

City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting December 18, 2014

Present: Frank Bell, Robert Ritchie, David Bavoso and Kelly Decker. Also in attendance was: Kevin Cunningham and Robin Waizenegger, City Clerk Treasurer

Absent: Stanley Siegel

Mr. Frank Bell opened the meeting at 6:00 p.m.

Fiscal update: Mrs. Waizenegger reminded the committee that the Sewer grant requires a \$30,000 cash match. Should no major repairs occur there is money in the repair line that can be used for the match. It was noted that no monies from the bond can be used for the match. The grant will cover the Jersey Avenue and Owen Street lines which are the most problematic. Repaving subsequent to sewer repairs was also discussed.

Mrs. Waizenegger reviewed the process of taking physical possessions of the newly acquired tax lien sale properties from the 2012 lien sale.

Mrs. Waizenegger went over a few questions with respect to the sewer billing. She advised that the rate codes have been added to the database. A list was received from the assessor's office of 430 enhanced star eligible customers which is more than we expected. Also 35 parcels that have deeded free water that were set to not bill will now receive a bill. There are also some parcels that have wells. She inquired from DPW as to what parcels were hooked to our sewer system. The DPW indicated that they have records of the mains only not the laterals. Mayor Decker indicated that there are some other properties particularly on Kingston Avenue that are not hooked to the sewer. Therefore the committee advised that billing should be done to all water accounts and let them come in to complete affidavits as to the lack of sewer service. The committee also reviewed an old exemption for the little league and the committee agreed that the exemption for utilities by a prior council be continued and extended to the sewer fee.

Mrs. Maginsky has sent an e-mail to counsel regarding the contract for professional services and that is in process.

Mrs. Waizenegger advised that we did receive the state aid payment but it was too late to exercise the early payment provision for the retirement plan.

Mrs. Waizenegger informed the committee that NYSOSC is again doing a tax cap audit on the City of Port Jervis which she feels will not be problematic and will provide us with the assurances that we are indeed under the cap.

Mrs. Waizenegger reminded the committee that as of January 1st both labor unions will technically be functioning without a current contract.

Mrs. Waizenegger received a call from the Binghamton office as they want to pilot a new way to do payroll audits. We were recommended to them by our regional office as some place that knows what they are doing. They were inquiring as to our software system and the ability to do data downloads so that they could audit the data completely off site.

Mrs. Waizenegger informed the committee that she put out a feeler to our usual bidders and two out of the three have indicated an inability to provide competitive bids. TD is the only source that seems to be competitive. Therefore she is considering placing the offer with Capital Markets to a lot of competitors. They have agreed to a fixed fee and will market the debt. At this fee level they would have to lower the bid by .12 basis points. As TD has already confirmed that they will be under 1% and Capital markets claims that they feel that their bids will be under 0.75. The committee decided to leave it at the discretion of Mrs. Waizenegger upon further discussion with Capital Markets.

Executive Session: Mrs. Waizenegger indicated that there are some personnel issues which should be discussed in executive session. Committee adjourned to Executive session at 6:26pm.

New Business: None

Old Business: None

Public Comment: None

Meeting reconvened at 6:55pm and adjourned.

Next Meeting: Next meeting Thursday January 22, 2014 at 6 p.m.