

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting April 24, 2019**

Present: Committee Members Kristin Trovei, David Bavoso, Lisa Randazzo (arrived 6:20) and Dominick Santini (arrived 6:45). Also in attendance were: Maria Mann, Stanley Siegel, George Belcher, Robin Waizenegger City Clerk-Treasurer, Mayor Kelly Decker, and Gina Fitzpatrick (arrived 6:45) and Regis Foster (arrived 6:55).

Absent: None

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

Public Comment – None

Insurance Renewal – Mrs. Waizenegger indicated that preliminary numbers are in for the renewals and that she will forward the information via email to all of the Council Members prior to the May finance meeting where Mr. Robert Stubbs will come to formally present the options for renewal. There are 3 bidders with the incumbent being the highest and a significant increase. The two lower bidders however do not provide any access to training that we have been utilizing.

Audit: Mrs. Waizenegger updated the committee with regards to the issue that audit work was suspended during the staff turnover and vacancies to keep operations moving. She stated that at this point we may see audited financials in June if she can refocus her efforts in that area. She noted that without the financials and audit work being completed she cannot file required reports to NYS and cannot process the larger borrowings such as the BAN renewal and any serial bonding.

Quarterly Budget Update: Mrs. Waizenegger noted that she distributed the quarterly report before she left on the 16th of April to provide the members with time to review before this meeting. She noted that there are no major issues as of March 31st but did note that the sales tax amount is estimated and we have not yet received any actual information as of this date.

She noted that in April we have received information and payment on the Workmen's Compensation policy dividends at 40 % which is in excess of our estimates for a total of approximately \$42,000 spread across all operating funds.

Old Business:

Capital Note - Mrs. Waizenegger informed the committee that she was instructed to hold the processing of the Capital Note for possible addition. The Mayor indicated that the downtown parking lot that is in the process of being re-paved is in need of lighting in the amount of \$16,000 which includes the concrete bases and the conduit wiring and there is an air conditioning unit that has failed in the police department which requires replacing at \$4000. These two items will require a new resolution by the Council for approval to be added. This will be done at the special meeting tonight.

Replacement of Fire Truck - Mrs. Waizenegger indicated that she reviewed HGAC Company that the fire department wants to use. Basically they handle the bidding process as a third party whom she says is acceptable but they will need to provide evidence of solicitation of MWBE and SDVOB vendors.

Fire Chief Cicalese indicated that this truck will be assigned to Neversink engine #1 and will consolidate the equipment from the rescue truck thus replacing 2 trucks with one. The truck is intended to be financed in a serial bond with a cost not to exceed \$690,000. The time frame for order versus delivery is 7-12 months.

Unrelated Mrs. Waizenegger noted that additional monies will be needed in the bonding for eminent domain costs for the bridge which are not covered by NYSDOT and continue to rise.

HR Update – Mrs. Trovei informed the committee that she has reached out to 3 different companies regarding updating our Employee handbook and performing HR services moving forward.

IT Upgrade Update - Spinnertech will be on site the first week of May to begin the physical work associated with networking everyone in the City. She warned that the conversion will come with some outages to do the networking and will be painful to many employees as this conversion is difficult. This is delayed from our original plan due to extensive work in the police department.

FT Fire inspector – Mrs. Trovei stated that unfortunately as there have been some financial impacts with the Code department which have delayed the action to move to a full time fire inspector. The fire chief

expressed the importance of the position being full time. Mrs. Trovei asked the members present if anyone had any objection to moving towards a full time inspector. Mr. Siegel expressed his opinion that it is an important addition and that he feels cost will be recouped through fees. Mrs. Trovei indicated that the costs will not be covered entirely by fees and will represent an additional cost. Mayor Decker indicated that the local hospital will have to do building permit fees over the next two years but it was warned that those are one time fees that could be used in the first two years. Mr. Belcher cited the recent fire as an example of our need. Mrs. Trovei inquired about the civil service exam associated with the position and it was noted that we do not have a scheduled test yet. It was discussed about possibly giving both a general exam and a promotional exam.

PT code enforcement officer – Mrs. Trovei indicated that the Code committee is recommending the hire of another part-time inspector. Chief Cicalese expressed his opinion that a second part-time person is not needed. The Mayor expressed that the office needs to utilize the part-time people more effectively to allow the Code official to do more administrative work. Mrs. Waizenegger will check to see if the 2nd position is budgeted.

2 Seasonal DPW employees – Mrs. Trovei indicated that the DPW director is ready to hire the 2 seasonal employees for mowing and maintenance. There were no objections to doing these hires as soon as possible.

Clerk Office Staff and Operations Update - deferred to executive session. It was noted that operational work is backing up and is becoming stressful.

Sewer Conference Update – Mrs. Waizenegger updated the committee that she attended the Sewer Conference sponsored by Syracuse University at the request of Charles Phillion. She noted that the conference satisfied our political obligations but was not productive for our infrastructure issues other than education on how to conduct a media campaign.

Water billing – There was an off the cuff proposal about doing water billing from the DPW office which was reviewed as not a full proposal and would not be considered without review of the associated department heads.

Sale of City Properties – We are following up with John McCarey @ Orange County but due to his illness we have not had the opportunity to receive appropriate feedback. Mrs. Trovei will try to obtain additional information from the interim director.

New Business:

Health Insurance – It was noted that NYSHIP issued a preliminary rate increase projection of 6-9%. Mrs. Trovei reminded the Council members that this type of increase would eat up the entirety of a 2% tax increase alone and to keep this in mind.

Curb Cut on East Main – It was noted that the curb cut at Water's Edge will cost more than anticipated at \$5000. This is for an emergency access road. Mr. Siegel agreed to attempt to get Water's Edge to make the improvements and ensure that it is ADA compliant and commercially rated.

Storm Drainage issue – Mayor Decker advised the members of a storm drainage issue regarding water running down Bruce, Lyman and Beech onto Gordon then running through the property owned by Joe Tufano for the past 40 years to get to the brook. DPW previously tried to resolve the issue by building a small catch basin and pipe to the brook.

At the point of construction 100 years ago of the streets this water flow was created over previous railroad property. The property has since been sold and a new owner intends to fill in the property which will backup all of the storm water. The Mayor has requested that legal counsel, City engineer and DPW to work on this issue to attempt to get easements and do a proper design to install some sort of permanent drainage with costs to be determined.

City Wide Clean Up – Due to the uptick of illegal dumping a city wide pickup has been suggested. There has been a large amount of TVs being dumped as the only outlet for TV's is in Goshen. The members discussed possibly doing a consolidated dump day event or possibly a TV collection with Orange County. The Mayor requested that the Council think about possible options they would deem appropriate. It was noted that the citizens want it for free. Most Council members were not in favor of doing pickup service due to labor constraints. Mr. Siegel agreed to approach our Orange County legislator about the acceptance of TV's at the Port Jervis site.

Public Comment: None

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

Next month's meeting – May 15th 2019 at 6:00 p.m.