

CODE COMMITTEE
City of Port Jervis
Common Council Chambers
Minutes – Wednesday, November 6th, 2019 – 6:04pm

Lisa Randazzo
Committee Chairman

Jim Farr
Building Official

Kristin Trovei
David Bavoso
Stanley Siegel
Committee Members

Pledge of Allegiance:

Roll Call: Mrs. Randazzo – Mrs. Trovei – Mr. Bavoso – Mrs. Mann – Mr. Siegel – Mr. Farr - Mrs. Powrie – Recreation Director, Mr. Faggione

Public Comment: None

New Business -

1. Recreation Department City Park Rules -

Mr. Faggione asked the committee to consider updating the rules and regulations for all city parks. The committee was receptive and asked Mr. Faggione to gather information to present at the next meeting.

Motion by Mr. Bavoso, seconded by Mrs. Trovei to approve the September 2019 Code Committee meeting minutes.

AYE: 5 ABSENT: 0 NAY: 0 ABSTAIN: 0 CARRIED

Old Business:

1. Review Small Cell Tower Law Fees–

Mrs. Powrie provided the committee with a draft permit application for the installation & placement of small cell towers. She explained the fees would be set at the maximum amount allowed by the FCC. The committee discussed the submittal, permitting and billing processes and decided to move forward with a fee resolution at the next council meeting.

2. Sidewalk Installation Guidelines -

Mr. Farr distributed draft guidelines for sidewalk installation. After discussion, Mrs. Powrie asked if the committee would like to create a permitting process and fees for new installation. The committee agreed to hold off on fees and would like input from the Director of Public Works. Topic will be tabled and discussed at the next meeting.

3. Multifamily Inspection Fees -

Mrs. Powrie suggested implementing inspection fees on 3 family dwellings and above. The committee asked Mrs. Powrie to research how many 3 family and above dwellings exist within the city. Topic will be tabled and discussed at the next meeting.

4. Social Service Inspections –

The committee discussed concerns regarding the current social service inspection process and the lack of licensed inspectors.

Mrs. Powrie stated that she will issue a letter to DSS reminding the department of city requirements.

5. Missing House Numbers -

Mr. Siegel stated the importance of having correctly numbered houses and noted it becomes a life safety concern when it's done improperly or not at all. Mrs. Powrie replied that her office will conduct a sweep. Mr.

Siegel would also like to see every rental property have a property registration posted. He stated he comes across a lot of properties that are not in compliance.

New Business –

2. **Off Premises Signs on Buildings –**

Mr. Bavoso asked the committee to consider changes to the code regarding businesses displaying signs for other establishments. The committee discussed specific dimensions of signs and proximity requirements. After discussion, the committee needed more time to decide.

Building Officials Report: Attached

Mr. Siegel asked if the owners of 100 Pike Street could clean up vacant store fronts.
Mr. Farr will contact the property manager to see what can be done.

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

No public comment.

Motion by Mr. Bavoso, seconded by Mrs. Trovei to adjourn the meeting at 7:00 pm.

AYE: 5 ABSENT: 0 NAY: 0 ABSTAIN: 0 CARRIED

Next Scheduled Code Meeting: **December 4th, 2019 @ 6:00 pm - Council Chambers**