

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting July 17, 2019**

Present: Committee Members, Kristin Trovei, David Bavoso and Dominick Santini. Also in attendance were: George Belcher, Maria Mann, Stanley Siegel and City Clerk Treasurer .

Excused: Lisa Randazzo

Finance meeting opened at 6:30 p.m. Chairperson Kristin Trovei opened the meeting with the pledge and noting that there were no members of the public present.

3rd Quarter Budget Review – Mrs. Waizenegger reviewed the memorandum she issued regarding the 2nd quarter. Please note that the 6/30/2018 sales tax revenue is based on estimated income figures as actuals have not yet been received. Despite this our revenue is projecting 2% over the budgeted projections. I will caution however that several sources of the revenue are not of a repetitive nature for future planning purposes and may need to be used to offset losses from the sales of city owned properties acquired through tax liens. For future planning I would consider the sales tax, gross receipts tax and mortgage tax growth as key indicators in budgeting for 2020.

The lower level of expenditures versus budgeted is reflective of the fact that the City has not yet settled its CSEA contract and is experiencing those salary costs at the 2018 levels. Should there be any award for 2019 the trend would change to closer to 50% predicted expenditure levels. We also budgeted to have our power being supplied via solar sources which will also cause overruns in the electrical services.

Cash flow management continues to remain problematic due to the large outstanding amount due from FEMA with respect to the canal repairs where reimbursement might not occur until 2020.

Mrs. Waizenegger indicated that NYSDOT has been really terrific at turning around the Bridge claims from a capital cash flow perspective and using the BAN funds. She noted that she does not have the budget changes done at this time and can only commit due to workload and scheduling to have them ready for the 8/12 council meeting.

Old Business -

Audit Update – As of now the FEMA transactions are holding up the audit as the audit firm has to do single audit scope on all of the transactions. FEMA worksheet documents have been requested from Jack Farr and Bonadio is still working on this area.

HR RFP – Mrs. Trovei indicated that no work on this item has been done.

Auction Update – All property information has been sent to the auction company and we are awaiting their evaluation and response.

Fire Inspector – Mrs. Trovei noted that a fulltime position is desired but there is not monies available, therefore she is encouraging the Mayor to ensure it is in the 2020 budget. She noted that the test is scheduled for October and we will want someone who has passed the test. Mrs. Waizenegger noted the permit/operating fees so far to date on the 2nd quarter budget. Mrs. Trovei noted that going forward it will be in the best interest to hire a full time inspector.

New Business –

Police Sign – Mrs. Trovei said that last week she was given a proposal for a lighted sign for the police dept. for visibility with the funds coming from contingency. The committee was supportive and Mr. Siegel discussed possibly expanding our efforts for directional signs citywide.

Bond & August meeting RE: Water Meters – Mrs. Trovei indicated that we are not yet ready to do a bond. She indicated that she has invited Mr. Farr and the company that we need to purchase new meters from to the next finance meeting. Mrs. Waizenegger indicated that approximately \$50,000 of water improvement funds are available now to begin the meter installation process targeting commercial customers first and then expand to residential when the bond is done.

Notary Services – Mrs. Waizenegger indicated that she has received an opinion from the Department of State that our fees must be limited to \$2 for non-residents. She discussed the current status of notary services with banks and others limiting what services they will provide. It was noted that the office does approximately 50 notaries per week.

Police for Summer School – The school has requested services for their summer school and our current contract indicates only regular session therefore on Monday there will be an addendum proposed to the contract to provide the services.

NYS Retirement – Mrs. Waizenegger informed the Committee that the NYS retirement system issued new regulations with respect to eligible police overtime which she has shared with the PBA. It now makes overtime that is done for the public safety when reimbursed by a private entity. Previously all overtime done and reimbursed by a private entity were excluded from eligibility. The example used that if a tanker was being kept on our railroad tracks and a company wanted it guarded the overtime would be countable if the tanker represented a potential hazard as opposed to just a item being guarded to prevent theft.

Dog Park/Yard Tags – Mrs. Waizenegger noted that her staff has been doing work on a combined application with dog licensing and the tag issuance.

Public Comment: None

Executive Session: The Committee adjourned to executive session at 7:00 pm. Committee reconvened at 7:08 pm

The meeting was adjourned at 7:09 pm. Next month's meeting – August 28th at 6:30pm.