

**City of Port Jervis  
Finance/Insurance Committee  
Minutes for Meeting October 18, 2017**

Present: Committee Members Kristin Trovei, Sarah Hendry and David Bavoso. Also in attendance were Mayor Kelly Decker, Stanley Seigel, George Belcher, Sarah Hendry and Robin Waizenegger City Clerk-Treasurer.

Absent: Lisa Randazzo

Finance meeting opened at 6:00 p.m. Chairperson Kristin Trovei opened the meeting with the pledge of allegiance.

**Tax Anticipation Note:** Mrs. Waizenegger informed the committee that she will have a resolution at the next Common Council meeting to approve the Tax Anticipation Note necessary to pay the balance of uncollected taxes to Orange County pursuant to the agreement for collections.

**Tax Lien Sale:** Mrs. Waizenegger distributed the current list for the 11/14/17 sale reminding the finance committee that they will need to decide if they want to reserve any properties.

She also provided a copy of the list of the 2015 Tax liens that remain open and will mature on 11/17/17. At this moment the City could potentially take title to 20 of the 21 properties. These properties are the result of both City reserved properties and those which we obtained by default due to no bidder. The committee reviewed and discussed the properties on the list. Mrs. Waizenegger noted some special circumstances around one parcel which she wishes to discuss in executive session. She also noted that she personally physically posted each property today.

**Sewer Rate Re-Structure:** Mrs. Waizenegger reviewed the data collected with respect to the sewer rate re-structure. She reviewed the data from the sewer billing system. If there are 969 residential units as claimed by Mr. Kidney the add-on amount for each residential unit in non-homestead properties with a reduced sewer fee of 48 per unit to all others would be \$17.10 for each residential unit.

Mrs. Waizenegger detailed the problems obtaining this data form either the Assessor's office and/or the Building Officials office. Due to software conversions and the fact that this is not a data item that is currently being tracked in any computerized or organized format to data collection and ongoing update process is problematic. The building department is trying to recover this information at present.

Mr. Seigel immediately questioned about exceptions for senior housing. It was noted that any exceptions to the Non-homestead residential unit count would raise the rate to others.

It was noted that the add-on will create some backlash from commercial building owners. It was noted that however you charge the fee not everyone will be satisfied and that a conceptual decision needs to be made before proceeding with any rate changes.

Mrs. Waizenegger volunteered to do outreach with Mr. Kidney.

**3<sup>rd</sup> Quarter Budget Review:** Mrs. Waizenegger noted that she had sent the 3<sup>rd</sup> Quarter budget review materials to everyone with a detailed memorandum. She asked if there were any questions or issues on the materials. No issues noted.

**Old Business:** Mrs. Waizenegger noted that she sent a copy of the letter from the IDA to the developers for 100 Pike Street regarding their lack of progress on the project and a requirement by the IDA for them to personally report at a special IDA meeting being scheduled for 6pm on 11/13/17 just prior to the next council meeting.

The utility audit is still ongoing and it has been noted that they started making changes before they sent him a report. The point person David and Mrs. Waizenegger have been tag teaming O&R to insure we receive accurate information and maximize our refund.

**New Business:** Mrs. Waizenegger updated the finance committee regarding the legal challenge regarding personal service for parking tickets. The issue has been addressed through the associations and is being addressed through legislative channels as well so we have to redesign our tickets and re-order tickets. It is also a consideration to increase our parking ticket fees. The police chief is going to be submitting a recommendation for increased ticket fees with a minimum of a \$50 base line fee as opposed to the current \$25.

Mrs. Hendry questioned if we could impound cars as opposed to ticketing. It was noted that this is a legal option which the City could pursue.

Mayor Decker asked that there be given consideration in December to reserve funds for the Veterans Park if there are available contingency funds. Mr. Seigel questioned if there was grants available. Unfortunately we are not aware of any at this time but are still searching. It was discussed that the current mood politically is to remove statues. Also discussed was the reasonableness of the estimate obtained for the repair.

Mrs. Waizenegger presented to the committee the possibility of going out to bid for the Fire Insurance Renewal. She noted that she has been solicited by another broker who claims to have an alternative market to VFIS. Mrs. Waizenegger noted that during her tenure the council has resisted putting the fire insurance out to bid. Mr. Seigel indicated that they had bid out the insurance once before but that it was a long time ago. She explained the process of reserving markets and suggested that we allow the incumbent to reserve his current market, VFIS, and then allow others to bid. The committee agreed with the concept of bidding the fire insurance. Therefore Mrs. Waizenegger will discuss same with the incumbent and then start the bid invitation.

Mrs. Waizenegger reviewed with the committee the need to open a bank account for the Sewer Fund before it becomes operationalized on 1/1/2018 so that checks and supplies can be ordered. She suggested the reserve target amount that was noted in the 2018 budget of \$135,000 be transferred from the General Fund to open the account.

Mayor Decker asked if Deerpark TV had resolved their insurance issue.

Mayor Decker briefed the committee that Mr. William Schill is pitching that the City buy or rent a trolley to do downtown transportation. Mrs. Trovei indicated that she has a meeting setup with him next week. This will need further review due to financial constraints and usage expectations. The committee began discussing options including seeking a private operator as opposed to the City.

Mayor Decker informed the committee that there is a problem with the Starcrawf insurance requirements for the race that is to occur on Saturday. The race organizers are having problems meeting the 3 million dollar requirement financially and have asked to reduce it to 2 million. It is required that the full council resolve to make this change. Therefore the Mayor is calling a special meeting for tomorrow night at 6pm for the purpose of doing this resolution.

**Public Comment: None**

**Executive Session:** Tax Lien issue – Deferred to Council Meeting

Meeting adjourned to at 7pm. Next month's meeting – November 15th at 6:00pm.