

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting December 18, 2019**

Present: Committee Members, Kristin Trovei, Lisa Randazzo, Dominick Santini and David Bavoso. Also, in attendance were: Councilman elect Timothy Simmons, Stanley Siegel, Maria Mann, Mayor Kelly Decker and City Clerk Treasurer Robin Waizenegger.

Excused: Dominick Santini

Finance meeting opened at 6:30 p.m. Chairperson Kristin Trovei opened the meeting with the pledge and invited any member of the public to speak.

Public Comment – None

Cash Flow: Mrs. Waizenegger noted that State aid was received on 12/13/2019 and that the cash flow for the bridge project is still flowing. In speaking with NYSDOT our representative is aware there will be additional funding coming but for now she can only pay what is approved.

Old Business:

Insurance Renewals – Mrs. Waizenegger reminded the committee that the fire dept. insurance renewal occurs in March and she already has the renewal application for processing. She indicated that our experience should not impact renewals considerably as there was only one vehicle accident in this year. The general City policies renew in May and she has no idea how that is going to go with our new carrier given this year's claims

Audit – We have scheduled the audit with the procedurals to occur 3/24-26 and full audit 4/27-5/1. We have discussed setting up the portal early so that we can upload as much as we can electronically in advance.

Old Business:

Vehicle Plan - The current status of the 2020 Vehicle plan was discussed and while we have deleted some vehicles from the requests, we still have a future budgetary impact of approximately 40k per year. Mr. Simmons requested clarification of the vehicles for the fire department. It was stated that they will be getting one fire truck through the bond and 2 pickups/SUV's through this process. Mayor Decker indicated that he believes the annexation development will provide income to offset the increased costs. There was additional discussion regarding the vehicles that the departments wish to declare as surplus. It was noted that in the future additional avenues for replacement or leasing need to be considered.

Drainage Issues - The drainage issues at Beach Road, Ryan Street and Cedar Street were discussed by the Mayor. He reviewed the canals with State Representative Karl Brabenec and engineering professionals and determined that there are only two spots on city property that should be submitted for repair. It was noted that the upper portion of the walls was built by the property owners not the City and the City may remove the upper portion and do a natural slope as the original was built. It was noted that this will be a continuing problem moving forward but there are no funds available for reconstruction.

Property Auction Update – Mrs. Waizenegger reported that the day of the auction sales were a gross of \$328k less defaults of \$29k and fees due the auction company of \$31k for a net of approximately \$268k. This represents an approximately 58% rate of recovery to book value. As the City during the audit sets an allowance for doubtful accounts this rate of return is good with one exception in that one of the properties, 220 East Main, that defaulted is on our books for a greatly inflated value and this may negate any realized net value after adjusting the current year's allowance for this property. Mrs. Mann debated the lack up backup bid acceptance on this property. However, the back-up was contacted and did not respond in a prompt manner.

Another property that defaulted is 19 Owen St. for which we will pursue options with RUPCO. Mrs. Waizenegger indicated that there was pros and cons of the process. Mrs. Mann asked if it would be recommended to this again. Mrs. Waizenegger indicated that if the RUPCO program develops we will not have property to sell. Meeting with RUPCO is January 20th.

Water Meter Replacement Update – Mrs. Waizenegger reported that she is unaware of where DPW stands with progress. From a billing perspective test files have been going back and forth and adjustments made within our system to modify records to work with Badger. As of this date from a billing perspective we are ready for training and reading uploads. Our 1st quarter billing for residential is being done without reads and listings for manual read for commercial accounts were given to the water department. Commercial billing will be done manually and may be late going out the door.

2020 Bond requests - we will be renewing requests for the 2020 Bond to be ready for financing by mid-year.

New Business:

Annexation Costs - The Mayor indicated the he has the entire fee at 69,500. Port Jervis and Deerpark will put in 10K each and the remainder will be split by the two property owners requesting annexation. Their fund will be required to be escrowed.

Downtown Garbage Receptacles – Mrs. Waizenegger asked if the Council could call to a vote the issue of the garbage dumpster potential rental charges so that it gets voted on publicly to halt the issue.

Contract with Orange County Land Trust – The contract is with the Land Trust and is anticipated shortly.

Water Penalty Waiver – Mrs. Waizenegger brought forth a new request letter for waiver of penalties on units 12 & 44 at 39 Church Street which was denied by the committee to forward the request.

CSEA – Discussion was held regarding the additional week of vacation time per new contract for the 4 employees impacted by the vacation time schedule. It was discussed whether to pay out the time this year or allow a carryover to April 1st for the use of the time. It was recommended that the carry-over be utilized.

Tourism Board – A request was received to use all remaining monies for new Christmas decorations for the City except for \$2500 for bagpipers from the potential year end surplus to be rolled over. There was discussion regarding the running and administration of the Tourism board and other committees. The finance committee decided to delay that decision until the final numbers are available.

PBA – The PBA submitted an inquiry if there was going to be additional buyout premiums for retirement this year. The committee rejected this question as not budgeted or desired at this time.

The meeting was reconvened and adjourned at 7:10 pm. Next month's meeting – January 15th 6:00pm.