

PROPOSED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, February 26, 2025

ROLL CALL:

On February 26, 2025, the PJCDA board meeting was called to order by Chairwoman Trovei at 7:06 PM at 134 Pike St. 2nd floor Port Jervis, NY 12771.

Per roll call, the following members were present:

Kristin Trovei, Chairwoman
John Russell, Vice Chairman
Michael Talmage, Treasurer
Jeffrey Rhoades, Secretary
Colin O’Connell, Member (arrived 7:10 p.m.)

Absent:

Jacqueline Dennison, Council Liaison

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

The January 22, 2025, meeting minutes were reviewed, and with the correction of the upcoming meeting from January 22, 2025, to February 26, 2025, they were approved:

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

FINANCIALS

With the sad news that PJCDA Bookkeeper Robin Tobey died unexpectedly on February 8, 2025, while seeking a qualified replacement, staff worked to collect information necessary to address immediate accounting concerns. As a result, based on previous monthly expenditures, March expenses have been estimated. February payments were pulled from bank statements.

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$20,566.89 the current administrative balance is \$862,980.66. A motion was made to approve payment of the bills in the estimated amount of \$20,566.89.

Motion: Mr. Talmage 2nd: Mr. Russell

B. Monthly Financial Report

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

Motion: Mr. Talmage 2nd: Mr. Russell

SECTION 8 AND DIRECTOR’S REPORT

E.D. Maginsky presented the February 2025 Section 8 report for review and comment. Leased HCV: 196, Leased Mainstream: 34. HAP, Mainstream, FSS Payments: \$174,191. Total Admin received: \$21,687. Eligible waitlist total: 370 families.

During the week of February 17, 2025, the agency transitioned from an Amazon workspace to Citrix workspace. The agency is currently unable to access QuickBooks. A newsletter announcing NSPIRE inspection criteria is in

development. Ms. Bennett and Mr. Neumann successfully completed the three-day NSPIRE training and passed the certification test. The Section 8 Management Assessment Program (SEMAP) report will be submitted before February 28, 2025. Section 8 report approved:

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

E. D. Maginsky presented the February 2025 Director’s report for review and comment.

Motion: Mr. Talmage 2nd: Mr. O’Connell

COMMUNICATIONS:

1/27/25 – Conferenced with Syracuse University regarding infrastructure funding

2/7/25 – Toured OC Community Development through two proposed housing projects

OLD BUSINESS:

Grants/Projects:

NYS DEC WQIP – Project 1 – Deerpark: A closing for the Deerpark project is tentatively scheduled for March 11, 2025. Project 2 – Latini – the 2nd appraisal was approved by NYS DEC.

NYS DRI – The Small Projects contract is in development. Private project developers are beginning to receive contracts.

USDA Forest Service Urban and Community Forestry – currently on hold due to federal funding questions.

RISC Technical Assistance Grant – the RFP for contractor was duly published and advertised. The pre-bid Zoom session was held on 2/19/25.

NYS DEC Technical Assistance Grant – DWSP2 – 2/26/25 meeting - Deerpark has withdrawn from the project. Preparing for the initial draft plan. Need to develop ongoing management team.

FEMA Assistance to Firefighters Grant (AFG) – no update has been received on expected review process due to federal level funding questions.

ESD RESTORE Round 8 – MHE is working on DEQRA/SHPO.

Community Project Funding - Fire Engine – Federal funding of CPF projects is dependent upon Congressional budget decisions. Awaiting updates.

NYS HCR CDBG – Contract package was submitted. Awaiting review and comments.

Federal – Community Project Funding (CPF) – application for assistance to purchase a new fire engine is pending budget review.

NYS HCR CDBG – Water Filtration Plant Grant for filters – contract package submitted for review and comments.

NYS Pro-Housing Communities – Asst. Building Inspector Powrie is preparing the annual report due in April.

NEW BUSINESS:

NYS ESD – County Infrastructure Grant – 2/28/25 submission for \$1M grant with match of \$500k+ for improvements to the City’s Water Filtration Plant was approved by the Common Council on 2/24/25.

E.D. Maginsky assisted with the submission of a PJFD **TC Energy grant application** for \$9,080 for a NFPA 1851 compliant Firefighter PPE Extractor (pending) and City application for Federal Surplus acquisitions (approved).

PUBLIC COMMENT:

None

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:41 PM.

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

With no items to be addressed, a motion was made to come out of Executive Session at 8:16 PM.

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

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for March 26, 2025, at 7:00 p.m., currently at 134 Pike St. The exact location will be noted in the meeting notice and agenda. 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 8:18 p.m.

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