

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting July 23, 2015**

Present: Committee Members Frank Bell, and Stanley Siegel. Also in attendance were: Carl Hendrick, George Belcher and Robin Waizenegger City Clerk-Treasurer, and CDA Director Valerie Maginsky.

Absent: Kevin Cunningham and David Bavoso

Finance meeting opened at 6:04 p.m. by Frank Bell who referred to Mrs. Valerie Maginsky for the first Agenda item.

Grants – Mrs. Maginsky presented to the finance committee a complete listing of all of the grants she is working on submitting per a summary sheet distributed to all members. She detailed the activities associated with each along with the amount of necessary matching funds or in-kind contribution that would have to be committed by the City, she noted that all of the grants require submission by July 31st and that she will need resolutions approved by the Council on Monday night the 27th of July.

Audit – The audit firm came out into the field and conducted more work last week. We still do not have a firm date for the audited financials.

2nd Quarter Budget Review – She noted that she had been working hard to get all of the accounting work up-to-date to present the 2nd quarter reports on time. The budget changes are not done at this time but will be shortly as all zero impact changes. Mrs. Waizenegger noted that the added income from the vacant building fees and sewer use charges have been the key to making this budget year work. The utility tax from NYS seems to be falling sort of goal which is puzzling given that the 1% gross utility tax is on trend. Mrs. Waizenegger noted that she attended a webinar given by NYS hoping to get answers but the webinar did not address this area and focused only on general retail sales tax. She reviewed the 2ndQ memo and reports, noting that revenue is at 49% and expenditures at 47% of budgeted levels. She noted that the PBA and CSEA contracts are still not settled and that will have a major impact when those costs get included. Mrs. Waizenegger also noted that she frequently send e-mail to keep members up on the most recent information as she did with the sales tax agreement. She did learn that the population sharing basis on the census numbers is in NYS law and in fact if any other method is used permission must be gained from the NYS legislature.

Mrs. Waizenegger then did a line by line review of the data noting items that are running significantly under or above trend.

Old Business: Mr. Bell inquired if there has been significant decrease in the tax lien sale listing from 2014. She noted that Garewal has had quite a bit of redemptions from 2014. The 2015 list is still over 300. Mrs. Waizenegger noted that she was out physically posting 89 properties today and will continue tomorrow.

New Business: None

Public Comment: none

Executive Session: Committee adjourned to Executive session at 6:52 and reconvened at 7:07.

Committee adjourned at 7:08 p.m.

Next month's meeting – August - To be determined