



Port Jervis Community Development Agency

Annual Year-End Report 2025

2025 Accomplishments and 2026 Objectives



May 27, 2026

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
20 Hammond St., P.O. Box 1002, Port Jervis, NY 12771

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2025 Port Jervis Community Development Agency (PJCDA) Composition and Overview

Office Staff:

Executive Director: Valerie Maginsky (F/T)

Section 8: Administrator Nora Goetz (F/T)

Case Manager: Jacqueline Bennett (P/T)

Professional Services:

Attorney: Matthew Witherow

Fee Acct.: Polcari & Co.

Fee Acct.: Giampaolo &
Associates

Bookkeeper: Independent

Contractors

2025 Agency Income Budgeted: \$395,000

Collected through December 2025: \$413,817

2025 Agency Expenditures Budgeted: \$358,333

Expensed through December 2025: \$303,836

2025 PJCA Summary

In 2025, the PJCA operated within its budget while going through personnel changes in its bookkeeping and accounting area. The untimely passing of its bookkeeper, Robin Tobey, in February 2025 subsequently led to a temporary shuttering of QuickBooks usage and a search for a new bookkeeper. Patricia Steffen from Budgeteer, LLC, was hired in March of 2025 and left in December 2025. A temporary bookkeeper position was approved by the board in December 2025, and Ms. Dawn Stawski was hired. The agency's fee accountant, Firm Polcari & Co. declined consideration of another one-year contract in December 2025 and were replaced by Giampaolo and Associates. In late 2025, discussions began regarding the hiring of a full-time Program Assistant. This position was allocated as 25% bookkeeping and 75% Small Cities and partially Section 8 if needed. The search resulted in an offer and acceptance by Ms. Shannon Howard to begin work in January 2026.

In the Section 8 – Housing Choice Voucher area, PJCA staff attended several webinars in preparation of the sweeping changes in HUD administration, housed twenty-two (22) families, including five (5) homeless, maintained Section 8 and Mainstream vouchers despite increased rental costs and housing unit scarcity and completed all inspections including supervisory. A waitlist purge was completed in the summer of 2025. HQS Inspections, led by Mr. Lawrence Neumann, was hired as the agency's Housing Quality Standard (HQS) inspector and began working in the field in January of 2025.

Caseworker Bennett and Inspector Neumann attended HCV NSPIRE training in February of 2025, and both passed their certification exams. Caseworker Bennett and Administrator Goetz also attended Management Reports Incorporated (MRI) Housing Pro software training as well.

Small Cities assisted with the procurement of more grants in 2025. Notably, the New York State Consolidated Funding Application for the Department of State Brownfield Opportunity Area (NYS CFA DOS BOA) application was submitted with help from consultants, Hudson Valley Pattern for Progress in July of 2025. The target area includes the west end of the city, including 100 Skyline Drive and the Erie roundtable. The New York State (NYS) Water Quality Improvement Project (WQIP) land acquisition had the Deerpark project close in the beginning of 2025 in Deerpark. The other project, Latini, is in process. In the last 10 years, this brings the PJCA's contribution to the city in grants and projects to \$26,964,848.

The PJCA sought out and received funding for one of the three projects submitted under the NYS RISC grants which is the Reservoir 1 Spillway Reconstruction and 24" Water Main Replacement. The RFP was approved for publication at the end of 2024 and will be published in January 2025.

In part due to housing unit scarcity and rising housing costs, rents are rising to and above HUD's fair market rental rates. Section 8 staff, which is responsible for Housing Choice Vouchers (HCV) and Mainstream vouchers, worked hard to keep up with landlord and tenant changes. Throughout the year, 22 new families gained rental housing.

Fair Housing training and outreach continues through the Section 8 program and Executive Director Maginsky as the city's Fair Housing officer.

In 2023, Section 8 paid landlords \$1,849,629 in rental assistance for some 200 families. Administrative funds to the agency totaled \$265,897.

Small Cities continued to address the City of Port Jervis' needs by researching, writing, submitting and administering grants, preparing and giving public presentations, and attending networking events. In 2025, PJCDA ED Maginsky attended the Upper Delaware River (UDR) network action agenda, the Climate Resiliency advisor meeting, the Hudson Valley Regional Council annual conference, and the Orange County Chamber of Commerce dinner among many others. A service contract between city of Port Jervis and PJCDA was signed on 01/13/2025.

