

**CODE COMMITTEE**  
City of Port Jervis  
Common Council Chambers  
**Wednesday, March 1, 2023 – 6:30pm**

Committee Chairman: **Timothy Simmons**  
Committee Members: **Stanley Siegel, Michael Decker, Elizabeth Miller**  
Building Official: **David Rivera**

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**Also Present:**

Ms. Newhauser, Mrs. Mann, Clerk -Treasurer Laura Quick, Mr. Livingston

**Absent:**

**Committee Chairman Simmons called meeting to order.**

**Pledge of Allegiance:**

**Public Comment:**

Ed DeGroat – asked committee to investigate an excavator presumably parked in a residential driveway on King St. This is also occurring on Johnson Avenue per Mr. DeGroat, but that property owner moves and hides the excavator on different areas of that property.

**Approval of Minutes:**

Not required as this was voted on at the February 27 Common Council meeting.

**Public Hearing:** None

**Executive Session:** None

**New Business:**

***City Auditing –***

Code may need to be changed due to the Tyler system and how the reports print for auditing. Everyone received an expense approval report per Clerk-Treasurer Quick. She will still have a physical folder with invoices and will keep those for a year. Those invoices are already scanned into Tyler Tech. She can also print reports by department to see who is making which purchases.

Per Laura Quick, Tyler Tech has questions about our pre-billing and the need to bill for previous usage instead of future for sewer. Laura Quick proposes beginning 4<sup>th</sup> quarter, changing water/sewer billing to no longer future bill like we currently do and have been. Questions arose as to how many meters currently do not read. Laura was not sure however she stated that funds to replace those meters are in the EFC Loan.

***Cannabis manufacturing –***

Planning board permission is required per Mr. Rivera. The applicant must provide descriptive information.

***Chain of Command Policy –***

The policy has been distributed and Mr. Simmons asked everyone to review it and be prepared to make any recommendations at the next Council Meeting on 3/13/2023.

**Old Business:**

***Zoning changes for the mountain and waterfront districts –***

Per Mr. Simmons, this should be put “on hold” until we find out about moratorium. Laura Quick said it is active.

***Fire Inspector position -***

Per David Rivera, it is necessary that this be a full-time position. There are currently over 187 inspections that need to be completed and the work load is tremendous.

**Building Officials Report & Fire Inspector’s Report:**

***Summary of business:***

- 14 building permits issued in the past month; 41 year to date
- 42 municipal searches year to date
- 72 building construction inspections
- 31 violations issued year to date
- 19 other inspections and site visits
- 14 vacant building registrations

**Public Comment:**

Steven Steele – He is managing the former Bank of America property across the street from city hall. If anyone has any suggestions of a potential tenant for that building, please let him know.

**Adjournment:**

Motion by Stan Siegel, seconded by Elizabeth Miller to adjourn the meeting.

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

Meeting adjourned at 7:22 p.m.

The next Scheduled Code Meeting: Wednesday April 5, 2023 @ 6:30 pm – Council Chambers