port Jervis Department Head Meeting

OLD BUSINESS:

FY 2014 Housing NOFA - AHC – communications with AHC regarding a closing continue.

NYS DEC WQIP - Land Acquisition – NYS Funding - Project 2 - Latini: April 2026 - The legal filings regarding Project 1 and Project 2 (Deerpark and Latini) have been received. Invoices for PJCDA and OCLT administrative expenses are being invoiced. Reimbursement requests are being calculated. All expenses must be completed before **June 1, 2026**, additional paperwork may follow. **(Correction – VM 4/30/26)**

DRI-Jersey Ave - Project is progressing through design. Coordination efforts have been made between MHE and CPJ Shade Tree Commission for tree selection. The goal is to have project bid available by the beginning of July.

DRI - Riverside Park - an RFP is in process as is the engagement of an engineer under professional services to oversee the process. A resolution to that end was approved by the Port Jervis Common Council on April 27, 2026.

DRI - Small Projects Fund - The initial introduction and application package has been sent for review and commentary. A scoring committee will be required.

Administration: The DRI site tour with NYS ESD and NYS DOS was held on 4/1/26. A monthly meeting has been established with NYS DOS.

RISC Technical Assistance Grants – April 2026 – Planning meetings continue with NYS HCR and Ramboll. The preliminary engineering report estimates a \$17.1 million project to address the dam, raise the sidewalls and replace the water connections under the spillway. A FEMA BRICS grant is now open with an application due date of June 22, 2026, with a 75% grant and 25% match. Quarterly reports have been submitted. Reimbursement requests are in process.

FEMA Assistance to Firefighters Grant (AFG) – Federal – preparing reimbursement request .

NYS HCR CDBG PI 2024 –WFP - Advertising for a combined RFP for a contractor and equipment was extended. The bid opening date is May 4th with an award to follow at the following council meeting of May 11th.

NYS ESD – County Infrastructure Grant - WFP- Questions regarding acceptable progress and utilizing the current CDBG funding as a match were confirmed by NYS ESD.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4 -A reintroduction meeting with Metro-North Railroad was held on 4/29/26. Follow-up activity continues

2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA) – Contracts are in process.

2025-2026 NYS DHSES – PJFD Recruitment & Retention The quarterly report was submitted. Equipment planning is in process.

Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — March 2026 -\$3M application for new DPW Garage – Congressman Ryan has nominated this project for the City of Port Jervis for competitive consideration under the Fiscal Year 2027 Community Project Funding for a request of \$1,650,000 to the House Appropriations Committee.

PJFD – Centralized Firehouse Project – of the two firms interviewed, site visits were held at the Beacon and Peekskill station (Ken Gale Emergency Services Market), and Norwalk, Ct (H2M). Evaluations are in process.

NEW BUSINESS:

Infrastructure Grant – (ref: RISC2) – \$3M grant application to increase the diameter of the storm water pipes on Barcelow and Owen Streets. -The grant submission deadline has been moved to 3:00 p.m. June 1, 2026.

Pro-Housing Communities Certification – Assistant Building Official Powrie is working on the annual report which is due by June 15, 2026.

A resolution establishing the Executive Director as the agency’s Procurement Officer and the Section 8 Administrator with Chairperson oversight was approved (Establishment of Procurement Officer).

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

As an amendment to the current procurement policy, the resolution, “Anti – Collusion Policy and Procedure with Non – Collusion and Confidentiality Certification,” during agency bidding, was approved.

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

As an amendment to the current procurement policy, the resolution, “Comprehensive Procurement Integrity and Unauthorized Contact Policy” was approved forming a path for notification, investigation and resulting action regarding unauthorized contact during a bidding process.

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

PUBLIC COMMENT:

None Present

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:34 PM.

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

A motion was made to come out of Executive Session at 7:48 PM.

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

As a result of Executive Session:

Annual Financial Reports (PARIS) – PKF O’Connor Davies will complete nine reports for \$10,800.00.

Motion: Mr. O’Connell 2nd: Ms. Dennison All Others in Favor

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for May 27, 2026, at 7:00 p.m. at the Youth and Community Center, 2nd Floor, 134 Pike St., Port Jervis, NY 12771. With prior notification to the PJCDA by telephone: 845-858-4024, or email to: Director@PJCDA.org, ADA access is available.

ADJOURNMENT

There being no further business in front of the Board, the meeting was adjourned at 7:49 p.m.

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