

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCD A)
MEETING MINUTES
Wednesday, August 25, 2021**

ROLL CALL

On August 25, 2021, at 7:00 p.m., Gerald Oney, Treasurer, called the in-person PJCD A board meeting to order in the Port Jervis Council Chambers, at 20 Hammond St., with the following members present:

Kristin Trovei, Vice-Chairwoman/7:22 p.m. **Absent**
Gerald Oney, Treasurer
Michael Talmadge, Secretary
George Belcher, Member

Also present were:

Nora Goetz, Administrator/Section 8

Via Conference:

John Russell, Chairman/ 7:08 p.m.
Valerie Maginsky, Executive Director/ 7:18 p.m.

Member(s) of the Public

None

MINUTES

The minutes of the July 28, 2021, remote Board meeting were reviewed and approved:

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

FINANCIALS

a. **Administrative Bills**

The PJCD A Director reviewed the administrative bills in the amount of **\$16,906.96**. Total current admin balance is \$392,150.75. A motion was made to approve payment of the bills in the amount of **\$16,906.96**

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

b. **Monthly Financial Report**

All bills received have been paid accordingly. A motion was made to accept all available financial reports.

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

DIRECTOR & SECTION 8 REPORT

The July 2021 Director's report was provided for review and comment.

Motion to Approve as submitted:

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

Section 8 Administrator Goetz presented the Section 8 July 2021 report of 2 contracts, 2 Termination, 1 Port-out, 2 Port-in's and 7 Vouchers seeking housing. A total of 532 total applicants are on the waitlist with 194 leased units and 26 leased Mainstream vouchers.

Happy IDIA digitalization is on hold until September. A second waitlist inquiry for 2017 applicants will be sent. The Section 8 and Trenchless 1 grant were selected by Bonadio for audit. VMS corrections back to 2018 are required by HUD. The eviction moratorium has been extended through 10/31/21. resolution for Payment Standards renewal is presented tonight for adoption consideration.

A resolution to approve the 2022 PJCDA HUD Payment Standards was approved:

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

Motion to Approve Section 8 Report:

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

OLD BUSINESS –

- *2013 REDC - NYS HCR MicroEnterprise Grant - July 2021 - Continuing to track PJCDA compliance.*
- *FY 2014 Housing – AHC - July 2021 – Annual outreach to participant homeowners is due.*
- *NY RESTORE - \$120k to demo 6 city owned dwellings - July 2021 - final paperwork in process.*
- *Greenway Grant 2018 – July 2021 – No Updates as the agency is not in their offices.*
- *NYS DEC WQIP – Land Acquisition – Town of Deerpark comment period completed in July 2021 with no comments. The option agreement between OCLT and Deerpark was submitted to Deerpark for review. A conference call with NYS/DEC review the proposed public access plan. Decker provided program status reports and first invoice which were submitted accordingly.*
- *LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Consultant engineering eligibility questions await final decisions.*
- *NYS DEC – Urban Forestry Grant - RFP in development and to be completed and submitted to the PJCC for adoption.*
- *CDBG - ADA Sidewalk Grant - \$300k – Upper Pike St. - The firm, H2M architects + engineers, sent bid proposals to NYS HCR for review. The PJCDA Administrative contract was executed and submitted. The bid package was approved by NYS HCR on 8/20/21.*
- *FY2020 – NYS HCR CDBG – Trenchless II - contract with docs sent to NYS HCR on 7/23/21.*
- *Climate Smart Communities – on 8/23/21 the PJCC passed the CSC Resolution Pledge. The city will be added to the NYS CSC website as a participating community.*
- *Letter of Support for the Open Space Institute (OSI) and Orange County Land Trust O&W Trail 2021 CFA – letters from the PJCDA and the PJCC along with the City’s Resolution of support were submitted.*

NEW BUSINESS

- NY Downtown Revitalization Initiative (DRI) – application is due before 9/15/21 and a required public input session is scheduled for 9/2/21 @ 6:00 p.m. at either Riverside Park or PJCC chambers, weather dependent.
- A NYS small business assistance program of \$800 million was sent to the mayor for distribution: www.nysmallbusinessrecovery.com
- The PJCC approved the resolution for the NYS Climate Smart Community pledge.

PUBLIC COMMENT

None

EXECUTIVE SESSION

A motion was made to go into Executive Session at 7:24 p.m. to discuss contract and personnel matters:

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

The PJCDA Board of Directors came out of Executive Session at 7:55 p.m.

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

As a result of Executive Session discussion two motions were presented:

The PJCDA board of director’s authorized E.D. Maginsky to work with attorneys Witherow (PJCDA) and Frank (PJCC) to clarify PJCDA subrecipient status:

Motion: Mr. Talmadge 2nd: Ms. Trovei All Others in Favor

The 2022 insurance buyout was approved to be offered to eligible employees with the buyout amount remaining the same as 2021.

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

NEXT MEETING

The next meeting of the PJCDA Board of Directors is scheduled for September 22, 2021, at 7:00 p.m. in the Common Council Chambers, top floor, 20 Hammond St.

ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 7:57 p.m.

Motion: Mr. Belcher 2nd: Ms. Trovei All Others in Favor

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