

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting October 21, 2013**

Present: Committee Members Frank Bell, Robert Ritchie, Kelly Decker and Michael McCarthy. Also in attendance were: Stanley Siegel, Gerald Oney Jr., Carl Hendrick, and Robin Waizenegger City Clerk-Treasurer.

Finance meeting opened at 7:03 p.m. by Frank Bell who referred to Mrs. Waizenegger for the first Agenda item.

Tax Lien Sale: Mrs. Waizenegger informed the committee that last week the list of properties was published for the first time and it resulted in only 3 properties being removed from the list. At present there are 162 properties in arrears. She also voiced her concern over the potential lack of investors willing to purchase the tax liens this year due to the tightening of the title insurance industry requirements and the lack of overall economic recovery.

2013 3rd Quarter Budget Review: Mrs. Waizenegger referred to the budget review memo sent on October 7th with respect to overall revenue and expense performance. She informed the committee that the 3rd Quarter sales tax numbers came in from the County today and that the current trend is \$100,000 over our budgeted amount.

Mrs. Waizenegger indicated that she held her proposed budget changes until this meeting pending the sales tax information as most of the budget changes were negative.

The committee then reviewed the problem revenue items detailed in the memo. It was noted that there is no confirmable answer with respect to the court revenue. The utility sales tax was detailed in a separate e-mail. She answered a question regarding snow removal costs and the street lighting expense with respect to accidents and insurance recoveries.

Mrs. Waizenegger then presented to the committee her proposed budget changes indicating that the impact is approximately \$31,000 negative with the remaining contingency built into the budget of \$34,000 putting the City at a break-even with virtually no contingency funds available at present. She was asked if the Garling monies were recorded yet and she indicated that they were not which will impact another 3600 of contingency.

She indicated that within the water fund the unmetered or residential water revenue is trending down by \$90,000 which is the impact of having so many vacant/abandoned properties in the City. The committee discussed the presence of the meters. Mrs. Waizenegger indicated that with respect to the metered billing we have nothing in the Code that forces the installation of a meter nor any prohibitive charge to "motivate" an installation. She indicated that she is forced to only bill the minimum if there is no meter present in a commercial property and at present there are 8 such properties.

Mrs. Waizenegger then asked what the committee's pleasure was with respect to her proposed budget changes. The committee agreed to recommend the changes with the caveat that if any additional monies come in above budgeted levels that it go into contingency.

The committee requested that Mrs. Waizenegger write up the budget change resolution and a resolution for the Garling expenditure.

2014 Budget: Mrs. Waizenegger reviewed the probable scheduling for the budget review meetings as well as the public hearing requirement. The committee requested that Mrs. Waizenegger plan on having budget review meetings in place of next month's finance meeting with as many budget review meetings to occur before Thanksgiving as possible.

Old Business: Mr. Bell inquired if there was any new news on CDA. Mrs. Waizenegger indicated that she has not heard anything new at this point. They were informed that CDA's meeting is Wednesday night and that they are awaiting information from their attorney. Mr. Ritchie indicated that there are many things to discuss. The committee discussed the issues at hand regarding grants, dealing with the current cuts and future operations. It was recognized that there will have to be many changes. Mr. Oney expressed his frustration at communication problems.

Mrs. Waizenegger suggested that full balance sheet reporting might be needed to provide a full picture of the amounts due from all sources. Continued discussion was had regarding the problematic nature of this topic.

Mr. Oney stated that the firehouses need monies for the ramps into the firehouses and would like to have the monies from the 2009 bond that was for firehouse HVAC reallocated to this purpose. Committee members agreed.

Mr. Oney then brought up the topic of our auditors. It was clarified that the present firm was still retained due to a three year agreement through the 2013 audit. It was also agreed that a bid process will be conducted starting in or about April for the firm to be hired for future periods.

New Business: Mrs. Waizenegger shared the letter of award with the committee from the Orange County Youth Bureau indicating that we will receive \$17,000 for the youth programs and \$4,000 for the juvenile aid officer.

She also shared that we have received the humane society renewal contract at a 10% increase over last year and with some legal wording changes. Committee recommended referring the contract to attorney for review and to the chief for review of any changes. Discussion was also had regarding the requirement that no sick or injured animal be brought to the shelter

Public Comment: None

Executive Session: None

Meeting adjourned at 8:08 pm

Next month's meeting – November 18th beginning with joint session with DPW at 6pm for the purpose of budget review.