

Port Jervis Finance Committee
January 16, 2018 6:00 pm

Present: Kristin Trovei, Kelly Decker, David Bavoso, Stanley Seigel, Maria Mann, Lisa Randazzo, Dominic Santini and Robin Waizenegger

Meeting was opened at 6pm by Chairperson Kristin Trovei with the pledge of allegiance.

No public present for public comment.

Audit – Mrs. Waizenegger indicated that she is trying not to postpone the audit as currently scheduled. There is a possibility that it may have to be delayed due to the turnover of staff which has required both herself and the Deputy to work to keep things running as well as training new staff which takes time away from their regular duties. The current dates are as follows:

Procedural testing February 25-27, 2018

Field work March 18-22, 2018

Reporting – Mrs. Waizenegger reviewed all of the required reporting noting that the NYSOSC seems to have dropped the AIM reporting and they have put out no notice for the previously required tax cap and efficiency plans. She will be completing the PARIS and AUD reporting as time allows. Mrs. Waizenegger also informed the committee that there is additional reporting required for the IDA that was previously unknown. The reporting of sales tax exempt purchases from the entities granted exemptions has come to light due to recent audits by the ABO.

Capital Note – Mrs. Waizenegger has requested updated lists for the Capital Note which are due for the February meeting. She also asked the committee if they want to put together another 10 year vehicle plan for implementation beginning in 2020 to which they responded positively.

Cash Flow – Mrs. Waizenegger indicated that she will not be requesting the issuance of a revenue anticipation note for cash flow purposes this year. The issuance of the BAN to assist with Capital Cash flow needs due to the Bridge has helped overall and abated the need for borrowing but noted that cash flow will be tight despite the need not to borrow.

Old Business – The committee discussed the operations and finances of the Tourism Board and debated the use of the funds generated for major purchases such as the stage, park lighting and other major equipment that will enhance the events. A discussion of operational practices regarding meeting minutes, advertising and coordination ensued amongst the Council members. It was felt that a final determination of deferral of funds for 2018 will be made in February after all bills are done. It was noted that tourism board does not recognize the additional expenses of DPW and Police resources used. There was also a concern that the Tourism Board does no reconciliation by event. It was also noted was that they are volunteers and while it is all done with City funds we need to recognize their contribution.

The members indicated that they really want to understand the events better both from a financial perspective and an organizational perspective.

Mrs. Waizenegger reported that the Senior Club has finally come in to turn over funds, receive their petty cash and begin working with her office as a city group.

Mrs. Waizenegger provided to the Committee the premium savings that should be realized based on the current census of covered lives versus what is budgeted. The savings is currently available for movement to other lines or to retain as a reserve through fund balance. It had previously been discussed to use this savings for the revised garbage/recycling costs through Orange County for 2019. It was noted that the savings are not as anticipated due to increases in SSI reimbursements and changes in census (increases).

New Business – Mrs. Trovei asked if there was funds in the budget for fire dept. physicals. The Fire Chief believes that there are no funds for physicals. Mrs. Waizenegger said that she would research and get back to Mrs. Trovei and the Fire Chief.

Mrs. Waizenegger noted that Suzanne McBride accepted the job offer will be starting January 31st.

Mrs. Waizenegger indicated that the Board of Elections wants a different polling site in the 2nd ward. The committee reviewed possible sites and indicated that the Board of Elections has insisted that the site be in the 2nd ward. Mrs. Waizenegger will relay possible sites to the Board. She also indicated that there may be additional schedule changes for up to a week of voting access at all sites.

Mrs. Waizenegger indicated that the Council will have to do the annual law regarding the tax cap as a preventative measure.

Mrs. Trovei indicated that she believes the position of Fire Inspector needs to be addressed. It was noted that the testing date for the position is unknown and that the current candidate would not likely accept a provisional appointment. Mayor Decker will request the Civil service information.

There was concern that the position and revenue will not be ready for addition to the budget by April 1st.

There was also concern over procedural details concerning the processing of applications and payment of fees for the new revenue stream.

The Mayor also noted that the fire inspector will be occupying a basement office in City Hall.

The Mayor suggested an alternative of a gated parking lot with an arm control for revenue at the downtown city parking lot with an automated machine for payment. Mr. Santini suggested that there might need to be design changes to accommodate so that might need to be addressed before the renovation. There was concern regarding the winter overnight parking and the current long-term parkers such as the NYS day hab program and local employees. It was also noted that enforcement efforts have to be addressed if any method is chosen.

Public Comment - none

Executive Session - Personnel - Meeting adjourned to executive session at 6:55pm

Meeting reconvened at 7:10 and adjourned.

Next finance meeting scheduled for 2/20/2019 at 6pm.