

**City of Port Jervis**  
**Finance/Insurance Committee**  
**Minutes for Meeting February 26, 2015**

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

Absent: Stanley Siegel

Finance meeting opened at 6:00 p.m.

**Capital Note:** Mrs. Waizenegger distributed to members the requests from the department heads that she has received along with some backup information totaling \$184,497. She reminded the committee that the total Capital Note availability is approximately \$100,000 and that there is a separate vehicle purchases planned in the amount of \$155,000 per the plan developed in 2011, however there is a request to add one additional vehicle to that financing for the Recreation Department. The Committee reviewed each item and asked the City Clerk Treasurer to distribute the cuts and notes in a revision to all department heads for discussion and additional information from them before finalizing the items for purchase.

**Sewer Fee:** Mrs. Waizenegger clarified the resolution necessary to change the sewer fees to property units within the Homestead class versus the Non-homestead to match the original intent of the council for this revenue source.

**Credit Card Processing:** Mrs. Waizenegger informed council that our attorney has reviewed the credit card agreement and she will implement this slowly due to the staff turnover, but it is occurring in the background. She advised the committee that it is all going to be web-based and probably will not go live until July.

**Old Business:** Mrs. Waizenegger shared with the committee her concerns regarding cash flow. She informed them that she is doing inter-fund borrowing to cover the general fund cash deficit as opposed to the issuance of a Revenue Anticipation Note as was previously discussed.

**New Business:** Mrs. Waizenegger informed the committee that at the next council meeting she will present for approval the Tax Warrant which has \$52,000+ of delinquent maintenance invoices as of 12/31/2014 to be levied on the tax bills and a few rollback charges for loss of exemptions that occur in-between taxing periods.

The meeting schedule was discussed due to conflicts with the GFOA Conference and Mrs. Waizenegger's vacation on the fourth Thursdays of March and April. Meetings were rescheduled to Wednesday March 25<sup>th</sup> at 6pm and Thursday April 30<sup>th</sup> at 6pm both in the Council Room.

**Public Comment:** None

**Executive Session:** Meeting adjourned into executive session at 6:50 to discuss personnel issues.

Meeting reconvened and adjourned at 6:55 p.m.

**Next Meeting:** Wednesday March 25, 2015 at 6 p.m.