

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, January 22, 2025

ROLL CALL:

On January 2025, the PJCDA board meeting was called to order by Chairwoman Trovei at 7:00 p.m. in the Common Council chambers at 20 Hammond 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
Jeffrey Rhoades, Secretary
Jacqueline Dennison, Council Liaison
Colin O’Connell, Member

Absent:

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Administrator

Member(s) of the Public

No one from the public was present.

PJCDA Re-Organization

Attorney Witherow gave the Oath of Office to the Directors of the PJCDA and each member completed an Oath card which was notarized by Attorney Witherow.

Election of Officers – the motion to keep all officers the same in 2025 was approved.

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

The motion to keep all 2024 bank signatories the same in 2025 was approved:

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

2025 Fiduciary Responsibility and 2024 Conflict of Interest forms were completed and submitted by each Director.

MINUTES

The December 18, 2024, meeting minutes were reviewed and approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$25,909.80**. The total current admin balance is **\$856,496.03**. A motion was made to approve payment of the bills in the amount of **\$25,909.80**.

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

B. Monthly Financial Report

All bills received have been paid accordingly.

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

SECTION 8 & DIRECTOR'S REPORT

Administrator Goetz presented the December 2024 Section 8 report for review and comment. Leased HCV: 193, Leased Mainstream: 34. HAP, Mainstream, FSS Payments: \$186,990. Total Admin received: \$21,687.00. Eligible waitlist total: 370 families.

Admin fees of \$750 were advanced to a homeless family towards security. A landlord newsletter is in process. The agency was not chosen to receive Family Self-Sufficiency funding this year. The Happy Software/Housing Pro is updating its server. As of 12/29/24, all smoke alarms must be 10-year sealed or hard-wired. The new HQS inspector began work on 1/6/25. A 3-day NPIRE training now at \$1,000 each seat, was approved for Ms. Bennett and Mr. Neumann.

Section 8 Report approved: Motion: Mr. Rhoades 2nd: Mr. O'Connell All Others in Favor
NSPIRE Training approved: Motion: Mr. Talmadge 2nd: Mr. Rhoades All Others in Favor

E.D. Maginsky presented the January 2025 Director's report for review and comment.

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

COMMUNICATIONS:

With a date An annual letter of contribution in kind to the local Small Business Development Corp. was approved by the Board of Directors

OLD BUSINESS:**Grants/Projects:**

- NYS DEC WQIP – Land Acquisition – Project 1 – Deerpark: The final DEC reviews are in process. OCLT's MOU extension was approved by the PJCC on 11/25/24. Project 2 – Latini: Encroachments under discussion. Received notice that there will be a reimbursement black out from February 2025 – April 2025 as the state institutes a new Statewide Financial System (SFS) for all systems effective April 1, 2025. Payment requests received after January 3, 2025, may not be processed until after April 1, 2025. The timing of proposed purchases is under review.
- NYS DRI – Awarded 2/21/23 - \$10M – The Small Projects Fund contract has been received and is in process.
- USDA Forest Service Urban and Community Forestry – The RFP for a forester/urban forestry company was approved by PJCC resolution on 11/12/24. The draft RFP for SFI review is in process.
- NYS HCR – RISC grant – The draft RFP was sent to the RISC team for review and comment and was approved for publication which is planned for mid-January 2025. The next Core meeting is scheduled for 12/17/24.
- NYS DEC DWSP2 – The core group met on 12/16/24 and reviewed possible sources of contamination. The 1/22/24 meeting will focus on land use tools and methods. Additional shareholder input is being sought.
- ESD RESTORE Round 8 – Initial contract paperwork was received in October that needs to be returned with a completed SEQRA and SHPO. The PJCC passed a resolution to initiate the environmental review as lead agency on 12/9/24.
- FEMA Assistance to Firefighters Grant (AFG) - A new round opened on November 12, 2024, at 9AM ET and December 20, 2024, at 5PM ET. A submission for SCBAs by 12/20/24 is in process.
- NYS CREST Grant Application to Senator Skoufis' office, submitted on 3/26/24 for \$55k towards a PJFD Command SUV with the estimated balance of \$40k from the City. The fully executed Grant Disbursement Agreement was signed on 11/15/24 approving the City for submission of reimbursement request.
- EV Chargers: Per NYPA on 12/16/24, the EV chargers planned for Barclay St., will now be located under contract with MTA in their parking lot. A cancellation of the agreement with the City is forthcoming.

NEW BUSINESS:

The PJCDA 2025 meeting schedule was approved as well as the office to be closed on Martin Luther King, Jr. day, 1/20/25. The full 2025 PJCDA holiday schedule will be presented in the January meeting.

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

PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:33 PM to discuss loans and contractual issues.

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

The PJCDA Board of Directors came out of Executive Session at 7:59 p.m.

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

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

A. The Board approved the PJCDA’s 2025 budget which included the following raises:

Executive Director Maginsky – 3%

Section 8 Administrator Goetz – 3.3%

Caseworker Bennett – 3.3%

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

B. The Board approved a up to four (4) days of vacation for Administrator Goetz and up to six (6)for E.D. Maginsky to be rolled into 1Q 2025 to be used

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is currently scheduled for March 27, at 7:00 p.m. at 134 Pike St., 1st or 2nd Floor, Port Jervis, NY 12771. The exact location will be noted in the meeting notice and agenda. With prior notification to the PJCDA by tel.: 845-858-4024, or email to: Director@PJCDA.org, ADA access is available.

ADJOURNMENT

There being no further business to come before the Board, with best wishes for the upcoming holidays, the meeting was adjourned at 8:00 PM.

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