The USDA Forestry Service Grant was withdrawn by the Port Jervis Common Council As Grant requirements, responsibilities and expectations are changing rapidly under the new federal administration. In 2025, as supported by US Congressman Patrick Ryan, the previously approved federal Community Project Funding for \$825,000 towards a fire engine pumper was canceled along with all other Community Project Funding throughout the country.

The NY Building Recreational Infrastructure for Communities, Kids and Seniors (BRICKS) grant application for \$12,000,000 for a new community center was applied for and denied in 2025 due to insufficient funds

The Downtown Initiative Revitalization (DRI) awarded to the City on February 21, 2023, was a primary focus through 2025. Contracts for all four City DRI projects were executed and the PJCDA named the administrator of the Small Projects Fund for which scheduling is being worked out. A request for Proposal (RFP) for engineering for Jersey Avenue was sent out in late 2025 and four proposals are currently being scored. Financial and status reports are being finalized by E.D. Maginsky for all DRI projects.

Applied for in November 2023, the NYS Department of Environmental Conservation grant for drinking water source protection plan (DWSP2), which is a no cost technical support grant to formalize protection of the city's drinking water was awarded to the city in January 2024. Template information is being completed and discussed by the DWSP team.

The PJCDA continues to meet with Jonathan Drapkin from City of Port Jervis economic development on current and future projects.

Administratively, in 2025, the PJCDA Board of Directors remained the same. PJCDA office staff continued working a hybrid office schedule and moved to remote as needed through illness and personal-time-off, inclement weather and electrical office outages.

2026 PJCA Objectives

Ever vigilant as a public benefit corporation, the PJCDA continues to do its best to meet and exceed expectations for the betterment of the city.

The PJCDA will continue to monitor and move forward with planning for the DRI projects and write, implement and administer grant projects that are approved by the Port Jervis Common Council.

Housing availability continues to decrease, and costs continue to increase. As such, without new development, housing, both for sale and for rent, will continue to become more expensive and less available. The federal and state governments are emphasizing housing availability and adherence to Fair Housing law. As the city's Fair Housing policy was last updated in 2010, E.D. Maginsky has reached out to Mayor Decker, and now Mayor Dominic Cicalese and legal counselor William A. Frank to encourage an update.

The City will continue to report to the Pro-Housing Communities program. The City's participation in this program is a pre-requisite for housing related grant projects.

Nature-based solutions to flooding and heat are supported by NYS Climate Smart Communities projects. The PJCDA submitted a letter of support for the Sunflower City Open Space Initiative (OSI) project that supports a nature-based community solution of planting sunflowers with deep tap roots to mitigate local flooding particularly in the 4th Ward. OSI, the fiscal sponsor, was awarded a grant of up to \$30,000 for this initiative. A launch event is scheduled for early 2026.

Outreach to county, state and federal legislators and agencies will continue to be a priority.

Section 8 will work to grow the Family Self-Sufficiency program to a point where it will be eligible for financial HUD caseworker support while it works to implement sweeping HUD changes to voucher processing and inspections.

Training will continue as available and relevant.

The agency will participate in the City's single audit process to close 2023, 2024, and 2025.

Port Jervis Community Development Agency - Housing Choice Voucher Program

Nora Goetz, Section 8

Administrator Agency Year-End

Report - 2025

2025 Projected Plans

2025 Results

Pursue training as they arise	Various webinars from HUD on upcoming changes to both the Voucher program and how inspections are performed
Purge the waitlist	This process was completed in August 2025
Pursue funding opportunities as they arise	Funding has been at a standstill, no new funding opportunities in 2025.
Complete the file digitization ensuring all Section 8 files are electronic	In process
Pursue Vouchers for applicants aging out of foster care	In process
Grow the FSS program and apply for ½ caseworker funding when the NOFO (Notice of Funding Opportunity is published)	Currently there are 9 FSS participants. Two were added in 2024. Currently, HUD is only funding previously funded FSS programs.
Continuing to grow the Section 8 Homeownership program	In 2025 PJCDA wrote 4 Home ownership referrals for participants. We currently have 2 potential Section 8 homeowners in the pipeline.
Review and update the Administrative Plan and submit the 5-year plan within all deadlines.	The PJCDA Admin Plan was completely rewritten in 2024 and successfully submitted along with the 5-year plan in July 2024. All deadlines were met easily. Confirmation of acceptance arrived in 2025.
Implement HOTMA and NSPIRE changes and educate participants and families	Systems were put in place in 2024 for implementation. However, even though HUD keeps this agency has implemented HOTMA changes. HUD has once again postponed NSPIRE to October 2026. This agency is ready for these changes

