

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA)  
MEETING MINUTES  
Wednesday, September 28, 2022**

**ROLL CALL**

Kristin Trovei, Chairwoman, called the meeting to order at 5:35 p.m., at Riverside Park, with the following members present:

Kristin Trovei, Chairwoman  
John Russell, Vice-Chairman  
Michael Talmadge, Treasurer  
Elizabeth Miller, Secretary

**Absent:**  
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 24, 2022 meeting minutes were reviewed and approved:

**Motion: Mr. Talmadge 2<sup>nd</sup>: Mr. Russell All Others in Favor**

**FINANCIALS**

a. **Administrative Bills**

Ms. Trovei reviewed the administrative bills in the amount of **\$22,326.92**. Total current admin balance is **\$555,203.86**. A motion was made to approve payment of the bills in the amount of **\$22,326.92**:

**Motion: Mr. Russell 2<sup>nd</sup>: 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. Russell 2<sup>nd</sup>: Mr. Talmadge All Others in Favor**

- c. The 2021 Audit appears complete with the portal yet to be updated. Reports have been sent to HUD.
- d. Employee Insurance Buyback 2023 moved to Executive.
- e. 2023 Annual Service Agreement with City moved to Executive.

**DIRECTOR & SECTION 8 REPORT**

Section 8 Administrator Ms. Goetz presented the September 2022 Section 8 report for review and comment.

**Motion: Ms. Miller 2<sup>nd</sup>: Mr. Russell All Others in Favor**

Resolution approving the allocation of four (4) additional Housing Choice Vouchers and \$3,000 in extra-ordinary funds for any of the four clients was approved.

**Motion: Mr. Talmadge 2<sup>nd</sup>: Mr. Russell All Others in Favor**

Resolution approving the publication of an advertisement for a public hearing scheduled for November 17, 2022, to initiate the process to consider the addition of a homeless preference to the Administrative Plan was approved.

**Motion: Mr. Russell 2<sup>nd</sup>: Ms. Miller All Others in Favor**

Resolution to approve the PJEDA's 2023 Payment Standards per HUD's Fair Market Rates was approved.

**Motion: Mr. Russell 2<sup>nd</sup>: Mr. Talmadge All Others in Favor**

E.D. Maginsky presented the Director's report for review and comment. With the consideration of the continuation of an in-kind office share with the Mid-Hudson Small Business Development Corporation tabled until the October 2022 meeting, the report was approved.

Motion to Approve:

**Motion: Ms. Miller 2<sup>nd</sup>: Mr. Talmadge 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 – The Port Jervis/ OCLT MOU has been executed to match the grant contract extension. 2022Q3 report is due by 9/30/22. The public access plan is ready for finalization. E.D. Maginsky to work with Ms. Martinez on financial tracking reports.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ – Ground Control Excavating was awarded the LSLRP project. A 2022Q3 report is due by 9/30/22.
- FY2020 – NYS HCR CDBG – Trenchless Phase II (PF) - \$1M with \$300k in-kind – As the city's vacuum truck broke down, NYS HCR approved the rental of a unit with operator and laborer for the rest of the 2022 lining season which is expected to last until approximately late October. The city is investigating repair of its current 13-year-old unit. A new unit will cost some \$630k and take 6-9 months to deliver. NYS HCR monitoring for Trenchless 1 and 2 will occur in November 2022.
- NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000 – The final public update was held at the 8-22-22 PJCC meeting. The 2022Q3 report is due by 9/30/22.
- EFC \$20M Hardship Loan – awaiting financial plan for engineering report.
- 2022 NY DRI/NY FORWARD – After public comment meeting on 8/29/22 and 36 - voluntary surveys received, the combined \$10DRI and \$4.5 M New York Forward applications were submitted on 9/23/22. Awardee announcements are expected by the end of 2022

### **COMMUNICATIONS**

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

**NEW BUSINESS**

E.D. Maginsky will be presenting on the City's management of its building stock at the HV Pattern for Progress Main St. Conference on 10/6/22.

A visit to Port Jervis by German Consul Gill and up to 70-employees is scheduled for 10/13/22.

**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 6:08 p.m. to discuss loans and contractual matters.

**Motion: Mr. Russell                      2<sup>nd</sup>: Mr. Talmadge                      All Others in Favor**

The PJCDA Board of Directors came out of Executive Session at 6:40 p.m.

**Motion: Mr. Talmadge                      2<sup>nd</sup>: Ms. Miller                      All Others in Favor**

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for October 26, 2022. Time and location are currently TBD and will be announced with the meeting agenda.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 6:44 p.m.

**Motion: Ms. Miller                      2<sup>nd</sup>: Mr. Talmadge                      All Others in Favor**