

PROPOSED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, June 24, 2026

ROLL CALL:

The PJCDA board met on Wednesday, June 24, 2026, at 134 Pike St., 2nd Floor, Port Jervis, NY 12771. The meeting called to order by Chairwoman, Kristin Trovei at 7:00 PM.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman
John Russell, Vice - Chairman
Jacqueline Dennison, Council Liaison
Jeffrey Rhoades, Secretary
Michael Talmadge, Treasurer
Colin O’Connell, Member

Absent:

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 May 27, 2026, meeting minutes were reviewed, and they were approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$28,572.92. The current administrative balance is \$1,003,498.82. A motion was made to approve payment of the bills in the estimated amount of \$28,572.92.

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

B. Monthly Financial Report

All bills received have been paid accordingly.

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

SECTION 8 AND DIRECTOR’S REPORT

Section 8 administrator Goetz presented the June Section 8 report for review and comment. The report was approved. Leased HCV: 184, Leased Mainstream: 29, Termination :0. HAP, Mainstream, FSS Payments: \$101,056.00. Total Admin received: \$30,348.00. Eligible waitlist: 526 families. There are currently 15 inquiries pending for possible Mainstream vouchers. Help getting answers from HUD is difficult as personnel has changed and we have not been advised of new representatives. Our agency received a high SEMAP score for 2025. The FSS graduation was postponed due to schedules.

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

E.D. Maginsky presented the Director's June report which included Grant, Project, Communications and Administrative updates. Approved:

Motion: Mr. Russell

2nd: Mr. Rhoades

All Others in Favor

COMMUNICATIONS:

6/2/26 – 6/4/26 – E.D. Maginsky represented the City as a CDBG Disaster Relief (RISC/Ida Funds) recipient at a required three (3) day HUD training on Disaster Relief program fraud, waste, and abuse in NYC. City is required to set up a monitoring program without delay.

6/11/26 – Attended the CFA workshop in Poughkeepsie

6/11/26 - Attended meeting with a potential developer and otherwise with a new city business owner.

6/12/26 – Spoke with homeowner seeking assistance with home repairs. Spoke with a nascent housing developer. Provided resources for each.

6/17/26 – Economic Development loan closed with 100 River Rd. at Attorney Witherow's office.

OLD BUSINESS:

FY 2014 Housing NOFA - AHC – submitted a general AHC program survey

NYS DEC WQIP - Land Acquisition – NYS Funding – All expenses have been paid. The reimbursement paperwork will follow in June.

DRI-Jersey Ave – Demo moved to Spring 2027; landscape architect sought for design.

DRI - Riverside Park – Survey nearing completion, RFP for design was approved by the PJCC on June 22, 2026

DRI - Small Projects Fund – Advertising commencing this month in anticipation for the July 6, 2026, application opening.

DRI – Branding & Marketing – Discussions beginning.

RISC Technical Assistance Grants – Meetings continue, MWBE requirements to be addressed.

FEMA Assistance to Firefighters Grant (AFG) – Federal – Preparing reimbursement paperwork.

NYS HCR CDBG PI 2024 –WFP – TAM Enterprises hired as contractors, Admin plan in process.

NYS ESD – County Infrastructure Grant - WFP- No change.

Federal Railroad Elimination Grant (RCE) – Public sessions scheduled for the planned merger of Union Pacific and Norfolk Southern. Progress meetings continue.

2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA) – NYS contract under review. Meetings continue.

2025-2026 NYS DHSES – PJFD Recruitment & Retention – Vendors measured the space for equipment. Waiting for the report.

Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — March 2026 -\$3M application for new DPW Garage – Congressman Ryan has nominated this project for the City of Port Jervis for competitive consideration under the Fiscal Year 2027 Community Project Funding for a request of \$1,650,000 to the House Appropriations Committee. Notice pending.

PJFD – Centralized Firehouse Project – Visits to firehouses are ongoing. Evaluations of design firms are in process.

CFA – They are open. Due date is July 31, 2026, by 4pm.

NEW BUSINESS:

PJCDA Personnel Policy discussion was moved to Executive Session.

PUBLIC COMMENT:

None Present

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:26 PM.

Motion: Mr. Rhoades

2nd: Mr. O'Connell

All Others in Favor

A motion was made to come out of Executive Session at 8:06 PM.

Motion: Mr. Rhoades 2nd: Mr. O'Connell All Others in Favor

As a result of Executive Session:

Upon the successful completion of her six-month probation period ending July 5, 2026, P.A. Howard's salary will increase by \$1.00 per hour, thereby going from \$22.00 to \$23.00 per hour.

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

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for July 22, 2026, at 7:00 p.m. at the Youth and Community Center, 2nd Floor, 134 Pike St., Port Jervis, NY 12771. 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 in front of the Board, the meeting was adjourned at 8:08 p.m.

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