

**City of Port Jervis**  
**Finance/Insurance Committee**  
**Minutes for Meeting January 13, 2016**

Present: Frank Bell, Sarah Hendry, Kristin Trovei, Stanley Siegel and Robin Waizenegger, City Clerk Treasurer

Absent: David Bavoso

Finance meeting opened at 7:00 p.m.

**GFOA Conference:** Mrs. Waizenegger indicated that the annual conference is scheduled for April 7-8. She will be attended for a day and a half of the 3 day conference. She reviewed the composition of the GFOA for information purposes.

**Audit:** Schedule reviewed. Mrs. Waizenegger noted that the procedural testing went smoother this year. It was explained that Bonadio was a new firm as of last year. Mrs. Waizenegger explained that the firm has lost their Senior to a municipality. A new Senior Heather Mowat has been assigned and was present during the fieldwork. Final fieldwork is scheduled for April 11-15<sup>th</sup>.

It was discussed how the poor condition and audit comments of 2014 have negatively impacted us in the financial market. Capital markets was shocked that we obtained the good bid for the renewal of the 4 million dollar BAN based on our good relationship with TD Bank. Mrs. Waizenegger is hoping that the 15 financials will be stable so that issuing a Bond will not be disastrous.

Mrs. Waizenegger indicated that as she does not have a Deputy there is still not assistance for audit work as she is the only person presently capable of doing formal accounting work. She reviewed the demands and additions to the workload of the clerical staff.

**Reporting:** Mrs. Waizenegger reviewed all of the reporting requirements due over the next 5 months in conjunction with the audit and explained same to the newer members.

**Insurance Renewals:** Mrs. Waizenegger indicated that the renewal of the Flood insurance policies are in for processing. The applications for the VFIS coverage has been completed and submitted for the March renewal. The remaining policies are due for renewal in May and the applications are also in process for those.

**Capital Note:** Mrs. Waizenegger presented to the committee the preliminary requests for the 2016 Capital Note. She also explained the previous planning around vehicle purchases in combination with the issuances of capital notes as the City previously had put all vehicle purchases into these small notes. This year it had been planned to do up to \$150,000. Mrs. Waizenegger noted that Water and DPW have not supplied a detailed list. Other departments submitted detailed requests. She noted that she has the largest request as her funds for pc and furniture from last year was needed for equipment in the Mayor's office. The server request is because her server is over 10 years old and will no longer be supported by IBM starting in May 2016. The Civil service request is also due to old outdated equipment. The Recreation request was questioned with respect to tables and chairs. Mrs. Trovei requested that tourism be allowed to utilize these chairs. It was noted by Mr. Bell that the equipment was being requested to be utilized for all city sponsored events and potentially leased to others. It was also noted that the roof repair was put off from last year.

Mrs. Waizenegger suggested that the members present to discuss this in the other individual committees. She also expressed her desire to eliminate the Capital Note Process and fold equipment purchasing into the regular budget process.

**Cash Flow:** Mrs. Waizenegger Noted that cash flow is extremely tight and has been problematic with respect to the PBA retroactive payments which were not anticipated to occur until the new year. She provided the committee with a snapshot of the daily cash flow worksheet she uses on a daily basis. The larger cash flow projections have not been supplied due to time constraints. Mrs. Waizenegger showed them the receipt of State Aid and the repayments done for previous inter-fund borrowing. She stated that the immediate issuance of a Revenue Anticipation Note for \$900,000 is a necessity as well as inter-fund borrowing for the short duration until the issuance of City Tax bills. This is the first time since 2005 that this has been necessary. She has already verified with the new County Commissioner of Finance that the 4<sup>th</sup> Quarter sales tax remittance has been processed but no information as to amount yet has been received. Mrs. Waizenegger also informed the Committee that the receipt of the Annual State Aid payment was after the date for an early payment discount for the NYS retirement payment such that the payment will be made January 31<sup>st</sup> on the regular due date.

She reminded the committee that the RAN assists with the time period from the start of the year when city tax revenue is not accessible until April through June when collection takes place. This is why it is critical to rebuild the fund balance as the cash source to weather the up and downs of the cash flow process.

The committee also discussed the timing of tax liens and the redemptions that occur during late February.

**Old Business:** The BAN renewal was processed successfully.

**New Business:** Mrs. Waizenegger informed the committee that the IRS has moved the deadline for the new 1095 forms, however we will be meeting the deadline for January 30<sup>th</sup> distribution. The tax and penalty implications were discussed.

Mrs. Waizenegger expressed that it is now necessary to prep for the issuance of a Bond later in the year. She explained the difference between issuing bonds and other notes. It was requested that committee members address the formulation of their needs within the other committees. She indicated that she is counting on 2015 financials looking more stable and using the 2016 budget refusal to stay within the cap to compensate for our problems.

Mr. Bell and Mrs. Waizenegger reviewed with the committee the type of items to be included in the serial bond inclusive of the bridge work, infrastructure, equipment and building repairs.

**Public Comment:** None

**Executive Session:** It was noted that there are no results back from the testing for Deputy City Clerk-Treasurer.

Meeting adjourned at 8:25 p.m.

**Next Meeting:** Wednesday February 17, 2015 at 6:45 p.m.