

**City of Port Jervis  
Finance/Insurance Committee  
Minutes for Meeting March 20, 2019**

Present: Committee Members Kristin Trovei and Lisa Randazzo. Also in attendance were: Maria Mann, Stanley Siegel, George Belcher, Police Chief William Worden, and Robin Waizenegger City Clerk-Treasurer.

Absent: Dominick Santini and David Bavoso

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

**Public Comment** – None

**Capital Note** – Mrs. Trovei indicated that the only issue being questioned on the Capital Note is the Cameras. The members discussed a desire to prioritize a camera for West End. Mr. Siegel expressed his concern at the high cost for the Pt. Peter camera. Mrs. Trovei explained that the costs were to operate without AC power and also all other costs associated with the pole installation on site as well as there is no existing pole. The committee called and requested to have Police Chief Worden join the meeting for his opinion and update on his camera project in coordination with these.

Chief Worden joined the meeting and explained the cameras to be installed in Phase 2 which includes a site to monitor West End. The Chief also provide clarification regarding his phone system needs. The committee then decided to not do any additional cameras at this time and to reconsider any additional camera purchases next year.

The Capital Note will be amended to a total of \$100,000 with any available funds listed as computer related equipment.

**Selling Tax Lien Properties:** Mrs. Trovei indicated that at present the Council decided to do no further sales until there is a majority consensus as to how the sales will be conducted. Mr. Siegel stated his desire to sell all properties for the taxes and amounts owed that we acquired it for. It was noted that method is unrealistic. He then suggested putting everything into the homestead program. Mrs. Waizenegger indicated that there is not the interest through the homestead program due to the restrictions. Mrs. Trovei indicated that our goal should be as hands off as possible. The possibility of realtor listings versus an auction sale through a third party was discussed. It was requested of Mrs. Waizenegger to contact John McCarey to see if our properties could be included in the Orange County deed auction. If this method is not palatable then the committee will begin to pursue information regarding a third party auctioneer as opposed to local realtors.

**Clerk's Office Staff:** Mrs. Waizenegger updated the committee regarding the current vacancies, lack of approved hiring list from Civil Service and her requests to the Council regarding actions for relief and/or remuneration for additional duties. It was noted that a letter was being drafted from the Mayor's office to the Civil Service Commission for clarification. The committee agreed with the possible action of decreasing the hours open to the public to provide staff with 2 hours of uninterrupted time to complete other duties delaying the transfer of an account clerk for one week to assist with answering phones and backing up front desk while the Treasurer is at the sewer conference and to cancel the attendance at the GFOA Conference. Other relief items will be discussed by the full council in executive session at Monday's meeting.

**Audit:** Mrs. Waizenegger informed the committee that the auditors left the field two days early as we were unable to fulfill all of their data compilation requirements at this time. The balance of the audit will be done electronically through the Bonadio portal and email. The audited financials may be late depending on how quickly the vacancies are filled and trained.

**Fire Inspector and Human Resources:** Mrs. Trovei explained that the Council had wanted to hire a full time fire inspector for hire in April. However at this point she feels that there is insufficient information to do a hire and Civil Service still has to post a test. There is still a subcommittee meeting to plan for HR services but again more information is needed.

**Old Business** – Mrs. Mann asked about the bills paid. She had a concern that road salt was paid out of the sewer fund per the report at the Common Council meeting. It was noted that the bills listed may come out of

any of the General, Water or Sewer funds. Road Salt was paid out of General funds whereas the health insurance is paid out of all 3 funds based on payroll allocation.

**New Business** – Upcoming finance meetings will be scheduled for April 24<sup>th</sup> and May 15<sup>th</sup>. The insurance renewal will have to be decided at the May 15<sup>th</sup> meeting.

Mrs. Waizenegger detailed a billing rate glitch that occurred at the beginning of the new year for commercial customers when the clerk set the rate for the first 10,000 gallons at the minimum related to pipe size rather than the standard rate. This will impact 32 accounts where rate adjustment credits will be given before the current quarter's billing. All rates are corrected for the next billing. This was brought to our attention by one customer. We investigated the complaint immediately, located the source of the error and have a correction plan in place.

**Public Comment:** None

Motion by Kristin Trovei, seconded by Lisa Randazzo to adjourn at 7:00 pm. All members voted approval.

Next month's meeting – April 24th 2019 at 6:00 p.m.