

**CODE COMMITTEE**  
City of Port Jervis  
Common Council Chambers  
**Minutes – Wednesday, April 3<sup>rd</sup>, 2019 – 6:00pm**

**Lisa Randazzo**  
Committee Chairman

**David Rivera**  
Building Official

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

Pledge of Allegiance:

Roll Call: Mrs. Randazzo – Mrs. Trovei – Mr. Belcher - Mr. Bavoso – Mr. Siegel – Mr. Decker - Mr. Rivera

**Public Comment:**

Tom Sexton, Business Owner, stated he was opposed to the operating permit fee and questioned whether the City needed a F/T Fire Inspector. Mr. Sexton feels the fee should be included in the city tax because his tax rate is higher and he doesn't get garbage removal as a commercial property owner.

John Beasley, asked what the duties of the fire inspector would be if the position became full time. Mr. Beasley recognizes a need for the position given the amount of the fires that have occurred, however, it is his opinion that the position should be contracted out.

Jerry VanOrden, Business Owner, had questions for the Fire Inspector. Committee informed Mr. VanOrden that Mr. Brady will answer all questions pertaining to the new operating permit fee during old business.

Jeff Rohrer, City Marshall, stated he was in attendance to answer any City Marshall questions.

Beth Hoeffner, Orange County Dept. of Health, provided the committee with information on the Healthy Neighborhood Program and Lead Prevention Programs. Ms. Hoeffner also asked the committee to consider creating a policy to address unresponsive property owners that have lead hazards. She explained how other municipalities handle similar situations.

Motion by Mr. Bavoso, seconded by Mrs. Trovei to approve the minutes of the March 2019 Code committee meeting minutes.

AYE: 3    ABSENT: 0    NAY: 0    ABSTAIN: 1(Mr. Siegel)    CARRIED

**Old Business:**

1. Discussion on Operating Permits- Bob Brady  
Fire Inspector, Bob Brady, held a Q&A with business owners to help them understand the purpose of the operating permit. He discussed which businesses received an operating permit letter, the criteria for those businesses, law/code history, noted that the law had been in place since 2002 and was added to the Port Jervis Code in 2007, and discussed what businesses can expect moving forward.
2. Hotel Tax Law –  
Mr. Decker stated that Corporation Counsel will have a letter of support/resolution ready for the next council meeting.
3. Discuss City Marshall Code-Stan Siegel-

Mr. Bavoso asked Mr. Siegel and Mr. Rohrer to clarify what changes they were looking to make to the fee schedule.

Mr. Rohrer explained what services he provides and what fees are associated. He mentioned his work on 59 Hudson Street. Noted the eviction took 3 ½ months and afterwards received a letter from Robin Waizenegger that he felt was unnecessary.

Mr. Siegel stated he would like the code to reflect what is actually being done. Asked to simplify the language and remove out dated information.

Mr. Bavoso asked Mr. Rohrer if they wanted to set a fee schedule for anything outside the normal service process such as a move out or an eviction on a city tax lien property and have that fee set by the council.

Mr. Siegel objected and stated that the fee would be dictated by the Marshalls not the council.

Mrs. Randazzo tried to pinpoint what code changes needed to be made.

Mr. Rohrer would like the section pertaining to Orange County fees, to be removed.

Mayor Decker suggested adding language that states the city would not be charged and anything beyond the normal scope would be charged at a discounted rate.

Mr. Bavoso will update the 3<sup>rd</sup> party section of the code for review.

4. Update on 19 Owen Street-Jim Farr, Farr Engineering

Mr. Farr updated the committee on the condition of 19 Owen Street. He stated the structure is moving but moving at a glarier pace. He recommends performing quarterly inspections and noted the structure is beyond reasonable repair.

Mayor Decker inquired about demolition cost.

Mr. Farr suggested using the demo grant contractor, as the cost was reasonable. Mayor Decker asked if Mr. Farr could speak to the contractor and report back to the finance committee.

5. Final Review on Changes to Vacant Building Registration Law-emailed to Corp Counsel

Mrs. Randazzo will bring changes to the next council meeting.

### **New Business:**

1. Sidewalks Ordinances-Dave Rivera-

Mr. Farr noted a specification for new sidewalk installation can be created but sidewalks vary with every section of the City.

Mr. Rivera's concern is that residents aren't following any protocol when installing new sidewalks and are burying gas and water utilities.

Mr. Farr mentioned that he would work on a permitting method and will create a guide for residents.

Mayor Decker recommended Mr. Rivera and Mr. Farr come up with a solution.

### **Building Officials Report: Attached**

Mr. Rivera informed the committee that 18 Erie Street (structure fire location) didn't have homeowners insurance. He noted that if the social service inspection permit law was in effect, the property owner would've had to show proof of insurance to the building department.

Mayor asked if the CDA mandates proof of insurance for its properties.

Mayor Decker stated he would contact the CDA to inquire about insurance verification.

Mr. Siegel would like Mr. Rivera to start violating homes without proper numbering.

Mr. Rivera would like the committee to consider hiring a part timer that has already been budgeted.

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

John Beasley, recognizes the hard work that is done on the committee level and thanked committee members. He's hopeful that the committee will continue to discuss the 3<sup>rd</sup> party Marshall fees and procedures. Mr. Beasley expressed that the fire that occurred at 18 Erie Street was shocking and encouraged Mr. Decker to discuss insurance with the CDA.

Motion by Mr. Bavoso, seconded by Mr. Belcher to adjourn the meeting at 7:42 pm.

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

Next Scheduled Code Meeting: **May 1<sup>st</sup>, 2019 @ 6:00 pm - Council Chambers**