

**CODE COMMITTEE**  
City of Port Jervis  
Common Council Chambers  
**Wednesday, October 5, 2022 – 6:30pm**

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

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**Also Present:**

Ms. Newhauser, Clerk -Treasurer Quick, Deputy Clerk-Treasurer Muller, Mr. Steele (from Building Dept.)

**Absent:**

Robert Brady

**Late Arrival:**

Elizabeth Miller (7:04 pm)

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

**Pledge of Allegiance:**

**Public Comment:**

Clerk-Treasurer Laura Quick asked the Committee to review/update in the City of Port Jervis Employee Handbook, Section 202: Part-time hours. It reads a max. of 988 hours per year which would be 19 hours per week. She researched the Affordable Care Act and the NY State Retirement System, both indicating the max. as 1,534 hours per year, which equates to 29.5 hours per week. The other item with old information is Section 605: FMLA pertaining to service members and some others. She recommended that the City attorney look at it and make the necessary changes.

Also Mr. Brady's Fire Inspection fees are currently billed to a business owner as per our code. If they choose not to pay, we have to take them to court to recoup. If we change this to bill the building owner, we are then in the position to relevel unpaid invoices.

**Public Hearing:** None

**Executive Session:** None

**New Business:**

Discussion on considering waiving dog license fees for veterans and first responders. Where first responders are concerned, a clear definition of a first responder must be addressed and what documentation the Clerk’s office must collect as proof. Because Port Jervis dog licensing options are 1 year and 3 year, it is probably wise to offer the 1 year licensing and not the 3 year as a first responder could potentially not commit to a period of 3 years of being a first responder. Also, the City must turn over a portion of the licensing fee to the State of New York. It should be researched what this means if the City enacts this proposal in terms of cost that the City may have to absorb, whether to waive the entire fee or just the City portion but not the State portion.

**Old Business:**

- 1. Corporation Council is still working on a policy for the Rec. Dept. playground/parks concerns.
- 2. Cannabis store location distancing has been changed to 100 feet. Public Hearing date will be set at the October 11 Council Meeting.
- 3. Motor vehicle repair shop requirements for opening - Public Hearing date will be set at the October 11 Council Meeting.

Stan Siegel: The new Urgent Care facility is now open however there is no enclosure for the garbage containers. The sidewalks are incomplete for 3 weeks now which is too long and he feels this creates a dangerous situation.

The roll-off containers throughout the city should be required to have lights and/or cones around them at night.

The Flynn building on North Broome St. & Pike Street is in bad shape.

Deputy Clerk Bobbie Jo Muller: When granting a Peddler’s Permit the City should consider background checks for the applicants for the safety and protection of our residents.

**Approval of Minutes:**

Motion by Mr. Decker, seconded by Ms. Miller to approve the September 7, 2022 Code Committee meeting minutes.

AYE: 3      ABSENT: 0      NAY: 0      ABSTAIN: 1 (S. Siegel)      CARRIED

**Building Officials Report:**

Some highlights -  
 38 permits issued this past month (218 year to date)  
 \$44,600 generated from municipal searches (223 searches done so far this year)  
 91 violations issued this month  
 110 work order sent to DPW year to date

**Fire Inspector's Report:**

None, as Mr. Brady could not be here tonight.

**Public Comment:**

Deputy Clerk Bobbie Jo Muller - pertaining to Peddler's permit, for repeat offenders (those who continuously choose a different location throughout the City) who are asked to get a permit or leave, perhaps something can be put in to our City Code to address this issue.

**Adjournment:**

Motion by Ms. Miller, seconded by Mr. Siegel to adjourn the meeting.

AYE: 3      ABSENT: 1      NAY: 0      ABSTAIN: 0      CARRIED

Meeting adjourned at 7:27 p.m.

The next Scheduled Code Meeting: November 2, 2022 @ 6:30 pm – Council Chambers