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 Mavor's conference room at 20 Hammond St., 2nd Floor, Port Jervis, NY 12771.

Per Roll Call, the following members were present:

Absent:

Jeffrey Rhoades, Secretary

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

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

B. Monthly Financial Report

All bills received have been paid accordingly. Motion: Mr. Russell 2nd: 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

2nd: Mr. Russell All Others in Favor

E.D. Maginsky presented the November 2024 Director's report for review and comment. Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

COMMUNICATIONS:

E.D. Maginsky discussed two (2) possible housing rehabs. Hazard Mitigation process, public hearing on 11/21/24. 10/22/24 – H.V. Pattern for Progress - Housing Conference – Middletown – concentrated on affordable housing. 10/23/24 – Community Resiliency discussion held with OSI and Cornell Cooperative. 10/23/24 – O&W Open House in Common Council Chambers 4-6 p.m. 10/28/24 – Department Head Meeting 10/29/24 – OCATVC Meeting in Pine Island. 11/14/24 – OC Homeless meeting attended by Mayor Cicalese, E.D. Maginsky, Administrator Goetz and Caseworker Bennett. 11/18/24 – HV Pattern for Progress webinar: Houses of Worship and Downtown Revitalization (Saugerties, 32 Partition St., Newburgh – RUPCO Highpoint project). 11/18/24 – HUD webinar: Energy and Resilience Office Hours: Building Electrification.

OLD BUSINESS:

Grants/Projects:

- NY RESTORE IV Discussions in process with ESD re reimbursement.
- NYS DEC WQIP Land Acquisition Project 1 Deerpark: The ESA 1 DEC review is in process. OCLT's MOU extension will be before the PJCC on 11/25/24. A project status update was sent to NYS HCR. Project 2 – Latini: Encroachments under discussion.
- NYS DRI Awarded 2/21/23 \$10M A Work Plan meeting on City projects was held on 10/28/24. Along with the Small Projects Fund, the Jersey Ave. update will be one of the first projects.
- USDA Forest Service Urban and Community Forestry the RFP for a Forrester/urban forestry company is in development.
- NYS HCR RISC grant The Subrecipient Agreement (SRA) was fully executed. The draft RFP was sent to the RISC team for review and comment. The RFP publication was approved by the PJCC on 11/12/24 most likely for mid-January 2025. The next Core meeting is scheduled for 11/19/24.
- NYS DEC DWSP2 The core group met on 10/23. Goals and visions were discussed. The next meeting is scheduled for 11/20/24.
- ESD RESTORE Round 8 initial paperwork was received by the city that needs to be returned with a completed SEQRA and SHPO. MHE will perform the work, and the developer will reimburse the City.
- FEMA Assistance to Firefighters Grant (AFG) A new round opened on November 12, 2024, at 9AM ET and closes December 20, 2024, at 5PM ET. On 11/12/24, by resolution, the PJCC approved a new submission. A meeting was held with the grant consultant on 11/12/24 and preparations are under way.
- The City received notice that it is being awarded a CDBG grant \$1.5M for Phase 1 of a water filtration plant upgrade.

NEW BUSINESS:

Association of Long Island Housing Agencies (ALIHA) annual dues of \$75.00 were approved for 2025.Motion: Mr. O'Connell2nd: Mr. RussellAll Others in Favor

PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:36 PM to discuss loans and contractual issues.Motion: Mr. Russell2nd: Mr. TalmadgeAll Others in Favor

The PJCDA Board of Directors came out of Executive Session at 8:13 p.m. PM.Motion: Mr. Russell2nd: Mr. O'ConnellAll Others in Favor

ACTIONS AS A RESULT OF EXECUTIVE SESSION:

A. The Board approved the finalized HQS inspector's contract at \$45.00 per inspector with Mr. Lawrence Newmann. E.C. Maginsky will transfer it for execution.

Motion: Mr. O'Connell 2nd: 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. Russell2nd: Mr. O'ConnellAll 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., 1st or 2nd Floor, Port Jervis, NY 12771. With prior notification to the PJCDA by tel.: 845-858-4024, or email to: <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 8:15 PM. **Motion: Mr. Talmadge** 2nd: Mr. Mr. O'Connell All Others in Favor