

City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting April 18, 2018

Present: Kristin Trovei and Stanley Seigel. Also in attendance were George Belcher, Dominick Santini, Mayor Kelly Decker, and Robin Waizenegger, City Clerk Treasurer.

Absent: Lisa Randazzo, David Bavoso

Finance meeting opened at 6:30 p.m. with the pledge of allegiance. It was noted that there was no official agenda prepared.

Quarterly Budget Review: Mrs. Waizenegger presented to the committee the review of first Quarter revenues and expenses. The goal for the first quarter is 25% but both our revenues and expenditures are running at 27%. There are revenues that will trend both up and down for the remainder of the year but the expenses should continue as they are now. In particular Orange County sales tax is estimated. She is not recommending budget modifications at this time as she feels it is too early in the year.

She discussed the Orange & Rockland refund obtained through the NYCOM consultants is listed as refund of prior period expenses as revenue. Mrs. Waizenegger explained the problems that we have had with Orange & Rockland with respect to processing the credit they issued with our master billing account.

Mrs. Waizenegger also noted that NYS did a cleanup of prior claims for the Dial-a-bus program as a result of a federal audit of NYS. As a result now sub-recipients will be directly audited by the Federal Government and NYS had now hired a CPA firm as a consultant to implement a new software called Black Cat in addition to the NYS software called Trax. This will require duplicative work.

Mayor Decker also indicated that the impact of NYS doing poorly on Federal audit there will be impacts on grants and the revolving loan funds through CDA as well.

With respect to expenses it was noted that snow removal costs were high due to the number of snowstorms and there were a lot of insurance claims already this year.

There was also a large tax certrorari processed.

Old Business:

Mrs. Waizenegger noted that it is the time of year to pass the local law to supersede the tax cap. The Mayor asked that Mrs. Waizenegger be ready to explain it to the public.

Mrs. Waizenegger noted that the Governor is still pushing shared services. There is another meeting tomorrow which she cannot attend. The County had originally intended to submit their radio communications project but that seems to be falling apart. Mrs. Trovei questioned the proposal by Port Jervis to consolidate transportation for the court arraignments but that will not qualified for the shared services grant as you must have savings of existing costs to qualify not future costs.

NYS is revising its system and had anticipated having the system completed by May 1st. This will now be for enrollment only and they are delaying the implementation of wage reporting until next year as they do not have

the systems ready. NYS has informed us that we will be required to maintain all paper files. She noted that NYS required both her and Bobbie Jo to attend mandatory training then postponed the implementation.

New Business:

Mrs. Waizenegger stated that she interviewed one IT firm but received little feedback other than it will be a major project. They wanted to know how much money we had to reorganize our IT functions. Bottomline is we will have to write and RFP then send it out to see what we are looking at.

Mrs. Trovei indicated that the Police Chief is proposing ticket fee increases of 10-15 per offense. We will need to bring this to the council as a fee increase of \$15 for each offense effective June 1, 2018.

Mrs. Trovei inquired about a previous wage stipend for plumbing inspector as a carry-over from it being a separate position. It was noted that previously there was an additional stipend but that had been dropped upon the hiring of the new Code Enforcement Officer. It was noted that there is a separate certification for plumbing but when Mr. Rivera was hired the understanding was that it was part of the job.

Mrs. Trovei inquired about hiring a third party to come in and take all the tax sale properties as a group and let them demo or rehab independently after they take out any valuables left behind. Mayor Decker indicated that he had been approached similarly and informed that party to put together an offer. The Mayor also indicated that there may be an offer coming forward from an adjacent owner for one of the parcels. There was discussion regarding the condition of the properties we own.

Mrs. Waizenegger has scheduled our insurance broker for the May meeting.

Bonadio & Co. will be at the May meeting to present the City's audited financials. She noted that the IDA Paris filings were already completed on time.

It was noted that there will be a correction to the Capotal Noe after it is issued to move funds for a washer & Dryer for the Fire Dept. gear.

Public Comment: None

Executive Session: None

Meeting adjourned at 6:40 p.m.

Next Meeting: Wednesday May 16th, 2018 at 6:00pm