

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, September 24, 2025

ROLL CALL:

The PJCDA board met on September 24, 2025. The meeting called to order by Chairwoman Trovei at 7:09 PM at the Youth and Community Center, 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
Jacqueline Dennison, Council Liaison (7:13 pm)
Colin O’Connell, Member

Absent:

Jeffrey Rhoades, Secretary

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

With the date correction to the header, the September 3, 2025, meeting minutes were reviewed, and they were approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$21,792.37. The current administrative balance is \$900,857.84. A motion was made to approve payment of the bills in the estimated amount of \$21,792.37. Included under administrative billing was E.D. Maginsky’s attendance at the Upper Delaware River Rendezvous October 15-16, 2025, in Callicoon, NY for a fee of \$175.00.

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

B. Monthly Financial Report

With the exception of three due-to-from, all bills received have been paid accordingly.

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

C. 2026 Health Insurance Buyout

The 2026 Health Insurance Buyout will follow the same format as 2025 with the annual buyout to remain \$10,200 disbursed in weekly allotments. The enrollment form will be offered to all full-time employees with agency health insurance.

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

SECTION 8 AND DIRECTOR’S REPORT

E.D. Maginsky presented the September 2025 Section 8 report for review and comment. Leased HCV: 194, Leased Mainstream: 30. HAP, Mainstream, FSS Payments: \$195,691.00. Total Admin received: \$25,290. Eligible waitlist total: 299 families. Waitlist purge continues with 125-non responses. The removal of these applications will result

in a waitlist opening, the date is to be determined, most likely in early 2026. The 2024 single audit continues. The HUD OIG sent a message that the statistical audit files submitted are correct and no other action is necessary at this time. Administrator Goetz attended a VMS training class.

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

The proposed 2025-2026 Fair Market Rents (FMRs) equaling HUD's recent annual publication were accepted by resolution for use by the PJCDA.

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

E.D. Maginsky presented the Director's September 2025 report which included Grant, Project, Communications and Administrative updates. The Director's report was approved:

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

COMMUNICATIONS:

9/3/25 – MHV – 255 East Main - Project overview with PJ IDA, 9/4/25 – OCP/ABG Dinner meeting – Otterkill Country Club – OC's Mayor's panel, 9/8/25 – Dept. head meeting, 9/9/25 – Port Jervis Climate Resiliency planning meeting 9/10/25 – HUD training online – Annual and 5-Yr. plan submission, 9/15/25 – Toured Dragon Springs, Cuddebackville, 9/18/25 – CCE Resilient Communities Program Advisory Meeting, Meeting with Access 23, Community Resilience Meeting.

OLD BUSINESS:

NYS DEC WQIP - Land Acquisition – NYS Funding - Project 2 - Latini: Document review and property cleanup continues. Currently conservation easement language is under discussion.

NYS DRI - Awarded 2/21/23 - \$10M – NYS Funding – Expenditures are being scheduled.

USDA Forest Service Urban and Community Forestry – Federal - Inflation Reduction Act Notice – this project was terminated by PJCC resolution on 9/8/25.

RISC Technical Assistance Grants – Federal Ida funds distributed to NYS - Met with Ramboll on 9/17/25. Working to receive the MWBE paperwork from Ramboll and first invoice payment processed. Modeling has been initiated. Some measurements will be requested and provided by Engineer Farr by the next meeting scheduled for 10/15/25. The next meeting with HCR is scheduled for 10/7/25.

NYS DEC Technical Assistance Grant – NYS Funding - Drinking Water Source Protection Plan (DWSP2) – awaiting the plan review by NYS DEC which has a backlog, and which most probably will not be completed until late summer.

FEMA Assistance to Firefighters Grant (AFG) – Federal – received an email notice of award of on 9/24/25 for \$ 533,087.61 for SCBAs.

ESD RESTORE Round 8 – the developer is working on SHPO requests.

PJFD Applications towards Fire truck purchase assistance: Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — The grant for \$825k is once again on the Congressional budget consideration for 2026.

Water Filtration Plant - NYS HCR CDBG PI 2024 – The ERR Notice of Intent to Request funding was published in the THR on 9/15/25. On 9/23/25, DPW Director Duryea, completed Form 1-3 which was sent and accepted by NYS HCR opening the final review period.

Water Filtration Plant - NYS ESD – County Infrastructure Grant for \$1M for– grant was awarded to OC. Awaiting update.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4th - Per PJCC approval at the 7/28/25 meeting to approve Colliers work proposal pending legal counsel approval, the final proposal was signed by Mayor Cicalese on 9/13/25. The next meeting with FRA is scheduled for 10/7/25.

2025-2026 NYS DHSES – PJFD Recruitment & Retention \$25k grant for exercise equipment submitted on 9/10/25.

NEW BUSINESS:

PUBLIC COMMENT:

None Present

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:30 PM.

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

A motion was made to come out of Executive Session at 7:47 PM.

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

No actions were taken as a result of Executive Session.

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for October 22, 2025, 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 to come before the Board, the meeting was adjourned at 7:49 p.m.

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