

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, September 25, 2024

ROLL CALL:

Having been moved due to scheduling conflicts, and with the change posted at 134 Pike St., the September 25, 2024, PJCDA board meeting was called to order by Chairwoman Trovei at 7:02 p.m. in the Mayor's Conference Room, 20 Hammond St., Port Jervis, NY 12771.

Per Roll Call, the following members were present:

Kristin Trovei, Chairwoman
John Russell, Vice Chairman
Michael Talmadge, Treasurer
Jeffrey Rhoades, Secretary
Colin O'Connell, Member

Absent:

Jacqueline Dennison, Council Liaison

Also present were:

Matthew Witherow, Esq.

Member(s) of the Public

No one from the public was present.

MINUTES

The August 28, 2024, meeting minutes were reviewed and approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$20,549.21**. The total current admin balance is **\$824,309.71**. A motion was made to approve payment of the bills in the amount of **\$20,549.21**.

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

B. Monthly Financial Report

All bills received have been paid accordingly.

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

C. QuickBooks Upgrade

Approved for Quickbooks – 1 license for \$649 approved:

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

D. UDR Watershed Network Rendezvous – Callicoon, NY

An attendance ticket for E.D. Maginsky for \$150.00 for October 16-17, 2024, was approved.

Motion: Mr. O'Connell 2nd: Mr. Talmadge

SECTION 8 & DIRECTOR'S REPORT

Chairwoman Trovei presented the September 2024 Section 8 report for review and comment. Leased HCV: 198, Leased Mainstream: 35, HAP, Mainstream, FSS Payments: \$173,642.00. Total Admin received: \$22,423.00 with all eligible waitlist applications, 374 families are on the waitlist.

The Administrative and 5-Year Plan will be submitted before October 17, 2024. The Housing Quality Standards Inspector notice will be posted soon. ACH/Direct deposit to landlords is in process as is Happy software installation and training. Portability costs are rising. HUD held reserves may be used to avoid shortfall by the end of the year.

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

HUD's 2025 Fair Market Rent effective October 2025 posted and offered as the Port Jervis CDA Section 8 payment standards were approved by Board Resolution:

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

Chairwoman Trovie presented the September 2024 Director's report for review and comment, and it was approved:

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

COMMUNICATIONS:

With cc: to Empire State Development and Governor Hochul, E.D. Maginsky sent comments requesting more definition and additional time to consider the changes proposed for the NYS DEC Wetlands Part 664.

OLD BUSINESS:

Grants/Projects:

- NYS DEC WQIP – Land Acquisition – Project 1 – Deerpark: The NEPA environmental report is nearing completion after lead agency notifications. The goal is to complete that item no later than the 10/14/24 PJCC meeting. Project 2 – Latini: Encroachments under discussion.
- NYS DRI – Awarded 2/21/23 - \$10M –the Small Projects fund organization and contract preparation is beginning. Otherwise, language re: affordable housing responsibilities are under discussion.
- USDA Forest Service Urban and Community Forestry – the contract was approved by the PJCC and next is the development of an RFP for an urban forester.
- NYS Pro-Housing Communities Program – On 8/8/24, the City was advised it is fully registered as a Pro-Housing Community. Documentation is dur for review.
- NYS HCR – RISC grant - The RISC Agreement for Spillway and 24" Main was preliminarily approved by the PJCC on 8/12/24. With approval of the PJCC, under "other duties as assigned", the outside limits of the project location are being identified by Engineer James M. Farr. After NYS approval, he will then develop the RFP for contractor bid.
- EV Chargers – Archaeological results regarding the 1 Barclay location encouraged other options. NYPA discussions with Metro North may move the project to the MNR parking lot behind Burger King.
- NYS DEC DWSP2 – Initial paperwork has been provided to Barton & Loguidice, the NYS selected consultant. A kick-off meeting is scheduled on 9/25/24 with Barton & Loguidice and the Port Jervis Team. E.D. Maginsky is coordinating local logistics.
- ESD RESTORE Round 8 – when ready, contract paperwork will be sent to the City.
- Federal Railroad Elimination Crossing (RCE) grant – will be submitted by 9/23/25.

NEW BUSINESS:

Health Insurance buyout tabled until the October 2024.

PUBLIC COMMENT

No member of the public was present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:11 PM to discuss loans and contractual issues:

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

The PJCDA Board of Directors came out of Executive Session at 7:13 PM.

Motion: Mr. Talmadge 2nd: Mr. O’Connell All Others in Favor

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

None

NEXT MEETING

The next meeting of the PJCDA Board of Directors is currently scheduled for October 23, 2024, at 7:00 p.m. at 134 Pike St., 1st or 2nd Floor, Port Jervis, NY 12771. With prior notification to the PJCDA by tel.: 845-858-4024, or email: Director@PJCDA.org, ADA access is available.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:13 PM.

Motion: Mr. O’Connell 2nd: Mr. Talmadge All Others in Favor