

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, May 28, 2025

ROLL CALL:

On May 28, 2025, the PJCD A board meeting was called to order by Chairwoman Trovei at 7:00 PM at City Hall, 20 Hammond St., Council Chambers, 2nd floor Port Jervis, NY 12771.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman
John Russell, Vice-Chairman
Michael Talmage, Treasurer
Jeffrey Rhoades, Secretary
Jacqueline Dennison, Council Liaison

Absent:

Colin O'Connell, Member

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

The April 23, 2025, meeting minutes were reviewed, and they were approved:

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$25,309.85. The current administrative balance is \$828,813.75. A motion was made to approve payment of the bills in the estimated amount of \$25,309.85.

Motion: Mr. Talmage 2nd: Mr. Russell 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.

With the correction to the expense calculations, the monthly financial report was approved.

Motion: Mr. Talmage 2nd: Mr. Russell All Others in Favor

SECTION 8 AND DIRECTOR'S REPORT

E.D. Maginsky presented the May 2025 Section 8 report for review and comment. Leased HCV: 198, Leased Mainstream: 36. HAP, Mainstream, FSS Payments: \$193,901. Total Admin received: \$25679.00. Eligible waitlist total: 361 families.

NYC HUD office staff lost 10 longtime employees. The PJCD A was advised it was to be included in a large statistical audit. C/O detector certifications are being received. Waitlisted families are being contacted in order for briefings. The Council of Community Agencies is being reinvigorated with a meeting scheduled for June 17, 2025.

Section 8 report approved:

Motion: Mr. Talmadge 2nd: Mr. Rhoades All Others in Favor

COMMUNICATIONS:

5/28/25 – Met with OC Chamber of Commerce and the Tri-States Chamber of Commerce. 5/7/25 – Virtual meeting re: childcare options. 5/8/25 – HV Pattern for Progress – NYU graduate project summary on Grant Capacity issues and suggested solutions. 5/8/25 – Hudson Valley Regional Council (HVRC) meeting on Comprehensive Plans and Sustainability. 5/8/25 - E.D. Maginsky signed a letter of CDBG support sent to Congress via the Community Development Block Grant Coalition. 5/12/25 – Dept. Head meeting. 5/12/25 – Lucas Irace/OC Partnership, Director of Business Attraction & Development. 5/13/25 – HVRC – Port Jervis Interview for 5-year Comprehensive Economic Development Strategy (CEDS). 5/15/25 - Community Resilience Port Jervis meeting with community members and leads OCI and Cornell Cooperative. 5/20/25 – Meeting on possible new mixed-use development. 5/21/25 – EFC - Green Resiliency Grant (GRG) Webinar.

OLD BUSINESS:

Grants/Projects:

NYS DEC WQIP - Land Acquisition – NYS Funding - February 2025 - - Project 2 - Latini: Document review and property cleanup continues.

NYS DRI - The Small Projects Fund contract was fully executed. After discussion with Mayor Cicalese, PJCDA contracted HCR to request subrecipient consideration. An administrative action plan is to be sent to HCR for consideration. Design Standards for the downtown area are being researched.

USDA Forest Service Urban and Community Forestry – Federal - Inflation Reduction Act - SFI provided options based on information available regarding questions about federal funding. Discussion to be had with Mayor and PJCC.

RISC Technical Assistance Grants – Ramboll Americas Engineering Solutions, Inc. (Ramboll) was awarded the contract by the PJCC. The first team kick-off meeting was held on 5/2/25. Monthly check-in's will continue with HCR. As federal FEMA grants are no longer available, the team is reviewing other funding options which will most likely require city bonding. Per scheduling, surveying of the watershed is expected mid-summer. An application to EFC for the multi-year Intended Use Plan (IUP) will be submitted by Ramboll on the city's behalf by 5/30/25.

NYS DEC Technical Assistance Grant – As NYS DEC has a backlog for plan review, city plan presentation may not occur until late summer.

FEMA Assistance to Firefighters Grant (AFG) – FEMA is going through organizational changes. No official updates have been received.

ESD RESTORE Round 8 – the developer is waiting for SHPO response to query.

Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — May 2024 - Application for \$825k towards the purchase of a new fire engine/pumper and same application to Senator Gillibrand under Congressionally Directed Spending – FY2025CDS – No update

Water Filtration Plant - NYS HCR CDBG PI 2024 –Continuing with the ERR process, the Early Notice comment period passed with none received. A Final Notification, project narrative and a document precluding additional development on the site are in process. NYS ESD – County Infrastructure Grant – grant was submitted. Awaiting update.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4th - moving through contract approvals.

NEW BUSINESS:

LOS for continued CDBG funding was sent to Congress.

The CFA's are now open with submission no later than Thursday, July 31, 2025, 4pm. Two federal level fire department grants are also available.

PUBLIC COMMENT:

None

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:34 PM.

Motion: Mr. Talmadge 2nd: Mr. Rhoades All Others in Favor

A motion was made to come out of Executive Session at 7:52 PM.

Motion: Mr. Rhoades 2nd: Ms. Dennison All Others in Favor

As a result of Executive Session the following actions took place:

A renewal contract with Equifax for credit pulls was approved:

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

Write-off's of uncollectable Section 8 Recovery funds for accounts: S8-46 of \$1,366, S8-50 of \$1,622, S8-52 of \$1,242 and S8-55 of \$2,688 with a total of \$6,918 was approved. A confirmation resolution will follow in June 2025:

Motion: Mr. Russell 2nd: Mr. Talmadge All Others in Favor

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for June 25, 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 7:54 p.m.

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor