

**APPROVED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**WEDNESDAY, February 28, 2024**

**Roll Call:**

The February 28, 2024, PJCDA board meeting was called to order by Chairwoman Trovei at 7:02 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  
 Colin O'Connell

**Absent:****Also present were:**

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

**Member(s) of the Public**

No member of the public was present.

**MINUTES**

The January 24, 2023, meeting minutes were reviewed and approved:

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

**FINANCIALS****A. Administrative Bills**

E.D. Maginsky reviewed the administrative bills in the amount of **\$19,957.10**. Total current admin balance is **\$743,988.15**. A motion was made to approve payment of the bills in the amount of **\$19,957.10**.

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

**B. Monthly Financial Report**

All bills received have been paid accordingly. Mr. Russell requested a change in the income sheet with the subtraction of the monthly monies allocated to buyback retention. A motion was made to accept all financial reports.

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

**C. 2024 PJCDA Budget Adjustment Resolution**

The 2024 PJCDA budget was adjusted by the subtraction of \$386 from the technology line and addition of \$100 to the optical line and \$286 to the dental line. No net effect resulted from this change.

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

## **SECTION 8 & DIRECTOR'S REPORT**

Administrator Goetz presented the February 2024 Section 8 report for review and comment. Leased HCV: 199, Leased Mainstream: 37, HAP, Mainstream, FSS Payments: \$174,835, Total Admin received: \$26,104 with all eligible waitlist applications, 385 families are on the waitlist.

Three (3) waitlisted families are seeking housing.

With electronic filing of 1099s due to the IRS by March 15, 2024, through the FIRE system, paper copies were mailed the third week of January. The SEMAP report will be submitted by February 28, 2024. In coordination with the Port Jervis Warming Station and HONOR, three homeless families leased up. Complaints to HUD regarding PJCDA Section 8 actions were addressed with no further HUD comment.

The Section 8 monthly report was approved:

**Motion: Mr. Talmadge      2<sup>nd</sup>: Mr. O'Connell**

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

**Motion: Mr. O'Connell      2<sup>nd</sup>: Mr. Russell**

ED Maginsky's attendance at the February 29 Orange County Partnership Alliance for Balance Growth meeting for \$75.00 and the April 3, 2024, Hudson Valley Pattern for Progress County Leadership Breakfast in Poughkeepsie for \$60.00 were approved.

**Motion: Mr. Talmadge      2<sup>nd</sup>: Mr. Rhoades**

## **COMMUNICATIONS**

PJCDA support of the Orange County Land Trust Wilderness Campaign was approved.

**Motion: Mr. Talmadge      2<sup>nd</sup>: Mr. O'Connell**

## **OLD BUSINESS –**

- FY 2014 Housing NOFA – AHC- Annual outreach to participant homeowners is due.
- NY RESTORE - \$120k to demo 6 city owned dwellings Round 5 to be completed –
- NYS DEC WQIP – Land Acquisition – Progress report for 2023Q4 was submitted and accepted by New York State DEC.
- NYS DRI – Awarded 3/21/23 - \$10M – The Strategic Investment Plan is in NYS review.
- AT GRADE RAILROAD CROSSING - based on additional conversation with Metro-North Railroad and New York State DOT, the public hearing was canceled until further notice.
- USDA Forest Service Urban and Community Forestry – No update
- RISC Technical Assistance Grants – on 10/23/23 the PJCC approved submittal of three technical assistance grants of up to \$200k each for 1) Reservoir 1 Spillway and 24" Water Main, 2) Relocation of the DPW, Dial-A-Bus, Water Dept, 3) Centralized Firehouse which were all submitted on 11/1/23 per requirements. Received none of notification that none of the projects were awarded.
- EV Chargers – A revised site plan moving from six charging stations to five was accepted by NYPA.
- New York State DEC - Drinking Water Source Protection Plan (DWSP2) awarded January 31, 2024 and accepted by the PJCC on February 12, 2024 for a technical assistance grant, now requires an initial team development.
- FEMA Assistance to Firefighters Grant (AFG) - an application to replace all SCBAs and one RIT-PAK is in process to be submitted no later than March 8, 2024.
- UDR Network Action Agenda which includes the Neversink Watershed Management Plan is working to complete its report. Port Jervis projects outside the Neversink watershed will be included.
- Attorney Witherow's two-year contract was fully executed.

**NEW BUSINESS –**

- A possible new water protection grant application will be considered after additional PJCC discussion.
- With design assistance by the Orange County Partnership, the PJCC approved a half-page advertisement and no-cost Internet banner highlighting the now annexed Dick's Concrete site for the March 2024 addition of Site Selection Magazine for a total of \$3,800.

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:32 p.m. to discuss loans and contractual issues and HUD complaints.

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

The PJCDA Board of Directors came out of Executive Session at 7:43 p.m.

**Motion: Mr. Rhoades****2<sup>nd</sup>: Mr. Talmadge****All Others in Favor****ACTIONS AS A RESULT OF EXECUTIVE SESSION:**

None

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for March 27, 2024, at 7:00 p.m. at 134 Pike St., 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 7:45 p.m.

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



- Yes, we will sign-on as a “Business Supporter.” You have our permission to display our name and/or logo and website link on SaveOCWilderness.org and printed materials upon campaign launch.

We would be happy to support your efforts by (check all that apply):

- Placing educational materials on display for customers/residents to take
- Placing a static-cling decal on public display
- Sharing content on social media about this effort upon campaign launch
- Contact us as we would like to get more involved!

Name of Business/or Entity: Port Jervis CDA

Name: Valerie Maginsky

Date: 2-29-2024

**RESOLUTION OF THE PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCDA), PORT JERVIS, ORANGE COUNTY, NEW YORK**

RE: 2024 BUDGET ADJUSTMENT OF THE PORT JERVIS COMMUNITY DEVELOPMENT AGENCY (PJCDA)

WHEREAS, the approved 2024 PJCDA budget did not include amounts for Optical or Dental;

NOW, THEREFORE, BE IT RESOLVED THAT effective January 1, 2024, the 2024 PJCDA budget be adjusted to reflect the subtraction of \$386 from the Technology line and subsequent addition of \$100 to the Optical line and \$286 to the Dental line.

MOTION BY: John Russell

SECONDED BY: Colin O'Connell

AYES: 6

NAYS : 0

ABSTENTIONS: 0

Dated: February 28, 2024