Implement direct deposit for landlord Housing Assistance Payments	Implemented in December 2024, currently all landlord payments are direct deposited.
Hire a part time inspector as an Independent Contractor	The process began in 2024 and in January 2025 Lawrence Neumann was hired.
Conduct Landlord Outreach	This process is ongoing
Review /Establish Section 8 policy and procedures and continue to cross train staff	This process is ongoing

HOTMA and NSPIRE

Implementing these changes had been the focus of 2025 and will continue to 2026.

SEMAP and Audits

Section Eight Management Assessment Program (SEMAP) was submitted in February 2025 and resulted in a high performer rating. The city audit firm of PKF O'Connor Davies reviewed 25 Section 8 files for the 2024 City Audit. No findings have been identified for the Section 8 program.

Inspections

All annual, biannual, pre-contract and quality control inspections were completed on time in 2025.

Waitlist

This agency continues to call applicants off the waitlist. In 2025, 25 applicants were called off the waitlist. With funding uncertainty, all waitlist activities stopped towards the end of 2025. In total, twenty-five vouchers were issued. From this number, there were only 7 new lease-ups. This is evidenced across the nation and housing authorities continue to struggle with ever increasing rents, housing shortages and funding that has not increased sufficiently enough to meet this need. The housing shortage in Port Jervis has reached critical levels and rents are inflated. It is very hard to find a unit in Port Jervis and most new participants are leasing in-place. All the new lease ups were residents of Port Jervis.

Also of note is this agency is housing more and more homeless families, and the heads of households are gainfully employed. Seven of the families housed in 2025 were homeless or living in substandard housing.

Mainstream

As of December 1, 2025, Mainstream participants number 32 and growing. The agency allocation for Mainstream vouchers is 39. As HUD considers full allocation at 75%, which would be 29.25, the agency has fulfilled its standing obligation.

Section 8 Homeownership

This agency referred four participants to PathStone to begin the process. We currently have 2 potential homeowner participants.

Miscellaneous

1. This office continues to operate on a hybrid schedule. Staff are typically in the office on Tuesdays and Thursdays and work remotely Monday, Wednesday and Friday. Participants are seen by appointment only. Applicant briefings are conducted in person. All HQS inspections are done in person. This agency is usually two months ahead of schedule and meets all deadlines easily.
2. This agency continues to foster relationships with community agencies. Most notable in 2025 is the continued partnering with the Port Jervis Warming Station run by the Interfaith Council and the Mental Health Association of Orange County, who now has an office in Port Jervis.

2025 Totals

Housing Assistance Payments (HAP)

Housing Choice Voucher (HCV) Payments \$ 2,071,573

Mainstream Payments \$ 450,429

TOTAL \$ 2,522,002

HCV Administrative Monies \$ 244,031

Mainstream Administrative Monies \$ 44,556

TOTAL \$ 288,587

Projected Plans for 2026

1. Pursue training opportunities as they arise.
2. Pursue funding opportunities as they arise.
3. Pursue Vouchers for applicants aging out of foster care.
4. Grow the FSS program through outreach and attraction and when eligible, apply for ½ a caseworker funding when the next Notice of Funding Opportunity (NOFO) is published.
5. Continue to grow the Section 8 Homeownership program.
6. Implement NSPIRE changes and educate participants and landlords about these changes.
7. Conduct Landlord outreach.
8. Consider alternatives to MRI Software.
9. Review/ Establish Section 8 policy and procedures and continue to train staff.

