

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**Wednesday, February 25, 2026**

**ROLL CALL:**

The PJCDA board met on Wednesday, February 25, 2026, at 134 Pike St., 2<sup>nd</sup> Floor, Port Jervis, NY 12771. The meeting called to order by Secretary, Jeffrey Rhoades at 7:02 PM.

Per roll call, the following members were present:

Jeffrey Rhoades, Secretary  
Michael Talmadge, Treasurer  
Jacqueline Dennison, Council Liaison  
Colin O’Connell, Member

Absent:

Kristin Trovei, Chairwoman  
John Russell, Vice – Chairman

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 28, 2026, meeting minutes were reviewed, and they were approved:

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

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$30,193.25. The current administrative balance is \$ \$925,538.15. A motion was made to approve payment of the bills in the estimated amount of \$30,193.25.

Motion: Mr. Talmadge            2<sup>nd</sup>: Ms. 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**

E.D. Maginsky presented the February Section 8 report for review and comment, and it was approved. Leased HCV: 185, Leased Mainstream: 30. HAP, Mainstream, FSS Payments: \$200,214. Total Admin received: \$21,574. Eligible waitlist: 169 families. The waitlist will be opening from March 3, 2026, through March 13, 2026. The applications will be available in City Hall, the Port Jervis Housing Authority and online. The electronic submittal of 1099s was completed on February 19, 2026.

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

E.D. Maginsky presented the Director’s February report which included Grant, Project, Communications and Administrative updates. Approved:  
Motion: Mr. Talmadge            2<sup>nd</sup>: Mr. O’Connell            All Others in Favor

**COMMUNICATIONS:**

02/09/2026 – State of the city address by Mayor Cicalese  
02/2026 – Various Economic Development Meetings

**OLD BUSINESS:**

**FY 2014 Housing NOFA - AHC** – Discussion is continuing.

**NYS DEC WQIP - Land Acquisition – NYS Funding** - Project 2 - Latini: Contract extension was approved. Parties arranging closing and transfer of funds.

**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. :Acquisition of surveyor is in process. Standing meeting the first Wednesday of each month for all public projects in the DRI. Next meeting scheduled March 11, 2026.

**RISC Technical Assistance Grants** – Project is in process. The Port Jervis team met with NYS HCR on 2/3/26. The next meeting with Ramboll was held on 2/25/26. Ramboll’s contract amendment was approved by the PJCC at the 2/9/26 meeting and was fully executed on 2/17/26. Copies have been forwarded to the City and NYS HCR.

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

**NYS HCR CDBG PI 2024** –Water Filtration Plant – After MWBE review with NYSHCR, the RFP for a combined equipment and contractor that was slated to be on the PJCC agenda for 2/23/26, has been moved, due to the recent storm, to the next PJCC meeting of 3/9/26.

**Federal Railroad Elimination Grant (RCE)** – Pedestrian crossing at Fowler and 4<sup>th</sup> - A meeting was held with the FRA on 2/3/26 and a coordination regarding stakeholder contacts was held with Colliers on 2/10/26.

**2025 CFA – NYS CFA DOS Brownfield Opportunity Area (BOA)** - The City received the formal NYS award letter dated 2/5/26. A kickoff meeting is scheduled for 3/11/26 with NYS DOS and HV Pattern for Progress.

**2025-2026 NYS DHSES – PJFD Recruitment & Retention** Received notice that this grant of \$25k for exercise equipment was awarded to the City. Awaiting contract materials.

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

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None Present

**EXECUTIVE SESSION:**

A motion was made to go into Executive Session at 7:22 PM.

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

A motion was made to come out of Executive Session at 7:47 PM.

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

As a result of Executive Session, these items were addressed:

Happy MRI Contract for Section 8 software for one-year for \$17,474.46 was approved.

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

PJCDA CDBG Administrative contract to the City of Port Jervis for a total of \$15,000 was approved to be sent to the City for consideration.

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

A professional PJCDA legal services two-year contract was approved for Matthew D. Witherow, Esq., at a rate of \$9,000 per year from 2/26/26 through 2/26/28.

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 March 25,2026, 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 7:49 p.m.

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