

**CODE COMMITTEE**  
City of Port Jervis  
Common Council Chambers  
**Minutes - Wednesday, January 4th, 2017 - 7:00pm**

**David Bavoso**

**David Rivera**

Committee Chairman

Building Official

Committee Members: **Kristin Trovei, Sarah Hendry, Stanley Siegel**

Pledge of Allegiance:

Roll Call: Mr. Bavoso - David Rivera - Mayor Decker - Stanley Siegel - Mrs. Hendry - Mrs. Trovei - Mr. VanHorn and Corporation Counsel William Bavoso.

**Public Comment:**

No public comment

**Building Officials Report: Attached to these Minutes**

**Property Update**

100 Pike Street- progress is slow.

33 Ralph Street- project is on schedule

100-200 Skyline Drive- Mr. Rivera reported that he plans on inviting owners, U.S. Crane & Rigging, to the next Planning Board meeting to answer any questions relating to the project plans.

Mr. Siegel reported that vehicles are parking on the sidewalks at the Samaki location, that debris is collecting near the recycling dumpster behind PJ Diner and inquired about the dike repair near 212 W. Main Street.

**Old Business:**

• **Event Fee-**

The committee agreed that non-City events should not be labeled City events to avoid fees. Mrs. Hendry asked Corporation Counsel for clarification on laws pertaining to municipalities charging event fees.

Corporation Counsel indicated that he will do research and report back to her with his findings.

Mrs. Hendry stated she would send all information that she has gathered thus far to committee members and Corporation Counsel.

• **Altering Utilites Law-**

Corporation Counsel indicated that he would send the drafted version of law to all committee members.

Mayor Decker noted that all new construction utilities must be underground and strictly enforced.

- Zoning for 29 Jersey Avenue-  
Committee decided to refer the topic to the Zoning Board of Appeals.
- Missed Appointment Fee-  
Mr. Bavoso explained that the fee would be imposed for those individuals who schedule an inspection with the Building Inspector and fail to appear.  
Corporation Counsel asked Mr. Rivera his thoughts on what the dollar amount of the fee should be.  
Mr. Rivera suggested \$150.00 or more per cancellation.  
Committee is in agreeance that the fee should represent time wasted and suggested that Mr. Rivera analyze the process and time wasted when a unscheduled cancellation occurs to determine a fee.

The board also discussed the concept of nail and mail.

- Homeowner Program-  
Mayor Decker believes a closed bid process would be the simplest way to unload City owned properties. He noted some restrictions such as homeowner occupancy, 5-year residency requirement and to allow 1 year for repairs that satisfy NYS code.  
Mrs. Hendry plans to speak with the Fair Housing Officer for clarification on whether or not the City can have such restrictions.
- Strategic Plan-  
Mayor Decker spoke about the idea of installing parking meters and/or a parking garage to help alleviate the lack of parking on Front Street.  
Mr. Siegel noted that he will be looking closely at any additional fees that cost tax payers money.  
Mrs. Hendry will contact Goshen to get their experience with installing parking meters.

#### **New Business:**

#### **Public Comment:** *About Topics Covered in Tonight's Meeting*

Maria Mann, Business Owner, asked about when she could expect parking meters to be installed on Front Street,

Next Scheduled Code Meeting: **February 1<sup>st</sup>, 2017 @ 7:00 pm - Council Chambers**