Port Jervis Community Development Agency (PJCD) Contracted Services

Valerie Maginsky, Executive Director

Agency Year-End Report - 2025

Small Cities Revenue Sources, 2025:

Service Contract with City of Port Jervis	\$ 65,000
Progress Development Corp. Loan Administration	\$ 8,016
S8 - Management Fee/Services	\$ 32,680
Health Insurance Reimbursement	\$ 6,486
Grant Administration	\$ 0
PJCD Loan Administration	\$ 12,521
Interest	\$ 36
Total	\$ 124,739

PJCD Small Cities Service Contract

2025 – \$65,000

2024 - \$60,000

2023 - \$60,000

2022 - \$50,000

2021 - \$40,000 (Covid - Offset CARES S8 Funding - \$27k)

2020 - \$65,000

2019 - \$70,000

2018 - \$70,000

2017 - \$75,000

2016 - \$77,000

Grants and Projects - Tracking and Totals 2025

GRANTS - In-Process	2025	Amount:	Status:
1	(2019) WQIP - Land Acquisition - NYS DOS	\$ 1,882,500	Current. In Process. Deepark closed. Latini in process in December 2023.
2	(2023) NYS DRI	\$ 10,000,000	NYS Downtown Revitalization Initiative awarded Feb. 2023. 2025 - \$300k expended in planning. All City projects have executed contracts: 1. CPJ - Riverside Park \$2,657,000 2. CPJ - Jersey Ave \$1,064,000 3. CPJ - Small Projects Fund \$600,000 (Admin PJCD)A 4. CPJ - Branding and Marketing \$330,000 The Following are Private Projects: 5. 29 Front St. \$1,300,000 6. 103 Jersey Ave \$2,000,000 7. 46 Front St. \$707,000** 8. 22 Jersey Ave \$522,000 9. 11 Sussex St. (Krauss Photo) \$300,000 *** Not moving forward. Funds to be reallocated.
3	(2024) NYS HCR RISC Technical Assistance Grant	\$ 200,000	1. Reservoir 1 Spillway/Watermain in contract with NYS. Ramboll is project engineer to reach 30% conceptual design which now includes work on the dam.
4	(2024) NYS DEC Technical Assistance Grants - DWSP2	\$ -	No Dollar Award - NYS DEC Drinking Water Protection Plan (DWSPs) Awarded 1/31/2024 Barton & Loguidice hired as consultants. Possible sources of contamination reviewed by core group. Draft report in NYS DEC review.
5	(2024) NYS ESD RESTORE - Round 8	\$ 1,775,000	29 Front St. Demo and Reconstruction. Awarded on July 31, 2024 in addition to DRI Monies. SECRA and SHPO are needed for the Contract. MHE will perform the work. The developer will pay all costs upfront. This project continues to require SHPO approval.
6	(2024) NYS HCR CDBG Water Filtration Plant	\$ 1,500,000	Application submitted by 7/31/24. Phase 1 was awarded on 11/21/24. Project number 938PW123-24
7	FEMA Assistance to Firefighters Grant (AFG)	\$ 533,088	New round opened and submission made in Dec. 2024 for \$368,680. Was awarded \$333,087.61 was awarded in September 2023
8	(2023) NYS ESD Infrastructure grant for PJ WFP	\$ 1,000,000	App submitted y OC on 2/28/23, awarded to OC on CPJ's behalf on 7/2/23. Received the award letter confirmation. Advise ESD of completion date.
9	US DOT Railroad Crossing elimination grant Federal Railroad Administration	\$ 159,000	Colliers Engineering and Design primarily wrote the grant for track one which was submitted on September 3, 2024
10	(2023) NYS DHSES - Recruit and Retain (PJFD)	\$ 25,000	Funds to purchase and install exercise equipment for PJFD use
Total In-Process Grant Funding to City - 2024		\$ 16,890,588	
Previous Grants		\$ 10,074,260	Micro Enterprise-CDBG, Jersey Ave Sewer-CDBG, I&I Study-EFC, Greenway (1) with Pattern, WWKP - DOS//PJFD Bailout, Urban Forestry 1, Confined Space,Swiftwater, AHC Home Rehab, CDBG - Trenchless 1+CDBG Retained Program Income, Comp Code Update, PJFD-Firehouse Subs - Hurst Equipment, Greenway Grant (2), Urban Forestry - Tree Removals, PJFD Body-Worn Cameras, CDBG - Pike St. ADA Sidewalks, Trenchless 2 Sewer grant, 2023 PJ Farmers Market, (2024) CREST Grant - PJFD for \$55k supported by Senator Skoufis - Completed, WIAA project with City \$4,362,500, (2023) USDA Forestry Service - Urban Community Forestry approved in August 2024 withdrawn by PJCC in 2025 total 1,000,000/(2024) Federal Community Funding Project of \$825k for a new fire apparatus supported by Congressmand Ryan cancelled along with all other CPF grants
Subtotal 1		\$ 26,964,848	

