

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting September 19, 2018**

Present: Committee Members Kristin Trovei, David Bavoso, Lisa Randazzo and Dominick Santini. Also in attendance were: George Belcher, Maria Mann, Mayor Kelly Decker 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 read a list of items that she wanted to know about including the 2019 budget, sewer, road paving, water meters and if there are 5 and 10 year financial plans for the City.

Budget should be going to the Mayor in October and after his review budget will go to Council and at that point budget workshops and/or hearings will be scheduled.

Water meter bids will not happen until at the earliest mid-2019 and we will work around the expiring software. Sewer work will not proceed until a master plan and a plan is done for the first section to be done in concert with attending a workshop in April for environmental financing and continued negotiation with EFC for financing. In addition we are working with DEC for acceptance of the studies done. We also are awaiting a grant from CDBG for the planning portion.

Mrs. Van Horn was given an explanation of the CHIPS funding which provides the funds to do paving. Selection of what roads are paved is done by the DPW director. It was also noted that you cannot repave for 10 years once a specific street is done. Mrs. VanHorn said that she is relaying the complaints of the senior group meetings she goes to. The council members present stated that they have received no calls regarding streets.

Mrs. Van Horn stated that she feels the people who talk to her fear retribution. She relayed an incident of a building complaint by a neighbor of a senior and the fact that the senior felt forced to make repairs. While she admits that incident was not provoked by a council person she used it as an example. The Council members and Mayor expressed their disbelief of these claims and stated that there is no such practice. The Mayor and Council members requested that Linda bring back to those who ask her about issues that they should seek advice from the Council Members, Mayor or other City officials without fear.

The Mayor also reviewed the process for building code violations and the willingness of the City to work with residents in hardship situations.

The Mayor stated that there is a 5 year strategic plan which was developed by him that is not tied to any financial plans. The Treasurer indicated that there are 5 year plans for major asset purchases and that previously there was a 10 year city facilities maintenance plan but that has not been updated.

It was also noted that CHIPS funding has not increased in at least 8 years while paving costs have increased.

Mrs. Trovei stated that the next long-term planning will be done relative to the sewer infrastructure.

Cash Flow – Mrs. Waizenegger reviewed the cash flow projection she handed out to the committee noting the results of June and July with the August results not yet confirmed by bank reconciliations along with projections through year end. She also noted the shortfall of general fund cash during the period from mid-September through the end of October and noted that some inter-fund borrowing may be done and repaid within the month dependent on the timing of receipts. She informed them of the addition of the large levels of cash expenditures for the bridge project and the BAN proceeds in the capital fund.

Bridge Project – Mrs. Waizenegger noted that the BAN for cash flow purposes for the bridge project is set for offer today, sale on 9/27 and closing on 10/10.

Old Business – Mrs. Waizenegger noted that the sale of 15 Second Street closed today and a down payment on 33 Seward was also received today. Both properties were acquired through tax lien.

Mrs. Waizenegger informed the committee that the PSC forced Orange & Rockland to go back further with regards to the recovery of over-billed charges. This resulted in an additional net recovery to the City of \$23,000.

Mrs. Waizenegger brought up the topic of sewer and water rate increases for the 2019 budget as a first movement of good faith toward the required fees by EFC. She recommended an increase of \$10 per quarter for water which is the same increase as done in 2017 and was open to the Council's discretion on sewer.

Mrs. Trovei gave her opinion that this was probably prudent and that with respect to the sewer fund she would recommend that some of the year end surplus that could be generated be set aside as capital reserve. She expressed that she thought that an increase of \$10 for water and \$10 for sewer per quarter seems a reasonable start if we are forced at some point to increase further. It was also discussed that this is a good faith effort for the funding sources.

Mrs. Waizenegger explained that an appeal was made to lower the standard fee based on the fact that Port Jervis does not bear the cost of sewage processing and that to force our residents to pay the same fees as those who do have the cost of processing was unfair. The funding source, EFC, flatly denied any such reduction as possible. Mrs. Waizenegger indicated that she will attempt the same argument in April at Syracuse to see if we can get some movement of the fee standard.

It was also discussed that billing based on consumption may be inevitable and should be done with the installation of new meters. This will be a burden on households with families or a large number of occupants.

New Business – The Mayor indicated that at the recent code meetings it has been noted that fire inspections are not being done at the level that they should be and that a full-time fire inspector is warranted. Mayor Decker suggested that possibly we could contract the service on a 1099 basis from an individual or firm and that we could establish a fee schedule to raise revenue to offset the additional costs. The committee discussed the pros and cons of an employee versus contractor relationship. The Code committee needs to get more information before a final financial plan can be flushed out with respect to costs and fees.

Mrs. Waizenegger informed the committee that the ACO has with Orange County DOH set up to conduct a free Rabies Clinic for 10/14/18. As City Clerk she is requesting that the City waive dog license fees for that date to get dogs licensed to allow us to follow-up in future periods. Mrs. Waizenegger will prepare a resolution for the Council meeting.

Mrs. Waizenegger informed the Council of the tours and information sessions conducted over the past month with respect to the IT RFP.

Mrs. Trovei noted that at the Police Committee meeting there are several issues which are going to result in increased costs. The raise the age legislation for youthful offenders looks like it may require additional costs and the consolidated off-hour arraignment court implementation is being talked about again in only one location as opposed to three locations which will require additional expenses for transport.

Mr. Belcher questioned the Mayor if there has been information from RUPCO on tax lien properties. The Mayor indicated that there has not.

Mrs. Trovei asked if there was any additional public comment. Mrs. Van Horn asked if the neuter/release program is still in place. The Mayor informed her that program is run by the humane society not the City and that she could contact the ACO for more information.

Motion by David Bavoso, seconded by Lisa Randazzo to go into Executive session at 6:47 pm for the purpose of reviewing a retirement request from an employee as a contractual item and the consideration of a contractual land lease. All members voted approval.

Motion by David Bavoso, seconded by Lisa Randazzo to reconvene with no action to be taken then adjourn at 7:32pm. All members voted approval.

Next month's meeting – October 17th at 6:00 p.m.