

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**Wednesday, September 3, 2025**

**ROLL CALL:**

As the August 27, 2025, meeting was cancelled due to lack of quorum, the PJCDA board met on September 3, 2025. The meeting called to order by Chairwoman Trovei at 7:00 PM at the Youth and Community Center, 134 Pike St., 2<sup>nd</sup> floor, Port Jervis, NY 12771.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman  
Michael Talmage, Treasurer  
Jeffrey Rhoades, Secretary  
Colin O’Connell, Member

Absent:

John Russell, Vice-Chairman  
Jacqueline Dennison, Council Liaison

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 July 30, 2025, meeting minutes were reviewed, and they were approved:

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

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$27,890.67. The current administrative balance is \$782,359.77. A motion was made to approve payment of the bills in the estimated amount of \$27,890.67.

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

**SECTION 8 AND DIRECTOR’S REPORT**

Administrator Goetz presented the August 2025 Section 8 report for review and comment. Leased HCV: 197, Leased Mainstream: 33. HAP, Mainstream, FSS Payments: \$200,316. Total Admin received: \$25,290. Eligible waitlist total: 335 families. Waitlist purge continues. The 2024 single audit and statistical OIG HUD audit continue. The agency’s voucher management and projections were reviewed by HUD and received no comments.

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

E.D. Maginsky presented the Director’s August 2025 report which included Grant, Project, Communications and Administrative updates. The Director’s report was approved:

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

## **COMMUNICATIONS:**

8/1/25 – OC HOME Committee site visit at 103 Jersey Ave., 8/7/25 – Attended an evening Community Resilience meeting (CCE and OSI), 8/19/25 – HUD Section 8 Conference call to review budgeting and voucher usage, 9/19/25 – Conference call with NYC Planning re: available sites in Port Jervis, 8/20/25 – Attended Council of Community Agencies – approx. 20 agencies were represented, 8/21/25 – OC Economic Development meeting at the Orange County Partnership Goshen office, 8/22/25 – OCATVC meeting at Pamela’s in Newburgh

## **OLD BUSINESS:**

NYS DEC WQIP - Land Acquisition – NYS Funding - Project 2 - Latini: Document review and property cleanup continues. A closing is expected in some two month’s time. Expected expenditures were approved by the PJCC.  
NYS DRI - Awarded 2/21/23 - \$10M – NYS Funding – All City contracts were approved: the Small Projects Fund, Riverside Park, Jersey Ave., Branding and Marketing. One private project will not be proceeding, and those funds were reallocated and include the addition of 9 Fowler St., which had been previously approved for the SIP.  
USDA Forest Service Urban and Community Forestry – Federal - Inflation Reduction Act Notice – this project will be under PJCC discussion at the 9/8/25 meeting.

RISC Technical Assistance Grants – Federal Ida funds distributed to NYS - Meetings were held with HCR on 8/5/25 and with Ramboll on 8/20/25. The survey of the watershed was performed through 8/20/25, and the report is expected soon. Ramboll’s first bill arrived for review pending MWBE paperwork receipt.

NYS DEC Technical Assistance Grant – NYS Funding - Drinking Water Source Protection Plan (DWSP2) – awaiting the plan review by NYS DEC which has a backlog, and which most probably will not be completed until late summer.

FEMA Assistance to Firefighters Grant (AFG) – Federal – awaiting response from FEMA

ESD RESTORE Round 8 – the developer is working on SHPO requests.

PJFD Applications towards Fire truck purchase assistance: Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — The grant for \$825k is once again on the Congressional budget consideration for 2026.

Water Filtration Plant - NYS HCR CDBG PI 2024 – With the resolution approved on 7/28/25 limiting development of the WFP’s SBL, the draft 8-Step narrative approved, the final Notice approved and published, the final steps necessary to complete the ERR process are nearing.

Water Filtration Plant - NYS ESD – County Infrastructure Grant for \$1M for– grant was awarded to OC. Awaiting update.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4<sup>th</sup> - . On 8/1/25 a progress meeting with Colliers prepared for the 8/8/25 meeting with FRA. Colliers work proposal was approved pending legal counsel approval at the 7/28/25 PJCC meeting. Final comments are pending for discussion with Colliers. The next meeting with FRA is scheduled for 10/7/25.

P/T Assistant to the Executive Director – the job description is pending

## **NEW BUSINESS:**

A NYS DHSES grant for up to \$25k may be in process for a 9/10/25 submission for PJFD recruitment and retention.

## **PUBLIC COMMENT:**

None Present

## **EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 7:28 PM. Administrator Goetz was invited to attend.

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

A motion was made to come out of Executive Session at 7:39 PM.

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

No actions were taken as a result of Executive Session.

**NEXT MEETING:**

The next meeting of the PJCDA Board of Directors is currently scheduled for September 24, 2025, at 7:00 p.m. at the Youth and Community Center, 2<sup>nd</sup> Floor, 134 Pike St., Port Jervis, NY 12771. 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 7:40 p.m.

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