PROJECTS	2025 Update	Amount:	Status:
1	Retained NYS HCR Program Income funds for City use with WQIP	\$ 158,066	2022 - Fall 2022/Spring 2023
2	NYS Pro-Housing Communities - CPJ Registration	\$ -	2024 - Registration was initiated and approved by NYS in 2024. This is a continuing project which makes the City eligible for various grant applications
3	OC Hazard Mitigation Plan Update - Port Jervis Annex	\$ -	Completed and Approved allowing for project funding usage
4	Sunflower City - Climate Resiliency Project under OSI and CCE	30,000	Contributed to project and grant development - Awarded
Total Project Funds in Process - 2024		\$ 188,066	

Previous Projects		\$ 21,310,760	Nature Conservancy, Restore NY Demo, Program Income Retained/Utilized on AHC and Trenchless 1. 2025 Neversink Watershed Plan completed (UDR). 2025 UDRN activities continue. 2025 - on - OCLT Wilderness Campaign consinutes/WWKP closed \$76k/CPJ Watershed considered for OSI conservation easement went from \$900k to \$190 k - PJCC Declined/EFC Hardship Loan for Wastewater System Rehab closed in April 2023 - \$20M
Subtotal 2		\$ 21,498,826	

Grand Total Acquired to Date 2025	\$ 48,463,674	
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PENDING GRANTS/PROJECTS	Amount:	Status:
2 NYPA EV Charging Station - NYPA Range \$1M-\$1.5M Investment (DRI Sidebar)	\$ 1,250,000	1 Barclay St. - 6 Chargers - Contract signed in 2023. City must address and maintain the lot. 2024 - Archeological survey indicated significant additional work. Decision resulted in NYPA talking with Metro North about locating the chargers in their commuter lot downtown
3 NYS DOS Brownfield Opportunity Area (BOA)	\$ 258,817	Applied in 2023, Awarded in Feb. 2026
4 Federal Community Project Funding - U.S. Congressman Ryan	\$ 825,000	2nd application for assistance with Fire Dept. pumper approved for consideration
Total Pending	\$ 2,333,817	

Other 2025 Grants/Projects Submitted and Not Awarded/Researched - Not Submitted:		
1 NY Bricks - to build a new community center at Church St. Park	\$ 12,000,000	2025 - Applied and was declined due to lack of funds
Total Not Awarded	\$ 12,000,000	

POTENTIAL PROJECTS - 2025 - 2026**STAGE**

<i>Pedestrian RR Crossing at Fowler and 4th St.</i>	<i>In Process</i>
<i>DRI - Riverside Park Improvements</i>	<i>In Process</i>
<i>DRI - Jersey Ave. Improvements</i>	<i>In Process</i>
<i>DRI - Placemaking/Branding/Marketing/City Website</i>	<i>In Process</i>
<i>DRI - Small Projects Fund</i>	<i>In Process</i>
<i>Consider PILOTS for Residential Projects</i>	<i>In Process</i>
<i>Lead Service Line Inventory & Replacements</i>	<i>In Process - City</i>
<i>Seek Funding for Reservoir Spillway/24" Water Main Replcaement</i>	<i>In Process</i>
<i>Seek Funding for DPW and affiliated Dept. Relocation</i>	<i>In Process</i>
<i>PJFD - Apparatus</i>	<i>In Process</i>
<i>PJFD - Assistance to Firefighters (AFG)</i>	<i>In Process</i>
<i>PJFD - Research Centralized Firehouse</i>	<i>In Process</i>
<i>DPW Barn Replacement</i>	<i>In Process</i>
<i>Address City Brownfields or Suspected Brownfields</i>	<i>In Process</i>
<i>Dilapidated Building Review</i>	<i>In Process</i>
<i>Water Line Replacement</i>	<i>TBD</i>
<i>Generators - City Buildings</i>	<i>TBD</i>
<i>Fair Housing and EEOC Plan Update</i>	<i>Needed</i>
<i>City Housing Research - OC is expected to begin a housing survey</i>	<i>Needed</i>
<i>NYS Stretch Code - Building Dept. Training</i>	<i>Needed</i>
<i>Local Waterfront Revitalization Plan</i>	<i>Future Grant</i>
<i>Community Center</i>	<i>TBD</i>
<i>Senior Center</i>	<i>TBD</i>
<i>D&H Canal</i>	<i>TBD</i>
<i>McArthur Circle Rehab</i>	<i>TBD</i>
<i>Research Mountain Runoff Containment</i>	<i>TBD</i>
<i>Review Downtown Traffic Pattern</i>	<i>TBD</i>
<i>Climate Smart Communities activities advancement would open additional funding avenues</i>	<i>TBD</i>
<i>Market Support for Annexed Properties - Muni Services Capacities</i>	<i>TBD</i>
<i>Consider a Comprehensive Plan and Land Use Update</i>	<i>TBD</i>

