

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, October 26, 2022

ROLL CALL

Kristin Trovei, Chairwoman, called the meeting to order at 5:00 p.m., at 20 Hammond St., Common Council Chambers, with the following members present:

Kristin Trovei, Chairwoman
Elizabeth Miller, Secretary
Denis Livingston, Member
Regis Foster, Member

Absent:
John Russell, Vice-Chairman
Michael Talmadge, Treasurer

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Exec. Director

Absent:
Nora Goetz, Administrator, Section 8

Member(s) of the Public

No members of the Public were present

MINUTES

The September 28, 2022, meeting minutes were reviewed and approved:

Motion: Mr. Foster 2nd: Ms. Miller All Others in Favor

FINANCIALS

a. **Administrative Bills**

Ms. Trovei reviewed the administrative bills in the amount of **\$19,246.74**. Total current admin balance is **\$580,052.36**. A motion was made to approve payment of the bills in the amount of **\$19,246.74**:

Motion: Mr. Livingston 2nd: Ms. Miller 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. Livingston 2nd: Ms. Miller All Others in Favor

- c. 2023 Annual Service Agreement with City for \$60k was presented at the 10/19/22 Budget Workshop by E.D. Maginsky and Chairwoman Trovei.
- d. The 2021 Annual Audit is complete and the portal has been cleared. The 2021 REAC was moved to Executive.

DIRECTOR & SECTION 8 REPORT

E.D. Maginsky presented the October 2022 Section 8 report for review and comment. Motion to approve:

Motion: Ms. Miller 2nd: Mr. Livingston All Others in Favor

Due to a scheduling conflict, the September 2022 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17, 2022, to initiate the process to consider the addition of a homeless preference to the Administrative Plan was rescinded.

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

A new resolution to advertise a public hearing regarding the consideration of the addition of a homeless preference with location change to the PJEDA offices on November 17, 2022 at 6:00 p.m. was approved:

Motion: Ms. Miller 2nd: Mr. Livingston All Others in Favor

The updated PJEDA NY-134 Family Self-Sufficiency Action Plan was submitted and approved by HUD.

E.D. Maginsky presented the Director's report for review and comment. The report was approved.

Motion: Ms. Miller 2nd: Mr. Talmadge All Others in Favor

An in-kind office share for 2022-2023 with the Mid-Hudson Small Business Development Corporation was approved:

Motion: Mr. Foster 2nd: Ms. Miller All Others in Favor

The updated health insurance buyout letter for 2023 was approved:

Motion: Ms. Miller 2nd: Mr. Livingston All Others in Favor

OLD BUSINESS –

- 2013 REDC - NYS HCR Micro-Enterprise Grant - Continuing to track PJEDA compliance.
- FY 2014 Housing NOFA – AHC- Annual outreach to participant homeowners is due.
- NY RESTORE - \$120k to demo 6 city owned dwellings - This project will be concentrated on in November 2022 to prepare for a possible Round 7 application
- NYS DEC WQIP – Land Acquisition – The survey is complete, and ESA Phase 1 is being contracted. Questions re: timing have been sent to NYS DEC.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - – Agreements with homeowners regarding ingress, egress and construction are beginning to be executed. To date, three agreements, have been completed.
- NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000 - –The 2022Q3 and final report with reimbursement request were submitted on 9/30/22.
- FY2020 – NYS HCR CDBG – Trenchless Phase II - \$1M with \$300k in-kind - The City is researching options for replacement/repair of its 13-year-old vacuum truck. With the use of a rental vacuum truck, the season closed in mid-October with some 10,000 feet completed this year. Since 2020, 23,838' or 4.52 of 26-miles of sewer lines and affiliated manholes have been upgraded. NYS HCR monitoring for Trenchless 1 and 2 is scheduled for November 2022.
- 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.
- The City's Fair Housing policy needs review. E.D. Maginsky sent notice to Mayor Decker.
- As multiple zoning questions are arising, and zoning review may be in order.

COMMUNICATIONS

- Noted on the meeting notice and agenda, there were three new business and one site-location inquiry in October.
- E.D. Maginsky presented 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 55-colleagues occurred on 10/13/22. Councilman-at-Large Siegel provided a historical overview of the city and its relationship to the railroads and D&H canal.

NEW BUSINESS

- The discussion to update employee health insurance coverage was tabled until other Board members are available.
- Mayor Decker, E.D. Maginsky, and a number of Council members attended the OCATVC 10/25/22 meeting at the Erie Trackside, Port Jervis. OC IDA CEO Bill Fioravanti provided an overview of the OC IDA. All material provided were scanned to Mayor Decker.
- E.D. Maginsky presented an overview of the City’s management of its building stock at the HV Pattern for Progress Main St. Conference on 10/6/22.
- E.D. Maginsky will attend the HV Pattern for Progress Annual Event on 11/2/22 in Poughkeepsie.
- Mayor Decker and E.D. Maginsky will attend the Orange County Partnership Annual Event on 12/6/22 in Goshen.

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 5:40 p.m. to discuss loans and contractual matters.

Motion: Mr. Livingston 2nd: Mr. Foster All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 5:54 p.m.

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for November 17, 2022, at 6:00 p.m. at 134 Pike St., 2nd Floor, Port Jervis.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:55 p.m.

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor