

**PROPOSED MINUTES**  
**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY**  
**(PJCDA)**  
**MEETING MINUTES**  
**WEDNESDAY, October 23, 2024**

**ROLL CALL:**

On October 23, 2024, the PJCDA board meeting was called to order by Vice-Chairman Russell at 7:00 p.m. at 134 Pike St., 1<sup>st</sup> Floor, Port Jervis, NY 12771.

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

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

**Absent:**

Kristin Trovei, Chairwoman

**Also present were:**

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

**Member(s) of the Public**

One member of the public was present.

**MINUTES**

The September 25, 2024, meeting minutes were reviewed and approved:

**Motion: Mr. Rhoades                      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 **\$21,831.64**. The total current admin balance is **\$809,905.88**. A motion was made to approve payment of the bills in the amount of **\$21,831.64**.

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

**B. Monthly Financial Report**

All bills received have been paid accordingly.

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

**SECTION 8 & DIRECTOR’S REPORT**

Section 8 Administrator Goetz presented the October 2024 Section 8 report for review and comment. Leased HCV: 196, Leased Mainstream: 35. HAP, Mainstream, FSS Payments: \$187,351. Total Admin received: \$22,423. Eligible waitlist total: 374 families.

The Administrative and 5-Year Plan were uploaded into the HUD system by E.D. Maginsky. ACH payments to landlords are moving forward with approximately 80% having submitted required paperwork. Due to rental increases, HUD held reserves may be needed to be used to avoid shortfall before the end of 2024. As a result of decreased funding availability, voucher counts in 2025 may need to be reduced. Interviews were held for the Housing Quality Standards Inspector position and a recommendation is being made to the board in executive

session this evening. HUD has opened applications for FSS case worker financial support. As approved by the board, Director Maginsky will submit a Letter of Interest and if approved will follow with a full application.

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

E.D. Maginsky presented the October 2024 Director's report for review and comment. The report, along with the 2025 health insurance buy-out of \$10,200 was approved:

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

### **COMMUNICATIONS:**

E.D. Maginsky attended the Upper Delaware River Conference held in Callicoon, NY.

### **OLD BUSINESS:**

#### **Grants/Projects:**

- NY RESTORE IV – Discussions in process with ESD re reimbursement.
- NYS DEC WQIP – Land Acquisition – the quarterly progress report was submitted to NYS DEC. Project 1 – Deerpark: The SEQRA/NEPA environmental process was completed, and the negative declaration (SEQRA/NEPA) was approved by resolution by the PJCC on 10/14/24. Comments have not yet been returned by NYS DEC on submissions to date. Project 2 – Latini: Encroachments under discussion.
- NYS DRI – Awarded 2/21/23 - \$10M – a Work Plan meeting on city project is scheduled for October 28<sup>th</sup>.
- USDA Forest Service Urban and Community Forestry – the RFP for a Forrester/urban forestry company is in development.
- NYS HCR – RISC grant – the Sub Recipient Agreement (SRA) is ready for final review and signature. The kickoff meeting was held on October 8, 2024. The city is now responsible for the procurement process. Engineer Farr will develop the RFP.
- NYS DEC DWSP2 – the kickoff meeting was held on September 25, 2024, and the first bi-weekly meeting was held on October 9<sup>th</sup>. Information continues to be collected for review.
- ESD RESTORE Round 8 – initial paperwork was received by the city that needs to be returned with a completed SEQRA and SHPO. A meeting was held with the developers to go over the process.
- Federal Railroad Elimination Crossing (RCE) grant – was submitted on 9/23/24 for the proposed pedestrian crossing at Fowler and 4<sup>th</sup>.
- FEMA Assistance to Firefighters Grant (AFG) - The turn down letter for the March 2024 AFG application was received on October 16. The next round is expected to open soon. Information collection is in process for a new application.

### **NEW BUSINESS:**

None

### **PUBLIC COMMENT**

The member of the public discussed the need for funding assistance for homeowners who are just over the typical funding eligibility limits.

### **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:26 PM to discuss loans and contractual issues. Section 8 Administrator Goetz was invited to join:

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

The PJCDA Board of Directors came out of Executive Session at 7:54 PM.

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

### **ACTIONS AS A RESULT OF EXECUTIVE SESSION:**

Mr. Lawrence Newmann was approved as HQS inspector at the rate of \$42 per inspection. E.D. Maginsky will follow up with the paperwork. Attorney Witherow will develop an agreement.

**Motion: Mr. Rhoades            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 November 20, 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 7:56 PM.

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