	Jeff Bank #0681 HUD Housing	Jeff Bank #0800 HUD ED (former BOA x3857) Revolving Loan Cit: 401029-6568 Jeff: x0800 (20%)	Jeff Bank#0606 Section 8 (former BOA x1375) Voucher-HAPs Sus: 20302-2749 Jeff: x0606	Jeff Bank#0568 Section 8 (former BOA x0935) Admin Sus: 20302-2731 Jeff: x0568	Jeff Bank#0074 Section 8 FSS (former BOA x3944) FSS-Escrow Sus: 20502-9413 Jeff: x0074	Jeff Bank#0592 NY's Revolve (former BOA x1286) RESTORE Sus: 20302-2525 Jeff: x0592	Jeff Bank#1475 PDC Loans Originates April 2019 Jeff: x1475	Jeff Bank#0584 Small Cities Est. 1/7/15 Admin Sus: 20303-0217 Jeff: x0584	Totals
2025									
January	\$212,680.78	\$433,908.61	\$124,343.00	\$517,821.25	\$28,111.49	\$105,902.13	\$4,588.61	\$355,520.44	\$1,782,876.31
February	\$212,682.41	\$438,911.94	\$187,279.36	\$515,853.98	\$28,111.49	\$105,902.94	\$5,801.06	\$360,939.84	\$1,835,083.02
March	\$213,238.63	\$444,263.77	\$193,410.98	\$473,068.73	\$28,069.49	\$105,903.94	\$7,215.63	\$360,943.29	\$1,827,114.46
April	\$213,794.44	\$449,814.80	\$208,536.33	\$449,725.97	\$30,985.49	\$105,904.74	\$9,160.88	\$371,779.41	\$1,839,502.06
May	\$213,795.60	\$459,965.51	\$231,502.44	\$425,866.14	\$30,988.99	\$105,905.46	\$13,185.45	\$377,196.83	\$1,858,406.72
June	\$216,016.45	\$466,321.44	\$286,832.08	\$368,244.92	\$33,666.99	\$105,907.35	\$24,304.52	\$397,914.83	\$1,908,188.68
July	\$216,016.45	\$466,321.44	\$286,832.08	\$368,244.92	\$33,666.99	\$105,907.35	\$24,304.52	\$397,914.83	\$1,908,188.68
August	\$216,018.33	\$470,325.53	\$328,316.77	\$345,421.76	\$34,404.97	\$105,908.27	\$23,340.51	\$406,817.69	\$1,930,553.83
Sept	\$217,128.51	\$475,877.18	\$184,958.99	\$485,762.48	\$35,281.97	\$105,909.16	\$5,413.96	\$420,886.48	\$1,940,788.69
October	\$217,684.36	\$480,880.82	\$223,256.63	\$468,860.01	\$36,010.37	\$105,909.97	\$4,811.72	\$429,269.11	\$1,964,315.99
November	\$218,240.21	\$485,894.51	\$258,610.88	\$439,050.16	\$36,754.37	\$105,910.77	\$7,932.33	\$437,548.07	\$1,989,731.30
December 31st	\$218,240.21	\$485,894.51	\$291,386.99	\$439,050.16	\$36,754.37	\$105,910.77	\$7,932.33	\$442,485.96	\$2,027,445.30
December 31st	\$218,240.21	\$485,894.51	\$291,386.99	\$439,050.16	\$36,754.37	\$105,910.77	\$7,932.33	\$442,485.96	\$2,027,445.30
Committed Interest/Month	-\$35.24	-\$72.95							-\$108.19
Committed PDC Payment							-\$7,932.33		-\$7,932.33
Committed Extra Ordinary				-\$14,022.00					-\$14,022.00
Pending Program Income									\$0.00
Subtotal	\$218,204.97	\$485,611.56	\$291,386.99	\$425,028.16	\$36,754.37	\$105,910.77	\$0.00	\$442,485.96	\$2,005,382.78
Committed S8 Funds			\$291,386.99		\$36,754.37				\$328,141.36
Available to Loans	\$218,204.97	\$485,611.56				\$105,910.77			\$809,727.30
Available to Agency Bills				\$425,028.16				\$442,485.96	\$867,514.12

