

Port Jervis Finance Committee

February 21, 2018 6:00pm

Minutes

Members Present: Kristin Trovei, David Bavoso, Lisa Randazzo, Clerk Waizenegger,
Also present: Mayor Decker, David Kerr (RC Lain)

*Fire Dept Insurance Proposals

- David Kerr, RC Lain, presented two proposals for combined Fire Dept/Flood Ins for Fire Dept
- VFIS proposal \$41,543 (better coverage than current and other proposed plan); Utica National proposal \$35,084
- Committee to recommend to council to accept VFIS proposal; this proposal saves ~\$16,000 from current rate/plan

*Cash Flow

- Reviewed cash flow projections for 2018, did not include Tri State Bridge/Road Widening project
- Requested cash flow projections on upcoming projects
- Clerk to meet with DOT regional representative to discuss bridge project funds, claims, etc
- Did not do a RAN but payments from FEMA for repair brook run-off repair and from DOT for Tri State Bridge project property acquisitions have not come in yet payments are due to contractors; will need to develop a payment plan to address outstanding and upcoming invoices
- preparing for BAN
- Cash flow will be extremely tight through April 1st when taxes start to be paid
- FYI: it takes ~\$1.2 mil to run City each month

*Capital Note 2018/Vehicle Financing Plan

- Clerk sent notice to department heads to submit Capital Note and Vehicle Financing request
- Capital Note will be \$100,000 max
- Requests rec'd to date: PJP: \$43,265; Rec: \$9,500; FD: \$8,900; Clerk: \$5,000; DPW: Not rec'd

*Old Business

- Estimated O&R Refund (Credit) from street light audit is \$30,000, after fee paid to auditor; Can request PSC to make O&R pay fee to auditor
- Resolutions to send to council: Increase tax search fee to \$150, increase admin fee on lawn maintenance/snow removal services provided by City on private property to \$100, contract with Cash Masters to install ATM in City Hall on trial basis
- Still work on possible silent or regular auction of 'commemorative' street signs (the 'old' street signs that needed to be replaced due to changes in requirements. Signs are currently with DPW, cost City \$35/each)

*New Business

- OSC Risk Assessment Review ongoing – so far, so good; this is a financially based audit so if someone makes a complaint about the City to the OSC the audit may not necessarily address the complaint; the OSC did receive a complaint RE discrimination against Section 8 recipients
- Internal Audit by Bonadio 2/26&27 3/5-9
- Discussed Orange County sales tax: Percent given to municipalities is largely based on census, city can send representatives to negotiate rate every 10 years (last time was Clerk and Corp Counsel in 2014)
- Discussed sewer/water line replacement, sidewalk replacement and paving on Front St between Sussex and Fowler to commence in the spring and possible funding sources for project such as excess funds in bond, credit from O&R, additional sales tax funds and/or funds rec'd from EIB.
- Discussed the need to come up with a new system to audit bills so finance committee members are auditing purchases that have already been made
- Parking meters: find outside company to come in, install, monitor and City receive a percentage
- Send to council for consideration a request from potential buyers of 29-31 Front Street to have City waive the 1%/month interest fee since tax lien sale to date of purchase.
- Discuss 10 Patterson as next Homestead Program house and determine schedule of listing, viewing, sale, transfer.

*Public Comment

- None

*Executive Session

- None

Meeting adjourned 7:25pm