

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCD A)**  
**MEETING MINUTES**  
**Wednesday, March 25, 2026**

**ROLL CALL:**

The PJCD A board met on Wednesday, March 25, 2026, at 134 Pike St., 2<sup>nd</sup> Floor, Port Jervis, NY 12771. The meeting called to order by Chairwoman, Kristin Trovei at 7:05 PM.

Per roll call, the following members were present:

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

Absent:

None

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

**REORGANIZATIONAL ITEMS**

To John Russell, Vice-Chairman of the PJCD A Board, Attorney Witherow gave the Oath of Office which he then notarized. Mr. Russell then completed a Fiduciary Responsibility and Conflict of Interest form.

**READING/APPROVAL OF MINUTES**

The February 25, 2026, meeting minutes were reviewed, and they were approved:

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

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$29,432.60. The current administrative balance is \$ \$902,873.97. A motion was made to approve payment of the bills in the estimated amount of \$29,432.60.

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. O’Connell                      All Others in Favor

**B. Monthly Financial Report**

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

Motion: Mr. Talmadge                      2<sup>nd</sup>: Mr. O’Connell                      All Others in Favor

**SECTION 8 AND DIRECTOR’S REPORT**

Administrator Goetz presented the March Section 8 report for review and comment, and it was approved. Leased HCV: 192, Leased Mainstream: 30. HAP, Mainstream, FSS Payments: \$200,214.00. Total Admin received: \$25,721. Eligible waitlist: 169 families. The waitlist opening concluded on March 13, 2026. Data entry has begun.

There are 350 applications for data entry, 34 applications missing information and 19 rejected. Some questions about vouchers by Mr. Russell were answered by Administrator Goetz. Approved:

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

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

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

A motion was approved for ED Maginsky to roll five days of 2025 vacation into Q2 of 2026.

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

**COMMUNICATIONS:**

- 3/4/26 - Economic Development meeting with OC ED Director Steven Gross in Port Jervis
- 3/10/26 – AI Summit in Newburgh, Mount St. Mary
- 3/11/26 – Conference with HVRC re: wastewater grant opportunities
- 3/17/26 – Cornell Cooperative Extension survey launch in Port Jervis
- 3/18/26 – Get The Lead Out – Federal assistance re: lead lateral replacements. Lead laterals were later discussed with DPW Director Duryea and learned the city has already received a grant of \$1.8 M to advance the project.
- 3/19/26 – Regional Mayors' Roundtable

**OLD BUSINESS:**

**FY 2014 Housing NOFA - AHC** – 1 River St - Attorney Witherow is in discussion with Will Frank, attorney for the city, on how to proceed regarding excess funds.

**NYS DEC WQIP - Land Acquisition – NYS Funding** - Project 2 - Latini: Financial transfers were completed.

Paperwork was received from Attorney Frank's office. Deerpark – Waiting on paperwork. ED Maginsky notified Attorney Frank and Mayor Cicalese that the contract will be terminated on June 1, 2026.

**NYS DRI - Awarded 2/21/23 - \$10M** – NYS Funding - Submitted on 9/23/22 -\$10M awarded on 2/21/23 - five-year term - end date is TBD. **DRI-Jersey Ave** – MHE is working with surveyors. Their report should be in by the end of this week. **Riverside Park** – Susan Landfried and ED Maginsky attended the Recreation Committee meeting on March 11, 2026. Plans will be coming soon. **Small Projects Fund** – The schedule was revised and accepted. Program Associate, Shannon Howard is working on project materials for program development. Sight tour coming up with Empire State Development (ESD) and DOS on April 1, 2026.

**RISC Technical Assistance Grants** – Project is in process. We are waiting on a summary of the Executive Summary of the draft report which was forwarded to HCR for review. Ramboll is seeking a replacement to ensure MWBE requirements are met.

**DWSP2** - Barton and Loguidice says that DEC is near completion and it will then move to the city for review and adoption. A new company is set to come online after Barton and Loguidice's completion. Still pending.

**FEMA Assistance to Firefighters Grant (AFG) – Federal** - \$533,087 awarded – Equipment received and training has begun. Reimbursement paperwork is to be done by Clerk Treasurer Hosking and E.D. Maginsky.

**RESTORE ROUND 8** – SHPO and MOU not signed between the developer and SHPO. In process.

**Community Project Funding (CPF)** – Waiting on paperwork.

**NYS HCR CDBG PI 2024** –Water Filtration Plant – After MWBE review with NYSHCR, the RFP for a combined equipment and contractor was approved by the Common Council.

**NYS ESD – County Infrastructure Grant** - Waiting on an end date from Steve Duryea and MHE.

**Federal Railroad Elimination Grant (RCE)** – Pedestrian crossing at Fowler and 4<sup>th</sup> – Colliers reached out to Metro North about a meeting date.

**2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA)** - The City received the formal NYS award letter dated 2/5/26. We had a pre-kickoff meeting on March 11, 2026, with Susan Landfried, HV Pattern for Progress and Mayor Cicalese. A template for an agreement between the city and HV Pattern for Progress was provided by Pattern and has been forwarded to Attorney Frank.

**2025-2026 NYS DHSES – PJFD Recruitment & Retention** Received notice that this grant of \$25k for exercise equipment was awarded to the city. Contract is completed and a program meeting with DHSES.

**2025 NYS Volunteer Fire Capacity Grant App.** - \$3,500 grant for up to \$9,000 Skid Unit: submitted and awaiting response.

**PJFD+ Radio Grant** - Research is ongoing for a Battalion 8 grant to replace radios. Awaiting further information. Question regarding PJCDA service costs was asked and it was decided so long as Port Jervis FD is one recipient that no additional charges are necessary. Looking for available grants.

**PJFD – Centralized Firehouse** – two architectural firms were interviewed, and firehouse visits are being planned. Jonathon Drapkin is seeking funding for this project.

**NEW BUSINESS:**

Infrastructure Grant – RISC2 – \$3M grant to increase the diameter of the storm water pipes on Barcelow and Owen Streets. Deadline for application is April 13, 2026.

**PUBLIC COMMENT:**

None Present

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 7:47 PM.

Motion: Mr. Rhoades                    2<sup>nd</sup>: Mr. O’Connell                    All Others in Favor

A motion was made to come out of Executive Session at 8:19 PM.

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

As a result of Executive Session, the following items were addressed:

A new loan for up to \$200k to 100 River Rd./Skydyne was approved pending completion of the credit check. All conditions will remain the same as the existing loan. Attorney Witherow will address the paperwork, and his fee and closing costs will be rolled into the loan.

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

Motion to approve PHA – Web Contract preparation for which will commence in late 2025/early 2026. Executive Director Maginsky will confirm the first-year pricing which can range to \$22,000 and was authorized to proceed with the paperwork.

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

**NEXT MEETING:**

The next meeting of the PJCDA Board of Directors is currently scheduled for April 29, 2026, 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 in front of the Board, the meeting was adjourned at 8:24 p.m.

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