

Port Jervis Finance Committee
January 17, 2018 6:00 pm
Minutes

Members Present: Kristin Trovei, David Bavoso, Lisa Randazzo, Clerk Waizenegger,
Also present: Mayor Decker

The meeting was opened at 6:00p with the Pledge of Allegiance.

Clerk Waizenegger briefed the committee on the following items occurring in the City Clerk Office:

- GFOA Conference – March 21-23 2018 Albany NY
- Clerk and Deputy Clerk to attend, resolution to be presented at next meeting
- Cost appx \$400
 - Audit
- Partner Alan Walthier will be Field Manager, Procedural testing February 26-27, 2018, Field work March 5-9, 2018 (up 1 week), reminder that invoice auditing by Finance Committee Members needs to be done
- Discussed reviewing invoices during Committee meetings
 - Reporting
- AIM – 5 year projection – Feb-March - ?
- OSC Annual Financial Report – April 30
- PARIS – CDA & IDA – Nov-Jan Feb-May
- Tax cap and efficiency plans seemed to have phased out, didn't require last year
 - Insurance Renewals
- Flood insurance currently with Travelers in February, Fire VFIS currently with RC Lain in March, will combine a RFP at February Finance meeting 2/21
- City (various) currently with Marshall & Sterling in May
 - Capital Note
- Discuss whether or not we want to do a capital note (usually \$100-150k), try to keep neutral and have no/minimal impact to budget
- Need to review/revisit a 5-10 year Plan with vehicles; this was the last year of the previous plan; request vehicle needs from department heads
- FYI: borrowing rates are increasing
 - Cash Flow
- No Revenue Anticipation Note needed this year
- Bond Anticipation Note for NYSDOT Construction needed, amount TBD; FYI – additional \$7+ million funding for NYSDOT Projects needed (seeking funds from State and OC Transportation Commission)
- Submitted FEMA reimbursement forms for runoff brook repair project

Old Business

- discussed whether to continue with sewer fee restructure, put on hold at the moment.

New Business

- Discussed new federal tax changes

- Discussed the possibility of an independent efficiency audit (RFP and reference checks to be discussed in 2nd qtr after internal audit)
- Discussed increasing the admin fee on invoices for lawn/snow maintenance performed by DPW on private properties
- Discussed putting commercial ATM in City Hall
- Discussed increasing tax search fee
- Currently waiting on new parking fine fee schedule from police
- Discussed bulk purchases procedures, current vendors
- Clerk, DPW Dir and/or Police Chief to attend County Shared Services meeting, update to be given after meeting
- Discussed possibility of selling/auctioning off street signs that had to be replaced due to changes in sign requirements
- Discussed salaries of Deerpark supervisors and council members
- \$400,000 payment from Energy in Bank received; EIB working on solar project and hope to see savings this year
- Discussed presenting budget earlier, not all numbers and info are in until after 3rd quarter as well as information regarding health insurance rates
- Discussed requesting to include finance components as agenda items in all committee meetings to keep members apprised of their department finances; presenting numbers of savings to council and public i.e. costs of contracting out projects vs doing in house

Public Comment

-None

Executive Session

-None

Motion to adjourn by David Bavoso, 2nd by Lisa Randazzo

Meeting ended at 7:01pm, next meeting is Wed 2/21 at 6p