

**CODE COMMITTEE**  
City of Port Jervis  
Common Council Chambers  
**Minutes – Wednesday, January 2<sup>nd</sup>, 2019 – 6:01pm**

**Lisa Randazzo**  
Committee Chairman

**David Rivera**  
Building Official

**Kristin Trovei**  
**David Bavoso**  
**Stanley Siegel**  
Committee Members

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Pledge of Allegiance:

Roll Call: Mrs. Randazzo – Mrs. Trovei – Corporation Counsel – Mr. Bavoso – Mr. Rivera – Mr. Brady

Mr. Siegel arrived at 6:11 pm.

**Public Comment:** No public comment.

**Old Business:**

1. Review Proposed Multiple Dwelling Inspection Fee Resolution-  
Committee briefly discussed inspections, however, decided to focus on fire inspections fees first and will revisit the topic next month.
  
2. Fire Inspections and Operating Fees-  
Mr. Brady, Fire Inspector, explained what other municipalities charge for such fees. Mrs. Randazzo will forward the applications of the proposed operating permits and fire safety inspection fees for review. Committee stated a resolution would be needed for business operating permits which will include an application fee to be set at \$100.00, fire safety inspection fee for businesses to be set at \$125.00. Fire alarm inspections, kitchen hood inspections and sprinkler plan review all to be set at \$100.00 each. All fees need to be added to the City's fee schedule.  
Corporation Counsel inquired about existing language that pertains to such fees. Mr. Bavoso and Mr. Rivera explained the existing language pertains to only the inspection aspect, however, the fee schedule was not created.  
  
Committee approved the November 2018 meeting minutes.
  
3. Update on Vacant Building Registration Law –  
Corporation Counsel stated that he would send an email to the departments to review the proposed changes made to the vacant building registration law, in order to move forward. He also suggested the committee review the fee as he feels the cost of maintaining these properties may be in excess of the fee currently being charged.  
Mr. Bavoso urged the Building Department to keep a log of vacant building activity.
  
4. Revision to Code Request- Section 505-55 Schedule Q -  
The code that exists does not reflect what is currently being practiced regarding overnight parking in municipal lots. Mrs. Randazzo suggested removing language that prohibits parking in the municipal lots and adding language stating no overnight parking unless with proper permit.

5. Social Service Inspections –

Mr. Rivera would love to see all social services inspections go through the building department. It is his opinion that the current social service inspections are not getting performed effectively.

Mrs. Randazzo inquired on what the committee needs to do in order to change the current process.

Corporation Counsel advised Mr. Rivera to research other municipalities practices and fee schedules.

Mr. Siegel noted most homes that are inspected by social services are unlivable.

Corporation Counsel stated he would contact the Conference of Mayors on the topic.

Committee agreed to discuss further at the next meeting.

**New Business:**

1. Clothing Stores –

Mrs. Randazzo discussed Mayor Decker concerns with a new retail store opening downtown. He wants to ensure that retail spaces are kept tidy and clothing folded or hung on racks.

Committee decided to not move forward with the Mayors request.

2. Hotel & Room Tax –

NYCOM staff will be providing Corporation Counsel with information, once received he will forward to committee members.

3. Property Maintenance of Lots –

Committee had a lengthy conversation regarding vacant lots being used as parking lots. Mr. Rivera will investigate current code language and Mr. Siegel suggested looking up what constitutes as a driveway. Topic will be discussed at the next meeting.

4. City Marshall-

Mr. Siegel requested to work directly with Corporation Counsel to investigate the necessary changes needed to the current code pertaining to Marshall services.

Committee agreed.

**Building Officials Report: Attached**

Mr. Rivera requested that sidewalks be added to the next meeting agenda.

**Public Comment:** *About Topics Covered in Tonight's Meeting*

No public comment.

Motion by Mrs. Trovei, seconded by Mr. Siegel to adjourn the meeting at 6:52 pm.

AYE: 4 ABSENT: 0 NAY: 0 ABSTAIN: 0 CARRIED

Next Scheduled Code Meeting: **February 6<sup>th</sup>, 2019 @ 6:00 pm - Council Chambers**