

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCD A)**  
**MEETING MINUTES**  
**Tuesday, November 18, 2025**

**ROLL CALL:**

Due to scheduling conflicts, instead of meeting on Wednesday, 11/19/25 at 7:00 p.m., with prior notice, the PJCD A board met on Tuesday, November 18, 2025. The meeting called to order by Chairwoman Trovei at 6:01 PM IN THE Mayor's conference room at 20 Hammond St., 2<sup>nd</sup> Floor, Port Jervis, NY 12771.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman  
Michael Talmadge, Treasurer  
Jeffrey Rhoades, Secretary  
Jacqueline Dennison, Council Liaison

Absent:

John Russell, Vice-Chairman  
Colin O'Connell, Member

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 October 22, 2025, meeting minutes were reviewed, and they were approved:

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$20,462.74. The current administrative balance is \$880,699.92. A motion was made to approve payment of the bills in the estimated amount of \$20,462.74.

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor

**B. Monthly Financial Report**

With the exception of three due-to-from items, all bills received have been paid accordingly.

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor

**SECTION 8 AND DIRECTOR'S REPORT**

S8 Administrator Goetz presented the November 2025 Section 8 report for review and comment. Leased HCV: 197, Leased Mainstream: 32. HAP, Mainstream, FSS Payments: \$204,409.00. Total Admin received: \$25,042.00. Eligible waitlist: 169 families. Landlords were mailed an informational package with a federal government shutdown update, fair housing, a flyer from the NYS Dept. of State on housing discrimination, and a bed bug brochure and sample lease addendum. Three families have vouchers and are seeking housing. The 2026 utility charts have been received. Review of the PHA financial module is scheduled. A search for a new fee accountant is getting underway. The Section 8 report was approved:

Motion: Mr. Rhoades                      2<sup>nd</sup>: Mr. Talmadge                      All Others in Favor

E.D. Maginsky presented the Director's November 2025 report which included Grant, Project, Communications and Administrative updates. Director's report was approved:

Motion: Mr. Rhoades                      2<sup>nd</sup>: Ms. Dennison                      All Others in Favor

### **COMMUNICATIONS:**

10/21/25 - OCP Fall Quarterly, Newburgh Brewing Company, 10/28/25 – OCATVC – Cedar Lakes Estates, 10/30/25 – Climate Resiliency Advisor Meeting, 11/6/25 – Hudson Valley Regional Council, Newburgh, Annual Conference. The conference included a highlight of the Wallkill Revitalization Corridor near the Galleria with 246 housing units, walking trail connecting to downtown and the railroad station, and attracting businesses to previous active nearby manufacturing locations., 11/10/25 – Mayors' Roundtable - Mayors Cicalese (Port Jervis), DeStefano (Middletown), Nobel (Kingston), Jonathan Drapkin consultant and Adam Bosch/HV Pattern for Progress//Department Head meeting., 11/13/25 – Pro-Housing Community Webinar, 11/18/25 – FUDR Steering Meeting, 11/20 – Climate Resilience Advisors/OCP ED Team Meeting, 11/27-11/28 – Office Closed for Thanksgiving

### **OLD BUSINESS:**

NYS DEC WQIP - Land Acquisition – NYS Funding - Latini: Document review completed with NYS DEC. Closing date to be scheduled between December 10-17, 2025.

NYS DRI - Awarded 2/21/23 - \$10M – NYS Funding – The DRI-Jersey Ave. RFP was advertised, and two notices were sent to MWBE's. A virtual Q&A is scheduled for 11/17/25, with on-site walk through on 11/19/25. Proposal submittal is 12/9/25, 3:00 p.m.

RISC Technical Assistance Grants – Federal Ida funds distributed to NYS - The Port Jervis team met with Ramboll for a preview of the upcoming engineering report. Additional details will be provided at the next meeting. E.D. Maginsky and Engineer Farr met with HCR on 11/4/25.

NYS DEC Technical Assistance Grant – NYS Funding - Drinking Water Source Protection Plan (DWSP2) – NYS DCE comments were received on the draft plan and Barton & Loguidice is preparing a response.

FEMA Assistance to Firefighters Grant (AFG) – Federal – received an email notice of award of on 9/24/25 for \$ 533,087.61 for SCBAs. Awaiting the re-opening of the FEMA GO site to accept.

ESD RESTORE Round 8 – the developer is working on SHPO requests.

PJFD Applications towards Fire truck purchase assistance: Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan — The grant for \$825k is once again on the Congressional budget consideration for 2026.

Water Filtration Plant - NYS HCR CDBG PI 2024 – Via resolution on 11/10/25, the PJCC approved the publication of the bid for contract due by Jan. 6, 2026, 11:00 a.m. A status meeting with HCR, MHE and Port Jervis is scheduled for 11/14/25.

Water Filtration Plant - NYS ESD – County Infrastructure Grant for \$1M for– grant was awarded to OC. Awaiting update.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4<sup>th</sup> - A progress meeting with Colliers was held on 10/21/25 to review the draft Project Management Plan sent to the FRA on 11/14/25 for review and comment before the 11/30/25 deadline. The quarterly progress report was submitted and approved. The quarterly financial report was submitted and is pending review. The next meeting with the FRA is scheduled for 12/2/25.

### **NEW BUSINESS:**

2026 New York Land Conservation Conference – The NYS DEC invited the City and OCLT and two other land trusts to be a co-presenter at the conference. If chosen after an initial application in January 2026, the conference will be held in Saratoga in April. The presentation may be made in person or video.

The PJCDA Board of Directors approved a letter of support for the Sunflower City project, a citizens group climate resilience project for a Rivian/Open Space Institute (OSI) grant application:

Motion: Mr. Talmadge                      2<sup>nd</sup>: Ms. Dennison                      All Others in Favor

**PUBLIC COMMENT:**

None Present

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 6:28 a.m. PM.

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor

A motion was made to come out of Executive Session at 7:20 PM.

Motion: Mr. Talmadge                      2<sup>nd</sup>: Ms. Dennison                      All Others in Favor

As a result of Executive session the Konica Minolta Biz-Hub 12-month maintenance contract for \$36.85 per month was approved:

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. Rhoades                      All Others in Favor

**NEXT MEETING:**

The next meeting of the PJCDA Board of Directors is currently scheduled for December 17, 2025, at 7:00 p.m. at the Youth and Community Center, 2<sup>nd</sup> 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 to come before the Board, the meeting was adjourned at 7:22 p.m.

Motion: Mr. Rhoades                      2<sup>nd</sup>: Mr. Talmadge                      All Others in Favor