APPROVED MINUTES PORT JERVIS COMMUNITY DEVELOPMENT AGENCY (PJCDA) MEETING MINUTES WEDNESDAY, January 24, 2024

Roll Call:

The January 24, 2024, PJCDA board meeting was called to order by Vice Chairman Russell at 7:02 p.m. at 134 Pike St., 2nd floor, Port Jervis, NY 12771.

Per Roll Call, the following members were present:

Absent: Kristin Trovei. Chairwoman

John Russell, Vice Chairman Michael Talmadge, Treasurer Jeffrey Rhoades Colin O'Connell Jacqueline Dennison

Also present were:

Matthew Witherow, Esq. Valerie Maginsky, Exec. Director Nora Goetz, Section 8 Administrator

Member(s) of the Public

One member of the public was present.

Reorganization 2024

Oaths of Office and Fiduciary Responsibilities

Following their term expirations on 1/31/24, on 1/22/24, Mayor Cicalese appointed community members Mr. Russell to a one-year PJCDA term (expiration Jan. 31, 2025) and Mr. Talmadge to a two-year term (expiration Jan. 31, 2026). (Community member Ms. Trovei's three-year term expires Jan. 31, 2026.)

Port Jervis council members, Mr. Rhoades, Ms. Dennison's and Mr. O'Connell's PJCDA terms expire on December 31, 2025, with their current council terms.

Oaths of Office were administered by Matthew Witherow, Esq. to all PJCDA members assembled. All members signed their Oath of Office forms and Matthew Witherow, Esq. notarized the same. Fiduciary Responsibility forms were signed by all assembled members.

Election of Officers

For the new term beginning February 1, 2024, Vice Chairman Russell made the motion to nominate Kristin Trovei as Chairwoman, himself as Vice Chairman, Michael Talmadge as Treasurer and Jeffrey Rhoades as Secretary. The motion passed:

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

Bank Signatories

Jeff Bank signatories will be Kristin Trovei, Michael Talmadge, Jeffrey Rhoades, Jacqueline Dennison, Colin O'Connell:

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

MINUTES

The December 20, 2023, meeting minutes were reviewed and approved:Motion: Mr. Talmadge2nd: Mr. RussellAll Others in Favor

FINANCIALS

A. Administrative BillsE.D. Maginsky reviewed the administrative bills in the amount of \$35,523.73. Total current admin
balance is \$758,855.87. A motion was made to approve payment of the bills in the amount of
\$35,523.73.\$35,523.73.Motion: Mr. Talmadge2nd: Mr. RhoadesAll 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. Rhoades2nd: Mr. TalmadgeAll Others in Favor

SECTION 8 & DIRECTOR'S REPORT

Administrator Goetz presented the January 2024 Section 8 report for review and comment. Leased HCV: 198, Leased Mainstream: 35, HAP, Mainstream, FSS Payments: \$174,835, Total Admin received: \$22,860. With all eligible waitlist applications, 387 families are on the waitlist.

Four (4) waitlisted families are seeking housing.

End-of-year 1099's, etc., are in process. HOTMA changes will be disseminated to tenants and landlords. SEMAP 9Section 8 Management and Assessment Program) is due by February 29, 2024.

The Section 8 monthly report was approved:Motion: Mr. Rhoades2nd: Mr. Connell

E.D. Maginsky presented the January 2024 Director's report for review and comment, and it was approved. **Motion: Mr. Rhoades** 2nd: **Mr. Connell**

COMMUNICATIONS

Notice of the 2/14/24 NYS DOT Administrative Hearing, from 11:00 AM to 4:00 PM, in the Council Chambers at 20 Hammond St., regarding the establishment of a public at-grade crossing was provided by E.D. Maginsky.

The December 2023 approved LOS for a Town of Deerpark construction of a Shen Yuen theater construction grant application, was sent by E.D. Maginsky. She was notified that this project was on hold.

A 2024 Mid-Hudson Small Business Development Corp. (SBDC) letter of support (LOS) an in-kind contribution of \$1,200 was presented and approved for transmittal:

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

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 Progress report for 2023Q4 is due.
- NYS DRI Awarded 3/21/23 \$10M The Strategic Investment Plan is in NYS review.
- USDA Forest Service Urban and Community Forestry No update

All Others in Favor

- 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. On 12/14/23, requested clarification was submitted for each application. Awaiting response.
- EV Chargers A revised site plan is with DPW for review and comment.

NEW BUSINESS –

The PJCDA 2024 meeting schedule was approved:Motion: Mr. Rhoades2nd: Mr. Connell

PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:57 p.m. to discuss loans and contractual issues. The
motion was amended to invite 1st Ward Councilman Vicchiariello.Motion: Mr. Talmadge2nd: Mr. RhoadesAll Others in Favor

The PJCDA Board of Directors came out of Executive Session at 8:28 p.m.Motion: Mr. Talmadge2nd: Mr. O'ConnellAll Others in Favor

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

Attorney Matthew Witherow's PJCDA contract scheduled to expire on 2/28/2024 was approved for another two year-term (expiration 2/28/2026). Motion: Mr. Russell 2nd: Ms. Dennison All Others in Favor

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for February 28, 2024, 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: <u>Director@PJCDA.org</u>, ADA access is available.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:29 p.m.Motion: Mr. Rhoades2nd: Mr. TalmadgeAll Others in Favor

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