

**City of Port Jervis
Finance/Insurance Committee
Minutes for Meeting April 21, 2021**

Present: Committee Members, Kristin Trovei, Lisa Randazzo, Dominick Santini and Gerald Oney Jr. Also, in attendance were: Council members Stanley Siegel, Regis Foster, Tim Simmons, Mayor Kelly Decker, City Clerk Treasurer Robin Waizenegger and Deputy City Clerk Treasurer Bobbie Jo Muller.

Finance meeting was opened at 6:00 p.m. by Mrs. Trovei

Pledge was done at special meeting that preceded the finance meeting.

Public Comment - None

Cash Flow – Mrs. Waizenegger distributed a copy of the most recently updated Cash Flow projections for 2021 noting that the predictions are on the left-hand side versus the actual results on the right-hand side with the exceptions of water and sewer for the month of March. She indicated that cash is running ahead of projections due to two major items which is early payments of City taxes from the servicing agencies and the receipt of three-year-old FEMA funds at the beginning of the year without prior notice. She indicated that had she known that this was going to happen we would not have had to issue the RAN, but she had to be cautious. She indicated that she has moved monies into our money market account so that while we must pay interest on the RAN at least we are earning interest towards it. She indicated that the cash flow projections through 8/31/2021 are favorable as you collect the majority of your tax dollars now for use throughout the year. She has not done projections past that as she does not know what is going to happen with the bridge.

Both she and the Mayor indicated that all available political partners have been contacted and are working on trying to obtain additional funding. Mrs. Waizenegger indicated that she was requested to provide an overview for Deputy Controller Elliot Auerbach today via email and that there is a Zoom update meeting scheduled for tomorrow.

Annual Audit – Mrs. Waizenegger informed the committee that the IDA audited financials and PARIS reporting are completed for the year ended 12/31/2020. She also informed them that this week is the “field” work week for the City audit and that while it is being done remotely it is proceeding well and should be mostly complete by 4/30/2021 with possibly only a few items outstanding to address for the federal single level compliance auditing. She noted that working remotely does put an additional burden on the office to pull and scan everything to them which is time consuming.

Quarterly Budget Update– Mrs. Waizenegger referred to the memorandum and printouts previously distributed to the members via email and asked if they had any specific questions. Mrs. Trovei also asked if any members had any lines that jumped out to them. Mrs. Waizenegger noted some lines that have timing issues such as bond payments clustered in March and recreation which has expenses clustered in the summer. Mrs. Waizenegger also noted that the sales tax revenue for the first quarter is estimated as she does not have actual information yet. There was one question regarding sewer fees which is also addressed as the fact that the new fees are not earned until the next quarter.

Serial Bond – At this point the issuance of the Serial Bond may have to be done exclusively for the bridge. It was noted that many of our political partners are disgruntled with the oversight by DOT which is taking absolutely no responsibility for anything despite all the changes being required by their engineer. It was noted that we still do not have final billings even now.

In the interim Mrs. Trovei will compile all of the internal requests for items for Serial Bond financing for review as soon as we have more information or other possible resources for the bridge.

Old Business:

Insurance Renewal – It was noted that the Common Council has empowered the finance committee to make the decision on the renewal which should be at the May meeting.

Property Auction – Mrs. Waizenegger noted that she has already reached out to the property auction company to let them know that we want to schedule another auction as soon as we know if the COVID restrictions get lifted on May 31st. It is dependent on the Governor's orders regarding foreclosure actions and sales related to the tax liens. The continuation of actions against evictions and foreclosures are causing many governments issues with tax sales and a problem with vacant property fees for us. She also noted that she informed the auction company that the problems with deed filings cannot repeat.

New Business:

Crossing Guards - Mrs. Waizenegger indicated that she had been asked to do some analysis but that it was not exactly what the Chief was asking for. Mrs. Trovei indicated that this came up at Police Committee and suggested that time be given for the Chief and Robin to get together. Everyone agreed that the monies involved are not substantial but that every time a change like this is requested someone asks for details. Mrs. Waizenegger indicated that she was not concerned about having room in this year's budget, but she was concerned that something will get changed that will cause a budget increase for 2022.

Police Renovations – Ms. Randazzo inquired as to the cost of the police renovations. Mrs. Waizenegger indicated that as far as supplies and materials they have not exceeded the monies available yet, but no consideration is being paid to the labor costs through the DPW. It was requested of Mr. Foster that the Chief provide a report for the next police committee.

Fire Vehicles – Mr. Simmons expressed his displeasure on the decisions surrounding the Serial Bond as the fire department is sorely in need of replacement vehicles.

Retirement – Mrs. Trovei gave thanks to Mrs. Waizenegger for her years of service as this is her last meeting.

A motion was made by Dominic Santini and seconded by Gerald Oney to go into executive session for personnel issues.

All 4 finance members voted in favor of the executive session.

Meeting went into Executive Session at 7:30 pm regarding the topic of Personnel Issues.

Meeting reconvened and adjourned at 8:00 pm.

Next Meeting May 19th, 2021 at 6:00 pm in the Council Room.