

**APPROVED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**Thursday, November 21, 2024**

**ROLL CALL:**

On November 21, 2024, the PJCDA board meeting was called to order by Chairwoman Trovei at 7:00 p.m. in the Mayor's conference room at 20 Hammond St., 2nd Floor, Port Jervis, NY 12771.

**Per Roll Call, the following members were present:**

Kristin Trovei, Chairwoman  
John Russell, Vice Chairman  
Michael Talmadge, Treasurer  
Jacqueline Dennison, Council Liaison (Departed: 7:30 p.m.)  
Colin O'Connell, Member

**Absent:**

Jeffrey Rhoades, Secretary

**Also present were:**

Matthew Witherow, Esq.  
Valerie Maginsky, Executive Director

**Member(s) of the Public**

No one from the public was present.

**MINUTES**

The October 23, 2024, meeting minutes were reviewed and approved:

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

**FINANCIALS**

**A. Administrative Bills**

E.D. Maginsky reviewed the administrative bills in the amount of **\$22,802.39**. The total current admin balance is **\$846,341.93**. A motion was made to approve payment of the bills in the amount of **\$22,802.39**.

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

**B. Monthly Financial Report**

All bills received have been paid accordingly.

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

**SECTION 8 & DIRECTOR'S REPORT**

E.D. Maginsky presented the November 2024 Section 8 report for review and comment. Leased HCV: 196, Leased Mainstream: 33. HAP, Mainstream, FSS Payments: \$189,234. Total Admin received: \$25,108. Eligible waitlist total: 364 families.

The Agency is working to implement ACH payments to landlords. To cover rising rental costs, an additional \$34,400 was drawn from reserved funds. Effective November 1, 2024, this agency will bill all incoming portabilities.

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

E.D. Maginsky presented the November 2024 Director's report for review and comment.

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



B. The Board approved a one-year contract with fee accountant Polcari & Company at a rate of \$175 per hour.

**Motion: Mr. Russell            2<sup>nd</sup>: Mr. O'Connell            All Others in Favor**

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is currently scheduled for December 18, 2024, at 7:00 p.m. at 134 Pike St., 1<sup>st</sup> or 2nd Floor, Port Jervis, NY 12771. With prior notification to the PJCDA by tel.: 845-858-4024, or email to: [Director@PJCDA.org](mailto:Director@PJCDA.org), ADA access is available.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:15 PM.

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