

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**WEDNESDAY, August 28, 2024**

**ROLL CALL:**

The August 28, 2024, PJCDA board meeting was called to order by Chairwoman Trovei at 7:01 p.m. at 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  
Jeffrey Rhoades, Secretary  
Jacqueline Dennison, Council Liaison  
Colin O'Connell, Member

**Absent:**

**Also present were:**

Matthew Witherow, Esq.  
Valerie Maginsky, Executive Director

**Member(s) of the Public**

No one from the public was present.

**MINUTES**

The July 31, 2024, meeting minutes were reviewed and approved:

**Motion: Mr. Rhoades                      2<sup>nd</sup>: Mr. O'Connell      All Others in Favor**

**FINANCIALS and**

**A. Administrative Bills**

E.D. Maginsky reviewed the administrative bills in the amount of **\$22,520.14**. The total current admin balance is **\$817,955.57**. A motion was made to approve payment of the bills in the amount of **\$22,520.14**.

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

**B. Monthly Financial Report**

All bills received have been paid accordingly.

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

**SECTION 8 & DIRECTOR'S REPORT**

E.D. Maginsky presented the August 2024 Section 8 report for review and comment. Leased HCV: 204, Leased Mainstream: 35, HAP, Mainstream, FSS Payments: \$169,956. Total Admin received: \$24,353 with all eligible waitlist applications, 364 families are on the waitlist.

A second SEMAP response to HUD was submitted. In September, the HQS inspector ad will be publicized, the first round of shredding scheduled, and the ACH of landlord checks moved forward. HUD published the 2025 Fair Market Rents and new payment standards will be presented to the Board for consideration in September. A waitlist inquiry was sent to seven waitlisted HCF and three Mainstream applicants.

**Motion: Mr. Rhoades                      2<sup>nd</sup>: Mr. O'Connell      All Others in Favor**

E.D. Maginsky presented the August 2024 Director's report for review and comment, and it was approved:

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

**COMMUNICATIONS:**

In August, E.D. Maginsky received rehabilitation fund inquiries for one commercial and three homeowners. As the PJCDA does not currently have any open programs, referrals to other agencies, including RECAP in Middletown, were provided.

**OLD BUSINESS:**

**Grants/Projects:**

- NYS DEC WQIP – Land Acquisition – Project 1 – Deerpark: Continuing - Two encroachments were addressed through Deerpark action in August. The City is moving the NEPA through channels. Project 2 – Latini: Phase 1 ESA is now with NYS DEC for review.
- USDA Forest Service Urban and Community Forestry – the third revision of the budget and work plan were accepted by USDA and the contract is in process.
- OSI Water Protection Grant – The reduction in revenue from one appraisal method to another along with transaction costs, resulted in this project being removed from continued consideration by the City. The watershed will continue as is without a new conservation easement.
- NYS Pro-Housing Communities Program – NYS approved the City’s registration as a Pro-Housing Community. This designation will allow for grant consideration for some projects and is expected to provide additional scoring for others.
- NYS CFA Application was submitted for \$1.5 M (Phase 1) City water filtration plant improvement.
- The RISC agreement for planning the improvements to the Reservoir 1 Spillway and 24” main requires location mapping.
- NYS DEC DWSP2 – a kickoff meeting is scheduled for 9/25/24.
- ESD RESTORE Round 8 – in addition to the \$1.5 M DRI award, the private 29 Front St. demolition and reconstruction project was awarded \$1.7M through RESTORE.
- Federal Railroad Elimination Crossing (RCE) grant – Collier’s Engineering Design was hired by the PJCC for a \$37,200 base, to provide expert grant input for the application due 9/23/24 for an at-grade crossing at Fowler and 4<sup>th</sup>.
- The Neversink Watershed Management Plan and the Upper Delaware River Network Action Plan are moving forward.
- The City received \$825k from federal Community Project Funding supported by U.S. congressman Pat Ryan for the purchase of a new fire engine. The balance must be provided by the City.

**NEW BUSINESS:**

None

**PUBLIC COMMENT**

No member of the public was present.

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:32 PM to discuss loans and contractual issues:

**Motion: Mr. Rhoades                                    2<sup>nd</sup>: Mr. O’Connell      All Others in Favor**

The PJCDA Board of Directors came out of Executive Session at 7:54 PM.

**Motion: Mr. Rhoades                                    2<sup>nd</sup>: Mr. O’Connell      All Others in Favor**

**ACTIONS AS A RESULT OF EXECUTIVE SESSION:**

None

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is currently scheduled for September 25, 2024, at 7:00 p.m. at 134 Pike St., 1<sup>st</sup> or 2nd Floor, Port Jervis, NY 12771. With prior notification to the PJCDA by tel.: 845-858-4024, or email: [Director@PJCDA.org](mailto:Director@PJCDA.org), ADA access is available.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:55 PM.

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