

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY  
(PJCD A)  
MEETING MINUTES  
Wednesday, July 28, 2021**

**ROLL CALL**

On July 28, 2021, at 7:09 p.m., Kristin Trovei, Vice-Chairwoman, called the first in-person PJCD A board meeting since February 2020, to order in the Port Jervis Council Chambers, at 20 Hammond St., with the following members present:

Kristin Trovei, Vice-Chairwoman  
Gerald Oney, Treasurer  
Michael Talmadge, Secretary  
George Belcher, Member

**Absent**

**Also present were:**

Matthew D. Witherow, Legal Counsel  
Valerie Maginsky, Executive Director  
Nora Goetz, Administrator/Section 8

**Via Conference:** John Russell, Chairman/ 7:14 p.m.

**Member(s) of the Public**

None

**MINUTES**

The transcript of the June 23, 2021, remote Board meeting were reviewed and approved:

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

**FINANCIALS**

**a. Administrative Bills**

The PJCD A Director reviewed the administrative bills in the amount of **\$19,270.72**. Total current admin balance is \$381,998.57.

A motion was made to approve payment of the bills in the amount of **\$19,270.72**

**Motion: Mr. Belcher      2<sup>nd</sup>: Mr. Oney All Others in Favor**

**b. Monthly Financial Report**

All bills received have been paid accordingly. The June 2021 budget and expense report will be updated and provided at the next meeting. A motion was made to accept all available financial reports.

**Motion: Mr. Belcher      2<sup>nd</sup>: Mr. Oney All Others in Favor**

**DIRECTOR & SECTION 8 REPORT**

Director Maginsky presented the July 2021 report for review and comment.

Motion to Approve:

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

Section 8 Administrator Goetz presented the Section 8 July 2021 report of 4 contracts, 1 Termination, 1 Port-out, 3 Port-in's and 8 Vouchers seeking housing. A total of 542 total applicants are on the waitlist with 193 leased units and 23 leased Mainstream vouchers.

Happy IDIA digitalization will be initiated with September certifications. The Covid eviction moratorium is expected to be lifted on 7/31/21. Lease ups are moving very slowly due to lack of available housing stock.

Those who are able are leasing-up while in-place. Mainstream vouchers are reaching the maximum 29 available.

Motion to Approve Section 8 Report:

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

### **OLD BUSINESS –**

- 2013 REDC - NYS HCR MicroEnterprise Grant - July 2021 - Continuing to track PJCD A 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 – awaiting Deepark comment period completion. Option agreement and public access plan in process.
- LSLRP (Lead Service Line Replacement Program) - NYS DOH to CPJ - Consultant engineering eligibility questions await final decisions.
- CDBG - ADA Sidewalk Grant - \$300k – Upper Pike St. - The firm, H2M architects + engineers, was awarded the engineering contract by the PJCC
- Energize NY – PACE - City advertisement of availability pending.
- NYS DEC – Urban Forestry Grant - RFP in development. Additional conference calls with NYS DEC
- WWKP – 2017 Bond monies to be used. Research needed by new Clerk Treasurer Laura Quick and E.D. Maginsky
- FY2020 – NYS HCR CDBG – Trenchless II - contract with docs sent to NYS HCR on 7/23/21.

### **Pending Response:**

- PJFD – AFG submission – 2<sup>nd</sup> PPE and Cascade System
- FY2020 – NYS HCR CDBG – East Main St. ADA Sidewalk - \$300k with \$26,500 in-kind - submitted on 3/5/2021.
- Federal Appropriation Requests to Senator Gillibrand's office:
  - Dept. of Agriculture – Community Facilities Grants – Fire Apparatus Purchase – 2 fire engines and 1 light-duty truck – Total: \$2 million.
  - Dept. of the Interior – EPA – STAG - Citywide Wastewater Rehabilitation – 12-months of materials for wastewater lines and manholes - \$902,000
  - Dept. of the Interior – EPA – STAG – Clean Water/Wastewater – Engineering – Storm water runoff - \$75,000
  - Dept. of Transportation – Local Transportation Priorities – Engineering – McArthur Circle Traffic Pattern re-design and Underpass rehabilitation – Total: \$100,000

### **Submitted:**

- NYS EFC Wastewater Infrastructure Loan - \$20 Million Hardship loan application was submitted on June 25, 2021 by Port Jervis Attorney Gallagher.

### **NEW BUSINESS**

The PJCD A has been selected for federal testing of the Section 8 program and the CDBG Trenchless Phase 1 project by the city's auditor, Bonadio. Agency personnel are collecting and uploading information as requested.

The LOS for the OSI/OCLT CFA application for an O&W trail study from Kingston to Port Jervis, was approved:

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

### **PUBLIC COMMENT**

None

### **EXECUTIVE SESSION**

A motion was made to go into Executive Session at 7:33 p.m. to discuss contract and personnel matters:

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

The PJCDA Board of Directors came out of Executive Session at 7:57 p.m.

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

As a result of Executive Session discussion, the proposed PJCDA Administrative contract for the CDBG ADA Pike St. Sidewalk project was reviewed and approved for execution.

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

Mr. Belcher asked that E.D. Maginsky review federal/state Covid financial assistance to business owners.

**NEXT MEETING**

The next meeting of the PJCDA Board of Directors is scheduled for August 25, 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 8:00 p.m.

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

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