

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
MONDAY, MARCH 6, 2023
(Re-scheduled February 2023)

Roll Call:

The scheduled PJCDA meetings for February 22nd and then the 29th were cancelled due to weather and lack of quorum and moved to March 6, 2023. Kristin Trovei, Chairwoman called the meeting to order on Monday, March 6, 2023, at 7:02 p.m. in the Common Council Chambers at 20 Hammond St., Port Jervis, NY.

The following members were present:

Kristin Trovei, Chairwoman
Elizabeth Miller, Secretary
Denis Livingston, Council Liaison
Regis Foster, Member

Absent:

John Russell, Vice-Chairman
Michael Talmadge, Treasurer

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Exec. Director
Ralph Polcari, Polcari & Co.

Member(s) of the Public

One member of the Public was present.

MINUTES

The January 25, 2023, meeting minutes were reviewed and approved:

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$36,218.02**. Total current admin balance is **\$592,879.35**. A motion was made to approve payment of the bills in the amount of **\$36,218.02**.

Motion: Ms. Miller 2nd: Mr. Foster All Others in Favor

B. Monthly Financial Report

All bills received have been paid accordingly. A motion was made to accept all financial reports.

Motion: Ms. Miller 2nd: Mr. Foster All Others in Favor

C. Mr. Ralph Polcari of Polcari & Co. introduced himself and his accounting firm to the board. Subsequently the contract with Polocari & Co. as the agency's fee accountant for 2023 was approved.

Motion: Mr. Foster 2nd: Mr. Livingston All Others in Favor

SECTION 8 & DIRECTOR'S REPORT

In Section 8 Administrator Goetz's absence, E.D. Maginsky presented the February 2023 Section 8 report for review and comment. Leased HCV: 194, Leased Mainstream: 32, HAP, Mainstream, FSS Payments: \$148,140, Total Admin: \$20,519.

A mass mailing regarding the homeless preference went out to all 276 waitlist families. The agency's SEMAP report was submitted to HUD. In February 31 rent increases were received and processed. The primary reasons given were sewer and tax increases. HAP funding for 2023 will be increased by 9.7%. A Family Self Sufficiency (FSS) outreach is in process.

The February 2023 Section 8 report was approved:

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

E.D. Maginsky presented the Director's report for review and comment. The report was approved.

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

E.D. Maginsky presented the 2022 PJEDA Annual Report which was approved by board resolution.

Motion: Ms. Miller 2nd: Mr. Livingston All Others in Favor

A LOS to the Mid-Hudson Small Business Development Center with a \$1,200 in-kind contribution was approved:

Motion: Mr. Foster 2nd: Mr. Livingston All Others in Favor

COMMUNICATIONS

Two new business inquiries were made. On 1/31/23, E.D. Maginsky attended the OCATCV in Monroe where the OC Chamber of Commerce provided information on its new municipal member entrepreneurial development program.

OLD BUSINESS –**A. Grants and Projects:**

- 2013 REDC - NYS HCR Micro-Enterprise Grant – The final project tracked was sold and defaulted funds were collected for transference to the City for forwarding to NYS HCR.
- FY 2014 Housing NOFA – AHC- Annual outreach to participant homeowners is due.
- NY RESTORE - \$120k to demo 6 city owned dwellings Round 5 to be completed –
- NYS DEC WQIP – Land Acquisition – Two projects are now underway. Both will provide public access.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Per Mayor Decker, City Clerk Treasurer Quick is to now administrate this project and therefore removed from this report.
- FY2020 – NYS HCR CDBG – Trenchless Phase II - \$1M with \$300k in-kind – monitoring and an extension discussion are scheduled for March.
- EFC \$20M Hardship Loan – Environmental Attorney Gallagher is leading. An engineering RFQ was opened, and submissions are due by 1/25/23. Administration is pending.
- EFC WIIA – An engineering RFQ was opened, and submissions are due by 1/25/23. Administration is pending.
- Pending applications include Restore Round 7 and Assistance to Firefighter's Grant (AFG)

- B. Amending the agency’s health insurance coverage is continues to be under discussion. Doing so will continue under a personnel policy update. This item is tabled until the next meeting.

NEW BUSINESS

2022 NY DRI of \$10M was awarded to Port Jervis on 2/21/23. With Mayor Decker out-of-country, from Governor Hochul, Councilwomen Miller and Mann and PJCDA E.D. Maginsky accepted the award.

PUBLIC COMMENT

No comment was received from the single member of the public present.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:26 p.m. to discuss loans and contractual matters.

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

The PJCDA Board of Directors came out of Executive Session at 8:56 p.m.

Motion: Mr. Livingston 2nd: Ms. Miller All Others in Favor

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

No actions resulted.

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for March 29, 2023, at 7:00 p.m. at 134 Pike St., 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 adjourned at 7:57 p.m.

Motion: Mr. Livingston 2nd: Mr. Foster All Others in Favor