

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, March 26, 2025

ROLL CALL:

On March 26, 2025, the PJCDA board meeting was called to order by Chairwoman Trovei at 7:00 PM at 134 Pike St. 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
Nora Goetz, Section 8 Administrator

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

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

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$20,566.19 the current administrative balance is \$83,8063.69. A motion was made to approve payment of the bills in the estimated amount of \$20,566.19.

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.

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

SECTION 8 AND DIRECTOR'S REPORT

Administrator Goetz presented the March 2025 Section 8 report for review and comment. Leased HCV: 193, Leased Mainstream: 34. HAP, Mainstream, FSS Payments: \$174,191. Total Admin received: \$35,262. Eligible waitlist total: 370 families.

The IRS transmittal of 1099s was successful. Glitches with the new Citrix server are being addressed. The agency now has access to its QuickBooks files. A newsletter announcing NSPIRE inspection criteria was sent to landlords. The Section 8 Management Assessment Program (SEMAP) report was submitted. Section 8 report approved:

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

E. D. Maginsky presented the March 2025 Director's report for review and comment which was approved:
Motion: Mr. Talmage 2nd: Mr. Russell All Others in Favor

COMMUNICATIONS:

2/24/25 – E.D. Maginsky attended the OC Partnership's Winter event in Middletown which highlighted various projects around OC. 2/25/25 – Attended the HV Pattern for Progress roundtable in Poughkeepsie with Dan Garodnick, NYC Planning Chair. 2/20/25 – Open to the public Community Resiliency discussion with the Open Space Institute and Connel Cooperative Extension.

OLD BUSINESS:

Grants/Projects:

NYS DEC WQIP – Project 1 – Deerpark: The closing was held on March 11, 2025, and a press release was published. Project 2 – Latini – a closing is projected for late April.

NYS DRI – The Small Projects contract has been executed. is in development. The City must advertise an RFP for Administration the resolution for which was approved at the 3/24/25 PJCC meeting.

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

RISC Technical Assistance Grant – RFPs for a contractor were opened on 3/6/25, and four firms submitted bids. Due diligence and scoring of applications will be the next steps.

NYS DEC Technical Assistance Grant – DWSP2 – Invitations have been made for participants in an ongoing management team. The draft plan is being prepared for team review and comment.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4th - A conference call has been scheduled with the project manager for 4/30/2025.

FEMA Assistance to Firefighters Grant (AFG) – no update has been received on expected review process due to federal level funding questions.

ESD RESTORE Round 8 – Comments from SHPO have been received on the 29 Front St. project which require additional research and discussion.

Community Project Funding (CPF) - Fire Engine – This year, all CPF projects across the U.S., have been written out of the federal budget. Congressman Ryan is available to support this project or others in the future. (See New Business – CDS - below)

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

NYS HCR CDBG — \$1.5M – filter replacement - Contract has been fully executed. Additional work is needed on the ERR.

NYS ESD – County Infrastructure Grant – \$1M grant – Grant was submitted on 2/28/25, other attachments followed. The project is going before the OC Legislature for final submission approval. The \$250 application fee will be required.

NYS Pro-Housing Communities – Asst. Building Inspector Powrie has prepared the annual report for submission. Federal – Railroad Crossing Elimination Grant – awarded on 1/10/25 - \$159,600 of the \$199,500 project for a Pedestrian crossing at Fowler and 4th – after the kickoff was canceled, a meeting with the U.S. DOT project manager is scheduled for the end of April.

NEW BUSINESS:

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.

PUBLIC COMMENT:

None

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:19 PM.

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

A motion was made to come out of Executive Session at 7:57 PM.

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

As a Result of Executive Session Discussion:

1 – Lawrence Newmans Inspection fee will be adjusted. As of April 1, 2025, adjusted to \$75 per and \$50 for one re-inspection.

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

2 – Executive Director authorized to speak with Mayor regarding grant administrative contracts

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

3 – After successful interviews, the E.D. is authorized to hire an independent bookkeeper at a rate of \$30 per/hour.

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

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for April 23, at 7:00 p.m., 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 8:00 p.m.

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