

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, November 30, 2022

ROLL CALL

Kristin Trovei, Chairwoman, called the meeting to order at 7:00 p.m. Due to scheduling changes the meeting was moved, from 134 Pike St. (notice placed on front door) to 20 Hammond St., Common Council Chambers, with the following members present:

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

Absent:
John Russell, Vice-Chairman

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 October 26, 2022, meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

E.D. Maginsky reviewed the administrative bills in the amount of **\$17,783.94**. Total current admin balance is **\$589,067.52**. A motion was made to approve payment of the bills in the amount of **\$17,783.94.**

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

c. The proposed 2023 PJCDA Budget with three-options was presented by E.D. Maginsky. An updated copy will be sent to the Board for review ahead of the scheduled 12/21/2022 meeting.

DIRECTOR & SECTION 8 REPORT

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

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

Per successful advertisement and posting, the 11/17/22 public hearing for the discussion of a homeless preference advertising was held at the PJCDA offices at 134 Pike St. at 6:00 p.m. Board treasurer, Michael Talmadge, E.D. Maginsky and Mr. John Austin as a member of the public were in attendance. Information on the proposed preference was provided and explained. Mr. Austin offered support in favor of the preference. The hearing was suspended at 6:30 p.m. with comments to be accepted through January 18, 2023, and final board consideration at the January 2023 meeting.

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

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

COMMUNICATIONS –

E.D. Maginsky reported one site-location tour and a separate site-location discussion.

OLD BUSINESS –

A. Grants and Projects:

- 2013 REDC - NYS HCR Micro-Enterprise Grant - Continuing to track PJCDA compliance.
- 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 – Round 7 Intent to Apply was approved by the PJCCNYS DEC WQIP – Land Acquisition – – A status call was held with Kyle Sanduski/OCLT and Kristin Martinez/NYS DEC SLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - – Agreements with homeowners regarding ingress, egress and construction are beginning to be executed.
- FY2020 – NYS HCR CDBG – Trenchless Phase II - \$1M with \$300k in-kind - with the end of the construction season, this project is on hold until Spring 2023 EFC \$20M Hardship Loan – along with the recently awarded WIIA grant for \$4.4+M, the closing is being coordinated by environmental attorney Carole Gallagher.
- 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.
- Reimbursements were received for three grants including NYS DEC – Urban Forestry Grant – Tree Maintenance, the Hudson River Greenway and CDBG Trenchless 2. The City was not awarded the TD Tree Days grant or 2022 CFA CDBG Trenchless 3.

B. E.D. Maginsky reported that HUD accepted the response to the 2021 REAC comments regarding City accounting discrepancies which was forwarded to Mayor Decker for inclusion in City year-end activities.

C. E.D. Maginsky attended the HV Pattern for Progress Annual Event on 11/2/22 in Poughkeepsie.

D. As approved in October 2022, the 2023 Health Insurance Buyout paperwork was forwarded to the City payroll department.

E. Amending the agency's health insurance coverage is continues to be under discussion. Doing so will continue under a personnel policy update.

NEW BUSINESS

The PJCDA 2023 holiday schedule was approved as listed:

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

The PJCDA 2023 holiday schedule was amended to include Juneteenth:

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

Mr. Gary Wiedelman, the PJCDA's fee accountant's contract will terminate on 12/31/22 with 2022 year-end close to continue until complete. A new fee accountant search will proceed under professional services procurement with three letters sent to prospective firms.

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

Upcoming meetings include - Friends of the Upper Delaware - Neversink Watershed Management Plan (NWMP) – 11/28/22 (which was well attended and will conclude with a plan), OC Partnership Annual Event – 11/6/22, OC Human Rights Commission/Fair Housing Training - 12/7/22

PUBLIC COMMENT

None – no one from the public was present

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:59 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 8:35 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 7:00 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 8:36 p.m.

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