

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting June 15, 2016**

Present: Committee Members Robert Ritchie, Kristin Trovei and David Bavoso. Also in attendance were: Lisa Randazzo, Stanley Siegel and Robin Waizenegger City Clerk-Treasurer.

Absent: Sarah Hendry

Finance meeting opened at 6:30 p.m. Chairperson Robert Ritchie opened the meeting with the pledge of allegiance. He commented that feedback from the presentation given at the Council meeting was generally positive even though the subject matter was not positive it made our financial situation understandable.

Audit – Mrs. Waizenegger informed the committee that Bonadio & Co. have committed to presenting the audited financials at the July 20, 2016 meeting.

Tax Lien Sale – Mrs. Waizenegger noted that the tax lien sale date will be November 15, 2016. There is a requirement that the Council do a resolution to allow the Clerk-Treasurer to begin the sale effective July 1, 2016. At present there are 147 parcels on the listing of potential liens to be sold. She also questioned if the City intends to continue to reserve properties as they did last year. Mrs. Trovei requested a history of the number of parcels and who held the liens. Mrs. Waizenegger reviewed a bit of history of the differences between years with respect to the number of outside investors noting that 2015 was the first year where a major investor was not present.

Cash flow – Mrs. Waizenegger reviewed the cash flow projections with the committee. She commented that she will reinstitute providing this to the committee at more regular intervals. She commented that within the general fund balance there has been a running balance due back to the water fund related to inter-fund borrowing as the water fund from cash basis has been the stronger fund. She noted how timing of receipts and payments can create deficits in any fund due to the fact that most activities require us to pay the expenditures and get reimbursed later. She noted that when the bridge project or other capital projects move forward there may be a need for additional temporary borrowing or BANS.

Mrs. Waizenegger hopes to have information regarding the issuance of a Serial Bond available in July.

Mr. Ritchie spoke regarding a potential proposal regarding uniform allowances. Mrs. Waizenegger stated that this is a contractually negotiated item with CSEA. Mr. Ritchie asked that some basic information be sent to Jack Farr. It was noted that the rugs for all facilities are also included in the uniform contract. Also discussed was the issue of a taxable or non-taxable payment of a uniform allowance. Mrs. Waizenegger discussed the audit risk associated with both types of payment.

Old Business: Mrs. Waizenegger stated that she still has the problem of getting tax deed titles cleared.

New Business: The Mayor and Mrs. Waizenegger intend on working on the 2017 budget through July with a goal of getting the Mayor's budget to the Council in August. She also informed the committee that she has had the Mayor request a summary of layoff procedures from Civil Service in case any actions would be necessary as a result of the budgeting due to the time involved in that process.

Mr. Ritchie inquired if raising the share of health insurance was a contractual item. Mrs. Waizenegger responded that it is a contractual item. Mrs. Waizenegger suggested that additional lobbying efforts be done to change and decrease NYSHIP's coverages and thusly premium costs as well as the potential of the Cadillac tax.

Mrs. Waizenegger updated the committee on the ACA filing process.

Mr. Ritchie questioned to possible use of buy-outs. The committee discussed the pros and cons of this process.

Mrs. Waizenegger informed that committee that she was in receipt of an information request from Mrs. Trovei regarding employee census information and that as is her standard policy when she receives a request for information from a council member that the information developed is then forwarded to all council members to avoid conflicts.

Mr. Ritchie questioned if there was a rejection of the budget from the council how many times would it go back to the Mayor. Mrs. Waizenegger and Mr. Bavoso noted that there is no rejection provision in the Code and Charter. The only option would be that if the Council fails to adopt a budget by 12/31 that the previous year's budget is then in place.

The committee discussed items to watch in the 2017 budget process.

The committee also discussed the MWBE process. Mrs. Trovei also indicated that she has questions regarding attorneys but did not feel that this was the forum to discuss that issue.

Public Comment: none

Executive Session: none

The meeting was adjourned at 7:20 pm. Next month's meeting - July 20th at 6:30pm.