

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, June 22, 2022

ROLL CALL

Due to unexpected scheduling changes, a notice was posted at 134 Pike St. moving the June 22, 2022, meeting of the Port Jervis Community Development Agency to the Common Council Chambers at 20 Hammond St., second floor (ADA accessible). Kristin Trovei, Chairwoman, called the meeting to order at 7:02 p.m. with the following members present:

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

Absent
John Russell, Vice-Chairman
Elizabeth Miller, Secretary

Also present were:

Matthew D. Witherow, Legal Counsel

Staff Excused:

Valerie Maginsky, Exec. Director
Nora Goetz, Administrator, Section 8

Member(s) of the Public

No members of the Public were present

MINUTES

The May 25, 2022, meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

Ms. Trovei reviewed the administrative bills in the amount of **\$17,160.44**. Total current admin balance is **\$535,554.12**. A motion was made to approve payment of the bills in the amount of **\$17,160.44**:

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

DIRECTOR & SECTION 8 REPORT

Ms. Trovei presented the June 2022 Director's report for review and comment.

Motion to Approve:

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

Ms. Trovei presented the June 2022 Section 8 report for review and comment.

Motion to Approve Section 8 Report:

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

OLD BUSINESS –

- 2013 REDC-NYS HCR Micro Enterprise Grant – continuing to track CDA compliance
- FY 2014 Housing NOFA- AHC – Finalizing paperwork-
- NYS RESTORE – MWBE and reimbursement in proce
- Greenway Grant - The reimbursement paperwork was completed and submitted on April 5, 2022. Awaiting response.
- NYS DEC WQIP – Land Acquisition JUNE 2022 – NYS DEC and OCLT MOU extension request was approved by PJCC on 6/13/22
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Contractor bids were opened on 5/26/22 at 2:00 p.m. James M. Farr, city engineer, is vetting bidders.
- FY2020 – NYS HCR CDBG – Trenchless Phase II (PF) - \$1M with \$300k in-kind – Contract termination is 5/2/2023 (12-month advisement received and forwarded) – 4/29/22 a meeting on the Force Account, expenditures, schedule, needs, procurement and the Administrative Plan submittal before reimbursement submittal were discussed
- NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000 JUNE 2022 –The Sequoia Tree Service, Inc. contract was fully executed, and all parties were notified accordingly. Before implementation, final project coordination will be scheduled.

COMMUNICATIONS

E.D. Maginsky provided a tour of Port Jervis to Plant Health personnel.

NEW BUSINESS

- By July 29, 2022, 4:00 p.m., two 2022 CFA applications, NYS HCR CDBG Trenchless 3 for \$1.25M with \$300k match and NYS EFC grant of \$2.4M with a 75% grant - 25% match for citywide replacement of water meters was approved by the PJCC on 5/23/22.
- A lengthy overview of grants including CDBG and WQIP, the pending EFC loan and projects including the WWKP were discussed at a 6/15/22 special PJCC meeting. Carole Gallagher, the city's environmental attorney provided an historical overview and update on EFC loan options.
- The PJCC decided to move forward with the original funding plan of \$20M application. It was also decided to move forward with the WWKP permitting process.
- A FOIL from the Sparrowbush fire chief was received for a 2013 grant (Swiftwater 1) administered by the City and a 2016 grant (Confined Space) administered by the PJEDA.
- The 2021 audit has begun.

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 7:17 p.m. to discuss loans and contractual matters.

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

The PJCDA Board of Directors came out of Executive Session at 7:32 p.m.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for July 27, at 7:00 p.m. at the Port Jervis Youth Center, 1st Floor.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:35 p.m.

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

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