

City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting April 19, 2017

Present: Kristin Trovei, David Bavoso, Lisa Randazzo and Sarah Hendry. Also in attendance were Stanley Seigel, Mayor Kelly Decker, and Robin Waizenegger, City Clerk Treasurer.

Absent: None

Finance meeting opened at 6:30 p.m. with the pledge of allegiance. It was noted that there was no official agenda prepared.

Quarterly Budget Review: Mrs. Waizenegger presented to the committee the review of first Quarter revenues and expenses. She noted that basically the city is spending on budget at this point but she noted that there are a few estimates on the revenue side. In particular Orange County sales tax is estimated. She is not recommending no budget modifications at this time as she feels it is too early in the year.

Insurance Renewals: Mrs. Waizenegger has scheduled our insurance broker for the May meeting. She does not anticipate any large increases as the claims have been minimal with the exception of the auto area. She also noted that she sent him all the available information on the dams that we have.

Good news was received today regarding the dividend from our Workmens' Comp policy will be 30% this year and we build into our accruals 20% which should provide a net expenses reduction of approximately \$10,000 in this year. She did warn that this savings may get absorbed by possible experience rating increase due to the claims in workmen's comp being up recently.

Old Business:

The IDA draft financials arrived today and she expects finals sometime next week. Paris filings can be done after they are received.

Bonadio & Co. will be at the May meeting to present the City's audited financials.

Mrs. Waizenegger noted that the staff completed web-based training today on the new electronic death record system. There are a great number of exceptions at this point to the process based on the type and location of the death. The system goes live 5/1/2017.

Mr. Seigel questioned the dog licensing process regarding renewals. Mrs. Waizenegger noted that renewal dates are on the license when issued plus we send them a letter approximately 1 month before the renewal. He asked if we could put a notice in tax bills like PA. Mrs. Waizenegger indicated that PA renews all licenses in January only which makes that notice timely. Also our tax bills come to us pre-stuffed and sealed making it impractical for us.

Jack Farr, DPW Director, was there to provide input regarding the possible purchase of our own Sewer Vac truck in the serial bond process due to the problematic issues of repairs as it is shared between us and Middletown. It was noted that it was acquired through a shared services grant. Costs for a new truck is approximately \$320,000. It was noted that both the Federal and State Government are looking for more shared services not

less. Mr. Farr noted that the current municipalities in the towns near us do work well together, but the towns near us do not do the same type of work as our DPW due to our sewer, water and local street obligations that they do not have.

The committee will relook at the bond items in detail at the May meeting.

New Business: Mayor Decker asked about the issue of parking meters. Mrs. Trovei feels that the 50k included in the bond will not begin to be enough to implement and a more true cost for implementation would be a minimum of 150k. Mayor Decker suggested possible having public information sessions as to public desire for the meters as initial reactions are widely varied. Mrs. Trovei does anticipate having problems with parking as more businesses open up. The Mayor indicated that the revenues from the meters will hopefully be used to fund part of a municipal parking garage in the future. The members discussed possible implementation plans.

Mayor Decker indicated that he will be bringing to the Council the possibility of bringing an ATM into City Hall.

Mayor Decker also noted that in the final bond an additional 100K will be needed for the final studies on the WWKP project.

Jack Farr noted that there may be another addition to the bond for 500k for Spillway Repair that is not going to be covered by FEMA to complete the entire spillway.

Ms. Randazzo asked that we provide details on the last 3 years of repair costs for the Vac truck to make decisions for the Bond.

Mrs. Hendry questioned Jack Farr regarding the ability of the DPW to do the ordered grass cutting. Mr. Farr would like to hire a couple part-time staff members to do the ordered work which would be covered by the billings for the services. Mrs. Waizenegger noted that these staff would have to work exclusively on revenue producing jobs not city properties, not the parks or any other job duties as the revenue would be necessary to support the positions.

Mrs. Trovei and Mr. Bavoso explained the local law coming in the future to set the boundaries for an austerity budget at the previous budget plus contractual increases only. It was discussed that Union contracts and insurance renewals would be considered contractual. Mrs. Waizenegger indicated that austerity budget theory is that and increases must be absorbed within the framework of that budget such that any increases would have to be accommodated by cuts. The theory of an austerity budget is generally punishment for failure to pass an agreed upon budget.

Mrs. Hendry asked about the sewer analysis. Mrs. Waizenegger indicated that the work is not done yet due to the audit workload but will be forthcoming in the next month.

Public Comment: None

Executive Session: None

Meeting adjourned at 7:31 p.m.

Next Meeting: Wednesday May 17th, 2017 at 6:30pm