

APPROVED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
WEDNESDAY, NOVEMBER 29, 2023

Roll Call:

The November 29, 2023, PJCDA board meeting was called to order by Chairwoman Trovei at 7:03 p.m. at 134 Pike St., 2nd floor, Port Jervis, NY 12771.

The following members were present:

Kristin Trovei, Chairwoman
John Russell, Vice-Chairman
Michael Talmadge, Treasurer
Elizabeth Miller, Secretary

Absent:

Denis Livingston, Council Liaison
Regis Foster, Member

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Exec. Director

Member(s) of the Public

Five members of the public were present.

MINUTES

The October 24, 2023, meeting minutes were reviewed and approved:

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

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the administrative bills in the amount of **\$19,087.95**. Total current admin balance is **\$731,194.21**. A motion was made to approve payment of the bills in the amount of **\$19,087.95**.

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

C. 2024 PJCDA Budget

The 2024 PJCDA budget summary was provided for public review. And discussion regarding personnel compensation was moved to executive session.

D. Annual Feet Accountant Contract – 2024

The second one-year contract with Polcari & Co. was approved.

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

SECTION 8 & DIRECTOR'S REPORT

E. D. Maginsky presented the November 2023 Section 8 report for review and comment. Leased HCV: 192 , Leased Mainstream: 34, HAP, Mainstream, FSS Payments: \$165,135, Total Admin received: \$23,081. With all eligible waitlist applications, 392 families are on the waitlist. Two (2) waitlisted families are seeking housing. Ms. Goetz and Ms. Bennet completed a two half-day training session on Housing Opportunities through

Modernization Act (HOTMA) of 2016 and Ms. Goetz and Ms. Maginsky will attend two half-day training sessions on NSPIRE (inspection standards), on 12/4 and 12/5. The proposed November 2023 HOTMA Administrative Plan changes have been postponed to December consideration pending review of additional information regarding mandatory and discretionary changes. The November 2023 Section 8 report was approved:

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

E.D. Maginsky presented the November 2023 Director's report for review and comment, and it was approved.

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

With corrections to the day of the week, the 2024 PJCDA holiday schedule was approved:

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

COMMUNICATIONS

E. D. Maginsky shared letters of appreciation from Orange County Commissioner of Planning Alan Sorensen regarding the PJCDA letter of support for the proposed Bikeway Vision Plan and from Heidi Johnson, Community Advancement Director of Habitat For Humanity of Greater Newburgh for the PJCDA \$50 fundraising breakfast attendance contribution. All other communications were reported within other matters.

OLD BUSINESS –

- 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 – The NYS DEC video filming was held on 10/23/23. The contract extension request was submitted to NYS DEC on 11/8/2023 and accepted. Insurance updated insurance certifications followed.
- NYS DRI – Awarded 3/21/23 - \$10M – The final LPC meeting was held on 11/2/23 at the Port Jervis HS cafeteria where the project list for transference to NYS was completed.
- USDA Forest Service Urban and Community Forestry - After Board resolution approval on 10/24/23, an email confirming grant acceptance was sent to the USDA Forestry Service.
- RISC Technical Assistance Grants – on 10/23/23 the PJCC approved submittal of three technical assistance grants of up to \$200k each for 1) Reservoir 1 Spillway and 24" Water Main, 2) Relocation of the DPW, Dial-A-Bus, Water Dept, 3) Centralized Firehouse which were all submitted on 11/1/23 per requirements.
- EV Chargers - With approval of the PJCC, Mayor Decker executed the contract with the NYPA for six-charging stations at 1 Barclay St., a city-owned property. A virtual project kickoff meeting for this Evolve project is scheduled for December 6, 2023.
- Housing Discussion - the planned November 13, 2023, PJCC presentation was canceled and is expected to be rescheduled within 1Q2023. E.D. Maginsky virtually attended the 11/8/23 OC group discussion and a new Upper Delaware Housing Solutions Working Group meeting on 11/15/23 (Hancock to Port Jervis, both sides of the Delaware river). Each group is in the organizational stage.
- FEMA - Assistance to Firefighters Grant (AFG) - a new round is expected to open January 29, 2024.
- Neversink Watershed Management Plan – November For more info go to the project website: <https://www.fudr.org/neversinkwmp> . A virtual steering committee meeting was held on 10/26/23 and a virtual public meeting on 11/2/23. The draft plan contains four possible Port Jervis projects.
- E.D. Maginsky attended the November 13-14, 2023, grant training course with First Responders, LLC, and found the information provided on firefighter, police and EMS processes valuable.

NEW BUSINESS –

Open to the public, invitations to the December PJCDA board meeting will also be extended to all elected 2024 Common Council members which will include light refreshments, necessary agency business, and an overview of the PJCDA followed by Q&A.

PUBLIC COMMENT

- Mayor-Elect Cicalese – asked how Section 8 inspections were expected to change with the implementation of NSPIRE. E.D. Maginsky responded that the upcoming training is expected to provide many of those answers.
- Mayor-Elect Cicalese – asked about the expected opening of the FEMA AFG grant on January 29, 2023, and the usefulness of exploring grant review for a fee by First Responders, LLC, E.D. Maginsky explained that having had attended the two-day training session, the normal fee \$1500 for assistance, review and comment of one major and two minor grant applications could be discounted by \$150 with a signed agreement before December 15, 2023. Discussion regarding this option is ongoing with Fire Chief Brown.
- Councilman-at-Large Siegel thanked E.D. Maginsky and the PJCDA for the successful year of grant awards and asked that the success be continued.

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:57 p.m. to discuss loans and PJCDA 2024 budget details including personnel compensation.

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

The PJCDA Board of Directors came out of Executive Session at 8:14 p.m.

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

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

After review of provided documentation, the proposed 2024 PJCDA budget was adjusted and approved with the following changes:

- Jacqueline Bennett, P/T Office Support, to \$20 per hour and change in title to, “Case Manager.”
- E.D. Maginsky’s salary will be \$83,000.
- Budgeting for the independent bookkeeper will be up to \$1.00 after review and consideration of the submitted proposal.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for December 20, 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 was adjourned at 8:16 p.m.

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