

PROPOSED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
JULY 2022 MEETING MINUTES
Wednesday, August 3, 2022

ROLL CALL

Due to lack of quorum, the PJCDA July 27, 2022, meeting was rescheduled to August 3, 2022, and with previous notice was held outside at Riverside Park, 4th St., Port Jervis, NY.

Kristin Trovei, Chairwoman	Absent
John Russell, Vice-Chairman	
Michael Talmadge, Treasurer	
Elizabeth Miller, Secretary (arrival 7:52 p.m.)	
Denis Livingston, Member	
Regis Foster, Member (arrival 7:50 p.m.)	

Also present were:

Matthew D. Witherow, Legal Counsel
Valerie Maginsky, Exec. Director
Nora Goetz, Administrator, Section 8

Member(s) of the Public

No members of the Public were present.

MINUTES

The June 22, 2022, meeting minutes were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

Ms. Maginsky reviewed the administrative bills in the amount of **\$22,818.91**. Total current admin balance is **\$535,554.42**. A motion was made to approve payment of the bills in the amount of **\$22,818.91**:

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

c. The PJCDA's responses to the 2021 City audit are up to date.

d. Due to filing errors, the PJCDA NYS DOL 2022Q1 filing status is being addressed manually by NYS DOL and is expected to soon be closed satisfactorily.

DIRECTOR & SECTION 8 REPORT

Ms. Maginsky presented the July 2022 Director's report for review and comment.

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

Ms. Goetz presented the July 2022 Section 8 report for review and comment.

Motion: Mr. Livingston

2nd: Mr. Russell

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 process. Round 5 to be completed with the expectation that the City will apply for a RESTORE Round grant between October and January 2023.
- Greenway Grant - The reimbursement paperwork was completed and submitted on April 5, 2022. Awaiting response.
- NYS DEC WQIP – Land Acquisition - With six parking spots, the public Access plan ready for final compilation. OCLT MOU addendum with William Frank, City legal counsel. E.D. Maginsky to work on financial reports. Meeting to be scheduled for payment review.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ – Contractor RFP was reissued with call for licensed Port Jervis plumber. Bids to be opened on 8/11/22.
- FY2020 – NYS HCR CDBG – Trenchless Phase II (PF) - \$1M with \$300k in-kind – Contract termination is 5/2/2023. Reimbursement paperwork outstanding. Lining continues.
- NYS DEC – Urban Forestry Grant – Tree Maintenance - \$35,000 JUNE 2022 –The Sequoia Tree Service, Inc. performed tree removal on July 11-12, 2022. DPW landscaping was completed on July 19, 2022. The invoice was approved by NYS DEC and as been submitted to the Clerk Treasurer’s office for payment. Before and after pictures were submitted to NYS DEC and the tree inventory list was updated. The final public presentation is being scheduled.
- 2022 CFA Submittals – One NYS HCR CDBG application for Trenchless 3 (\$1.25 M grant, \$300k in-kind) and one NYS EFC grant application (\$1,788,750 grant, \$596,250 match) for city-wide water meter replacement were submitted by 7/29/22.
- EFC \$20M Hardship Loan –_awaiting accounting information for engineering report.
- WWKP –_outreach was made to engineering firms. Two of three firms have responded.

COMMUNICATIONS

E.D. Maginsky was contacted by two new potential business owners and attended a NYS ESD discussion on open business grants.

NEW BUSINESS

Four new grants are open for consideration which include:

1 - NY FAST for parcels 50+ acres

2 - NYS RESTORE – Round 6 is open. The City may consider a Request for Proposals for Round 7, which is expected to open in October 2022.

3 and 4 - 2022 NYS Downtown Revitalization Initiative – Round 6 and NY Forward (first time offered). A Letter of Intent to the Mid-Hudson REDC will make technical support available. A resolution will be before the PJCC on 8/8/22. Applications are due by September 23, 2022, 4:00 p.m.

PUBLIC COMMENT

No one from the public was in attendance. No public comment was received.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:33 p.m. to discuss loans, one personnel issue and Progress Development Corporation and City of Port Jervis service contract review.

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

The PJCDA Board of Directors came out of Executive Session at 8:07 p.m.

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

As a result of Executive Session discussion, a motion was made to approve a loan to 100 River Rd./Skydyne, contingent upon receipt and favorable review of verification of loan status of their first mortgage for \$300k plus the current balance on the existing CDA/PDC loan, and contingent upon first a decision by the Progress Development Corporation to provide funding instead of the PJCDA:

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

The motion was amended with the addition of the terms of 3% and payments of \$5,000 per month until the loan amount is paid off:

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for , at 7:00 p.m. at the Port Jervis Youth Center, 1st Floor or a location yet to be determined.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:09 p.m.

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