

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

Present: Committee Members Kristin Trovei, Lisa Randazzo and Dominick Santini. Also in attendance were: George Belcher, Stanley Siegel, Mayor Kelly Decker and Robin Waizenegger City Clerk-Treasurer.

Absent: David Bavoso

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

Public Comment - None

Cash Flow – Mrs. Waizenegger informed the committee that the state aid payment was received on 12/17/2018 and that cash flow was stable until the pension payments get made at the end of January.

Insurance Renewals – Mrs. Waizenegger asked the committee if they want to go out to full bid again this year on the insurances. The members debated the pros and cons and decided as we recently have done full bidding that this year we would process a simple renewal with VFIS for Fire Insurance through David Kerr of RC Lain and for general through Marshall & Sterling.

Audit – Mrs. Waizenegger advised the committee that the revisions of the 2018 Financial statements are in progress. The revision was necessary due to the failure of the CDA to record CDBG Grant funds that were disbursed as loans on their books. Mrs. Waizenegger indicated that she felt the CPA firm could have caught the discrepancy during their work as the City had booked all of the pass-through transaction in Trust & Agency and any review of those transactions would have clued them into the missing transactions on the part of the CDA. The audit firm disagrees and is still billing for \$2500.

Mrs. Waizenegger informed the committee of the dates for the internal review in February and the Full Audit in March.

Budget Changes 1st Quarter 2019 – Mrs. Waizenegger went over 3 potential budget changes that have transpired since the development of the 2019 budget. Orange County has now in addition to raising their base tipping fees has also raised recycling costs. The NYSHIP health increase has come in at less than budgeted which should give us room for garbage fees. Any changes for the CSEA contract still in negotiation are unknown. The committee discussed putting any extra funds into contingency or contracted services to use for Human Resource planning.

Old Business – Mrs. Waizenegger informed the committee that the water meter changes along with software changes are still looming with cost expected to be in excess of \$770,000 for both meters and software. She urged them to address this in both DPW and finance over the next coming months. She informed them that a recent roundtable discussions a lot of municipalities were adding the cost as a surcharge on their bills.

Mrs. Trovei had requested the topic of reconfiguring the mini-mall parking lot. The committee again discussed the need for this change.

New Business – Mrs. Waizenegger informed the committee that the work with Spinnertech has begun but that due to the problems with the discontinuation of support in the Police Dept. with New Windsor Police IT services they are focusing all of their effort on the Police Department IT as the first conversion.

Mrs. Waizenegger indicated that she also wishes to in the near future seek out smaller applications to assist with specialized areas such as dog licensing and parking tickets to move what is currently maintained in an excel as a database in an easier to use format and possibly one that would coordinate with the police.

The committee reviewed a request for the purchase of a new stage. The decision to purchase will be delayed until final numbers are analyzed from the Tourism accounts during the audit.

Mrs. Waizenegger also informed the committee that there will be several travel requests for the GFOA Conference and the Sewer Conference.

Next month's meeting –January 16th at 6:00 p.m.