

**City of Port Jervis**  
**Finance/Insurance Committee**  
**Minutes for Meeting February 15, 2017**

Present: Kristin Trovei, Sarah Hendry, David Bavoso, Stanley Siegel, Mayor Kelly Decker and Robin Waizenegger, City Clerk Treasurer

Absent: Lisa Randazzo

Finance meeting opened at 6:30 p.m.

**Capital Note 2017:** Mrs. Waizenegger presented to the committee the revised requests for the 2017 Capital Note. The committee added back the car lease buyout and the sewer camera. It was recommended that the Child ID System would be better implemented by the school system and that this recommendation will be discussed with the Chief of Police. This finalized the Capital Note review and resolution of same will be proposed for the next Council meeting.

It was noted that the Vehicle purchases could also be finalized with the elimination of the UTV for Recreation which will be purchased using Recreation Major Projects Funds.

**Serial Bond 2017:** Mrs. Waizenegger reviewed the updated Serial Bond request list with the committee. The committee made a few changes but noted that it is having trouble getting the Bond down due to the many needs present in the City. The committee will continue to review in both the finance and other committee meetings as they work toward a final list. It was noted that it is usually 4-5 years between major bond issues but Mrs. Waizenegger stated that you can do them every two years as long as you have positive financials to support them.

The committee had a side discussion about rate based billing system regarding the setting of a fee that would recoup the quarter of revenue that was previously "moved ahead" and quality control issues with respect to readings.

It was also noted that passenger vehicles are not eligible as their useful life is only 5 years. Bonding should be items with useful lives ranging from 10 to 30 years. The committee asked Mrs. Waizenegger what the drop dead date was for the final bond list to which she replied that it should coincide with the issuance of the financial statements by end of May.

During discussion it was requested of the Mayor to write to Karl Brabanec regarding the crossing guard law.

**Old Business:** Mrs. Waizenegger informed the committee that she is extremely concerned about meeting the cash needs until the City Tax bills start collection. She informed the committee that she will have to postpone paying some bills including NYS health insurance again and that the Mayor and Council should expect negative feedback and knows that we have to make payroll a priority over vendors.

Mrs. Waizenegger informed the committee that the audit fieldwork opened today with internal control testing. They will return in April to complete auditing. She also noted that they were trying to complete the IDA Audit prior to the City Audit.

**New Business:** Mrs. Waizenegger reviewed the City Tax bill calculation with the committee inclusive of the additions for rollbacks, re-levy of water & sewer delinquent as of 12/30/2017 and unpaid municipal bills.

Mrs. Waizenegger informed the committee that within the proposed sewer use law is the requirement to establish a separate Sewer Fund. She spoke with Carol Gallagher, city environmental attorney, with respect to the opening of the fund effective 1/1/2018 as it is a large piece of work to establish a new fund and associated new budgets.

Mrs. Waizenegger informed the committee of the large amount of outstanding fuel invoices from PJ VAC that they stopped paying when they began experiencing financial issues last year. It was resolved to send all information to Lisa Randazzo as the liaison to the PJVAC board for response. It was also stressed by Stanley Siegel the importance of an audit due to his experiences within the fire department.

Mrs. Trovei questioned the carnival insurance and Mrs. Waizenegger informed them that the application was submitted today to our insurance broker.

The committee also discussed the fact that we are waiting for a quote on the heating system repairs and the inclusion of the repair in the bond.

Mrs. Trovei questioned what action is being taken with respect to the Court re-organization. It was noted that several associations are planning responses in March.

The Mayor brought up the possibility of merging the City IDA into the County IDA. Mrs. Waizenegger indicated that our audit firm suggested a cooperative agreement with Orange County as opposed to dissolution.

**Public Comment:** None

**Executive Session:** Adjourned to Executive session at 7:33.

Meeting reconvened and adjourned at 7:38 p.m.

**Next Meeting:** Wednesday March 15, 2017 at 6:30 p.m.