

**City of Port Jervis  
Finance/Insurance Committee  
Minutes for Meeting August 15, 2018**

Present: Committee Members Kristin Trovei, David Bavoso, Lisa Randazzo and Dominic Santini. Also in attendance were: George Belcher, John Faggione Recreation Director and Robin Waizenegger City Clerk-Treasurer.

Absent: None

Kristin Trovei opened the meeting with the pledge of allegiance at 6:00 pm.

**Public Comment** - Mrs. Trovei asked if there was any public comment. Mrs. Linda Van Horn inquired if she could get a copy of the 2018 and 2017 budget. Mrs. Waizenegger indicated that the documents are on-line at the City website or available in her office as a FOIL-able document. She also inquired about the year end results to budget. Mrs. Waizenegger indicated that those would be the audited financial statements and that they were also on-line or available in her office as a FOIL-able document.

**Port Jervis Recreation Staff Classification** – Mr. John Faggione explained the duties of the current staff assigned to the recreation department and noted that the job duties more closely align to the job duties of a working supervisor as opposed to a laborer as the position is currently classified. He indicated that he is here to seek direction as to the Council’s support given the fact that any position upgrade will come with an additional cost. He stated that he knows that he will also have to approach the Union with respect to the position change being acceptable to the Union.

Mrs. Waizenegger noted that the change of the position will result in a promotional opportunity that must be competitive, posted for all applicants and go through an interview process noting that the current person in the position may not be able to be retained in that position.

Mr. Bavoso and Mrs. Trovei discussed the fact that Mr. Faggione should proceed through the channels with the Union for a side letter of agreement and Civil Service. Discussion of whether the change of position would be desired now or at the start of the new budget year was also discussed.

The finance committee requested that Mr. Faggione discuss same with the Union and let them know the results of those discussions.

**Homestead Bid** – Mrs. Waizenegger reported that she received only one bid on all five properties. The only bid received has yet to open but is on 42 Pennsylvania Avenue. She will transmit the details of the bid via email to the committee members. Feedback on the process is that people are not willing to buy the properties with the strings attached and/or do not want such major renovation projects to develop as their primary residences.

Mrs. Waizenegger noted that 31 fowler is still waiting for a relator evaluation for commercial sale.

The committee discussed possible alternatives to sell the other remaining properties inclusive of listing with brokers, auction by auctioneer, silent or open auction by the City, sale as a lot of properties versus individual properties and whether the city would be interested in selling without restriction.

Mrs. Randazzo asked if there is an amount budgeted for the sale of tax lien properties. Mrs. Waizenegger indicated that we do not budget revenue as it is anticipated that they will sell at a combination of loss or minor profits. She explained that the City takes on all of the financial risk as it makes the School district whole with respect to their taxes. In the case of other than Cities, the County assumes the financial risk making towns, villages and school districts whole on their taxes.

The committee will bring the topic up for discussion with the Mayor and the entire council to determine what action to take moving forward.

**Fire Dept. Physicals** – Mrs. Waizenegger informed the committee that previously BonSecours had done physicals at no charge for the fire department as a community service. Unfortunately the new owners, Westchester Medical, have chosen not to offer that service to the fire fighters. Therefore the Fire Chief and his staff have canvassed for pricing and are submitting the pricing of Partners in Safety to provide the

necessary physicals. At the Cost of \$180 per physical plus drug screening for new members the added cost this year will be approximately \$12,000 which as the contingency funds are to be exhausted due to the retirements of police officers the \$12,000 will have to be a reduction to fund balance.

It was also noted that in 2019 the new requirement of cancer insurance will begin but does not have an impact on the physicals.

The committee will bring forward for a vote the approval of using partners in safety to conduct the physicals at the cost of \$12,000 for 2018.

**Water meters** – Mrs. Waizenegger informed the committee that Badger water meter systems are obsoleting their water meter reading software and equipment which will require us to upgrade in January at the cost of approximately \$20,000 for software. In addition the old software did not have any maintenance fees but the new software will be cloud-based and have future annual maintenance fees. The new software will read old meter heads currently in place for a limited duration.

The second phase of equipment being obsoleted is the meter heads themselves. This will require us to replace the heads and transponders on every meter in the City. The equipment cost is 202.39 per meter at the current pricing estimate for all of our 3000 meters which equals \$607,170 in equipment costs only. If you add the manpower necessary for installation the cost is estimated to run approximately \$350.00 per head including the labor or a total of \$1,050,000.

Mrs. Trovei noted that Jack had discussed this when we did the 2017 bond but his request was eliminated from that bond. She also noted that this might be a good time to switch to a metered system and Mrs. Waizenegger noted that water rates will have to go up to accommodate the additional costs as we currently do not qualify for grants due to our low billing rates as compared to the grantor standards.

Mrs. Waizenegger also noted that should the City convert to actual usage billing there is one quarter's worth of revenue that would have to be recovered due to the movement of the billing period back in the 1980's without an appropriate deferral of revenue.

**Downtown parking lot** – Mrs. Trovei put this item on the agenda to see how much money we have left from various grants and bonds to reconfigure the parking lot. Mrs. Waizenegger indicated that as new additional monies are coming in from Bonacic some monies are being freed up which should cover the re-striping of the parking lot.

As the committee discussed all of these costs Mrs. Waizenegger asked to interject some new business.

She informed the committee that the IT RFP is out and due back on 9/30/2018. Mrs. Waizenegger indicated that she has been busy with responses and wished to remind the committee that there is going to be costs above the \$100,000 in the 2017 bond once we select a consulting firm and move forward to completely restructure our IT systems.

**Old Business** - None

**New Business** – Please note item above in Parking lot discussion.

Mrs. Waizenegger noted that there will also probably be additional costs incurred by the City with respect to possible demolition regarding the dangerous building letter from our engineer on the property at 126 Front Street. Mrs. Waizenegger shared the letter with Mrs. Randazzo and was requested to forward a copy to her electronically.

Mrs. Waizenegger indicated that she has been able to purchase two pc's with the monies previously designated for one and may rearrange our offices slightly to accommodate and additional workstation near the front window to service customers.

Motion to adjourn at 6:53pm.

Next month's meeting – September 19<sup>th</sup> at 6:00 p.m.