

**City of Port Jervis**  
**Finance/Insurance Committee**  
**Minutes for Meeting June 21, 2017**

Present: Committee Members Kristin Trovei, David Bavoso and Lisa Randazzo. Also in attendance were: Stanley Siegel, George Belcher and Bobbie Jo Muller Deputy City Clerk-Treasurer.

Absent: Sarah Hendry

Finance meeting opened at 6:30 p.m. Chairperson Kristin Trovei opened the meeting with the pledge of allegiance.

**Public Comment** - None

**2017 Serial Bond** – Kristin Trovei stated that the biggest issue seems to be the Hydro-Vac Truck. If we keep it in the bond, it has a 3.27% impact to the budget and take it out would only have a 2.77% impact to the budget.

David Bavoso stated that we should just get it now, it will only cost us more later; but his decision isn't set in stone in either direction.

Stanley Siegel feels we should hold off, it only cost us \$11,000 average in repairs, we are sharing it with the cost share basis which is what the Governor is asking people to do.

Committee discussed the sharing contract and when it expires and that because it was purchased with grant funds it could not be sold. The contract will be expiring about the same time as the next bond renews. The committee decided to remove the Hydro-Vac Truck from the bond.

**Fee Quote from Bonadio** – Kristin presented a three year Fee Quote from The Bonadio Group CPA's Consultants & More. Kristin stated that she spoke with Robin W. and that she said she is happy with the Auditors and she recommends keeping them. There were no objections to the renewal.

The committee will recommend to the Common Council to accept the Fee Quote.

**Building Department Personnel** – Building Official is requesting a stipend of \$5,000 per year until the part time fire inspector position has been filled; retroactive to February. Kristin calculated this to be \$96.15 per week. This is a result of Building official having to cover the open position. Motion to approve stipend by David Bavoso and 2<sup>nd</sup> by Lisa Randazzo.

We need to advertise to fill the pat time fire inspector position.

Building Official is requesting a seasonal employee to help issue code violations; he said the violation fees collected will cover the cost of the additional seasonal time position. Kirsten said they will need more information from the Building Official, such as rate of pay and number of hours to make a decision.

Kristin brought up the old discussion of fees for administration of maintenance invoices. She feels that the \$35 admin fee for each invoice should be more like \$35 for each dept. that handles the invoice. Kristin will email counsel about the fees, rates and justification needed.

**Old Business:** None

**New Business:**

**Paving of Neversink Fire House Parking Lot** – Drainage Grate is too high and water doesn't drain unless it fills up and needs to be re-done.

Committee would like to know how much money is left in the contingency fund, because if the cost cannot be covered in the bond, then that is where the money would have to come from.

Committee needs an estimate of paving costs.

Committee agreed to add \$10,000 for the Paving of the Neversink Lot under Fire Dept. if it is bondable and if not take it from the Contingency Fund.

Committee inquired as the current PJ Volunteer Ambulance Receivable.

**Public Comment:** None

**Executive Session:** None

Motion to adjourn by Lisa Randazzo and 2<sup>nd</sup> by David Bavoso

The meeting was adjourned at 8:00 pm.

Next month's meeting - July 19<sup>th</sup> at 6:30pm.

*Next month's meeting has been re-scheduled for July 26<sup>th</sup> at 6:00pm*