

**APPROVED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCD A)**  
**MEETING MINUTES**  
**Wednesday, April 23, 2025**

**ROLL CALL:**

On April 23, 2025, the PJCD A board meeting was called to order by Vice-Chairman Russell at 7:00 PM at City Hall, 20 Hammond St., Council Chambers, 2<sup>nd</sup> floor Port Jervis, NY 12771.

Per roll call, the following members were present:

John Russell, Vice-Chairman  
Michael Talmage, Treasurer  
Jeffrey Rhoades, Secretary  
Jacqueline Dennison, Council Liaison  
Colin O'Connell, Member

Absent:

Kristin Trovei, Chairwoman

Also present were:

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

Members of the Public:

No one from the public was present

**READING/APPROVAL OF MINUTES**

The March 26, 2025, meeting minutes were reviewed, and they were approved:

Motion: Mr. Rhoades                      2<sup>nd</sup>: Ms. Dennison                      All Others in Favor

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$24,713.26. The current administrative balance is \$8828,813.75. A motion was made to approve payment of the bills in the estimated amount of \$24,713.26.

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

**B. Monthly Financial Report**

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

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

**SECTION 8 AND DIRECTOR'S REPORT**

Administrator Goetz presented the April 2025 Section 8 report for review and comment. Leased HCV: 193, Leased Mainstream: 34. HAP, Mainstream, FSS Payments: \$171,509. Total Admin received: \$35,263.00. Eligible waitlist total: 361 families.

Staff continue to take HUD training on the incoming systems. Landlords were mailed the new NSPIRE updates and checklists. Tenants were mailed HUD HOTMA handouts. A waitlist inquiry was mailed to 10 families. HUD published the new income limits which have increased from last year.

Section 8 report approved:

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

An amendment to the agency's administrative plan requiring annual smoke detector certification by tenants and landlords was approved. Notifications with forms will be mailed to landlords.

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

E. D. Maginsky presented the April 2025 Director's report for review and comment which was approved:

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

### **COMMUNICATIONS:**

3/27/25 – CCE meeting re: CCE O&R grant discussion. 4/17/25 – attended CCE and OSI Climate Resiliency and Sustainability meeting. 4/2/25 – HV Pattern for Progress County Leaders event in Poughkeepsie, NY and presented with Mayor Cicalese at Leadership Orange on the DRI here in Port Jervis. 4/15/25 – with Mayor Cicalese attended the Alliance for Balanced Growth dinner in Wallkill where the keynote focus was on semiconductor cluster growth in NYS. 4/17/25 – As invited by Elizabeth Miller, with Mayor Cicalese, joined a tour of NYS Senator Skoufis' staff tour of Gillinder Glass. 4/22/25 – As invited by Conor Eckert, Lucas Irace, of OC Partnership, Steven Gross, OC Director of Economic Development and Mayor Cicalese toured Samaki/Port Jervis. 4/22/24 – With Mayor Cicalese and 1<sup>st</sup> Ward Councilman Vicchiariello, visited S.A. Baxter newly located in Port Jervis.

### **OLD BUSINESS:**

Grants/Projects:

**NYS DEC WQIP** – Project 2 – Latini – documentation review continues

**NYS DRI** – The Small Projects contract has been executed. An inquiry for subrecipient administration was made to HCR.

**USDA Forest Service Urban and Community Forestry** – currently on hold due to federal funding questions.

**RISC Technical Assistance Grant** – Four bids were scored and before going to the PJCC for consideration, a recommendation from the DPW committee is currently with HCR.

**NYS DEC Technical Assistance Grant** – DWSP2 – a final draft of the plan was circulated for comments/input. The next meeting is scheduled for 4/23/25.

**Federal Railroad Elimination Grant (RCE)** – Pedestrian crossing at Fowler and 4th - Ahead of the conference call scheduled for 4/30/25, GrantSolutions grant platform registrations, review of contract attachments and exhibits and reiteration of support for the project has been requested and are in process.

**FEMA Assistance to Firefighters Grant (AFG)** – Computer scoring has been completed.

**ESD RESTORE Round 8** – the developer submitted information to SHPO which resulted in a repeat of original instructions.

**PJFD – Fire Engine/Pumper** - \$825k Grant Request/\$approx. \$675k City

**Congressionally Directed Spending – FY 2025CDS – Senator Gillibrand** – Fire Engine/Pumper - the CPF funding application previously through Congressman Ryan, will be updated and submitted to U.S. Senator Gillibrand for consideration for the same amounts. The grant request will be for \$825k with the balance to be contributed by the City.

**Community Project Funding (CPF) - Fire Engine - Congressman Ryan** – The City received notice that the federal government will consider CPF funding. Congressman Pat Ryan continues to support the City's request and a resubmission of the previous application with an updated resolution and LOS from Mayor Cicalese and NYS Representative Karl Brabenec was completed for consideration.

**Water Filtration Plant (WFP) Improvement Project** (Grants, City Water Fund to cover Engineering, Administration, Contingency. Total Project Estimated \$3,755,000:

**NYS HCR CDBG** — \$1.5M – filter replacement - The ERR needs additional documentation. An Early Notice has been developed for publication.

**NYS Pro-Housing Communities** – The annual report was uploaded to NYS for review.

**The agency hired Budgeteer, LLC to perform bookkeeping services at \$30.00 per hour.**

**NEW BUSINESS:**

**NYS ESD – County Infrastructure Grant** – \$1M grant – OCCD confirmed that the grant has been submitted to NYS for consideration.

**PUBLIC COMMENT:**

None

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 7:29 PM.

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

A motion was made to come out of Executive Session at 7:32 PM.

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

No action resulted from Executive session.

**NEXT MEETING:**

The next meeting of the PJCDA Board of Directors is currently scheduled for May 28, 2025, at 7:00 p.m. The meeting location is TBD and will be identified in the meeting notice and agenda. 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 7:33 p.m.

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