**2025 PJCDA Budget - Summary -
Adopted 12/18/24**

Estimated Revenue Total	\$	395,000
Estimated Expenses Total	\$	358,333
Estimated Balance 2025 EOY	\$	36,667
 Surplus/(Deficit) (Revenue-Expenses)	 \$	 36,667

**2025 PJCDA Budget -
Estimated Revenues
Approved 12/18/2024**

**2025 Agency
Total - Revenues**

Section 8 - Housing Choice Voucher and Mainstream	\$	270,000
Section 8 - Misc. - Fraud Recovery	\$	1,000
Small Cities - Loan Proceeds	\$	12,000
Small Cities - Progress Development Corp.	\$	6,000
Small Cities - Program Pay-Offs	\$	-
Small Cities - Service Contract with CPJ	\$	65,000
Grant Administration -	\$	41,000
Total Revenue Total	\$	395,000

**2025 PJCDA Budget -
Adopted 12/18/24**

**2025 Agency
Total**

Salaries and Benefits:

Salaries	\$ 192,195
SS per year	\$ 11,916
Medicare per year (1.45%)	\$ 2,787
Health Insurance	\$ 35,509
Retirement	\$ 16,778
Unemployment	\$ 1,700
Disability	\$ 212
Workers Comp	\$ 1,256
Optical	\$ 200
Dental	\$ 534.00
Estimated/Retirement	\$ -
Total - Salaries and Benefits	\$ 263,087

**2025 PJCDA Budget -
Allocation Schedule -
Adopted 12/18/24**

**2025 Agency
Total - General
Admin**

GENERAL ADMINISTRATION

EXPENSES -

Portabilities	\$ 2,100
Fee Accountant	\$ 6,500
HUD REAC Filings	\$ 4,000
Bookkeeper	\$ 15,120
Attorney	\$ 8,000
S8 Inspector	\$ 12,000
Legal	\$ 250
Telephone	\$ 924
Fax Line	\$ 924
TWC/Spectrum/Charter - Internet	\$ 1,795
Postage	\$ 2,000
Postage Machine	\$ 831
Office Supplies	\$ 4,500
Computer Software	\$ 19,500
Technology	\$ 6,000
Website - Social Media	\$ -
Equipment	\$ 600
Printing/Reproduction	\$ 300

Shredding Company	\$	1,051
Advertising	\$	1,251
Dues & Subscriptions	\$	1,000
Training/Travel - CDA	\$	4,500
Training/Travel/Events - SC	\$	2,000
Bank Fee (50/50)(\$100)	\$	100
Sub-Total-G.A.	\$	95,246

2025 Allocation Schedule - 2025

PJCDA Budget - Adopted 12/18/24

Salaries	\$	263,087
General Admin	\$	95,246
Total - Expenses	\$	358,333

**RESOLUTION OF THE PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A), PORT JERVIS, ORANGE COUNTY, NEW YORK**

RE: PJCD A 2025 End-of-Year Report

WHEREAS, the Port Jervis Community Development Agency is required to provide an annual year-end report of its activities; and

WHEREAS, the 2025 End-of-Year Report has been compiled and presented to the PJCD A Board of Directors for review and comment; and

WHEREAS, the Board of Directors have reviewed, discussed and find said document an accurate accounting of the agency's 2025 activities and 2026 goals,

NOW, THEREFORE, BE IT RESOLVED THAT the 2025 Port Jervis Community Development Agency End-of-Year report is hereby accepted for agency retention.

MOTION BY: Mr. Russell

SECONDED BY: Mr. Rhoades

AYES: 5

NAYS: 0

ABSTENTIONS:

Dated: May 27, 2026