

Regular Meeting - City of Port Jervis Common Council :

A regular meeting of the City of Port Jervis Common Council was held in the Council Chambers at 20 Hammond Street, Port Jervis, New York on Monday December 12, 2022, at 6:30 p.m.

Attendance-

Regis Foster	1st Ward	Present
Elizabeth Miller	1st Ward	Present
Maria Mann	2nd Ward	Present
Misty Fuller	2nd Ward	Present
Denis Livingston	3rd Ward	Present
Michael Decker	3rd Ward	Present
Timothy Simmons	4th Ward	Present
Melissa Newhauser	4th Ward	Present
Stanley Siegel	Councilman-At-Large	Present
Mayor Decker	Mayor	Present

Also present :

City Clerk-Treasurer Laura Quick and Corporation Counsel Brian Newman.

Meeting opened at 6:30 pm by Mayor Decker.

Pledge of Allegiance-

Mayor Decker led all present in the Pledge of Allegiance to the Flag.

Public Hearing-

2023 Budget Hearing – Motion to open hearing M. Decker second D. Livingston at 6:31, motion carried. No public comment. Motion to close hearing E. Miller second by M. Newhauser.

AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Proposed Local Law 14 of 2022: - A Six Month Moratorium

6:33 pm – A motion by T. Simmons to open the Public Hearing Second by D. Livingston. No public discussion.

Motion to close public hearing D. Livingston second S. Siegel

AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Public Comment - None**Executive Session- 6:34 pm**

A motion was made by R. Foster second by M. Decker to enter executive session based on Public Officers Law Article 7

- 105.1f – Personnel (x8) DPW Clerk.
- 105.1h – Contractual (x3)

The Council will also seek advice from legal counsel on issues regarding any other attorney client privileged matters as necessary.

AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

7:40 pm A motion was made by T. Simmons to return from executive session second by R. Foster

AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes-

- November 28, 2022 Motion by R. Foster seconded by D. Livingston
AYE: 7 ABSENT: 0 NAYS: 0 ABSTAIN: 2 (Fuller, Newhauser) CARRIED

Executive Session Material-

- Motion to approve the purchase of metal posts for the way finding signs not to exceed \$4,162.00.
Motion S. Siegel Second M. Newhauser
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to removed current engineer from the EFC Loan project and hire MHE Engineering, DPC. Motion S. Siegel Second T. Simmons
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve vacation time payout Building Official pay 40 hours and carry over 17 hours to March 31, 2022. Motion D. Livingston Second T. Simmons
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve vacation time payout City Clerk Treasurer pay 40 hours and carry over 12 hours to March 31, 2022. Motion D. Livingston Second S. Siegel
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-**R. Foster - ADA**

The next ADA committee meeting February 6, 2022, at 5:30 pm

R. Foster - Motion to approve the CSEA 2023-2026 contract Second by D. Livingston

AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

E. Miller - Finance

- Motion to approve the December 12, 2022 Bills Second by M. Fuller
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Dispatch hire, Jack Decker effective December 20, 2022 Second by M. Decker
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

The next Budget Workshop on December 21, 2022, starting at 6:00 pm

Fuller - FEM -

- The December 19, 2022 FEM meeting has been canceled. Next meeting is January 16, 2023 at 6:30pm
- Motion to approve Polar Plunge on January 14, 2023 inclement weather date January 21, 2023 second T. Simmons.
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Maghogomock Hook & Ladder Christmas party on December 18, 2022 second D. Livingston
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

M. Mann - Tourism-

Tourism has not met since their last meeting.

The holiday lighting celebration has two categories traditional or festive

You may mail your application or drop off your entries to the city hall clerk or email pjlightingcontest@gmail.com

Entries are due by tomorrow Tuesday December 13th there is no cost to enter. Entries are open to all residents & businesses in the Port Jervis City limits. Due to the upcoming potential snow for Thursday, the Port Jervis Tourism Board will not be meeting and will be out this Wednesday evening to judge the entries.

Anyone with any further inquiries can email tourism chair Laura Meyer at tourism@portjervisny.gov

M. Mann - IDA-

IDA has not met since their last meeting due to a lack of agenda items they will not be meeting for the month of December.

M. Decker -Planning -

The Planning Board will meet on December 20, 2022 at 7pm

M. Decker -Zoning -

Zoning will meet on January 3, 2022, at 7pm

D. Livingston - DPW-

- Garbage and recycling will be on its normal schedule for the week of September 12th The week of September 19th all garbage and recycling will be on its normal schedule. The weeks of September 12th and September 19th paper pickup will be on its normal schedule.
- The 2022 Garbage schedule is available on the city website at www.portjervisny.gov or by emailing the DPW office at dpwclerk@portjervisny.gov .
- Every Monday Leaf pickup will resume until completed
- Sidewalks on Pike St. will start on September 19th

D. Livingston - CDA

The next CDA meeting will be December 21, 2022, at the Pike Street location

T. Simmons - Code-

- Re-Schedule Public Hearing on Local Law 15- Update NYS Building & Fire Codes to December 27, 2022
- Motion: to approve Local Law 14 second D. Livingston
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

The next Code meeting will be January 4, 2022, at 6:30pm

M. Newhauser - Recreation-

1. The Recreation Department is sponsoring a Toy Drive this holiday season. NEW toys can be dropped off at the Youth Center weekdays between 1 pm- 6pm up until this Friday December 19. If you can't drop off during these hours, please contact the Recreation office and we will make arrangements. The Recreation office number is 845-858-4045. Or email us at recreationdirector@portjervisny.gov.
2. The Youth Center Rec Room is open Monday-Friday between 3 pm- 6 pm. The Rec Room will be closed over the Holiday break (December 26-January 2).
3. There is no Recreation Commission meeting in December- the next meeting is scheduled for Wednesday January 11 at 6:15 pm at the Youth Center

S. Siegel - Housing/Veterans

- Flu shots are available please call 845-856-5369

- VFW 161 is hosting lunch from 11:00am – 1:30pm starting November 2, 2022. Hot dogs/hamburgers \$6.00
- Seniors will meet on 12/13/2022 in the Fellowship Hall in West End
- Thank you to the VFW re: the Pearl Harbor Day Memorial Wreath ceremony on December 4, 2022
- Happy Hanukkah, Merry Christmas, and Happy Kwanzaa
- The next Housing meeting will be on January 24, 2023 at 7pm Hillside Terrace

Public Comment - None

Mayor Decker - Police -

- Announcement: Officer Nicholas Osowick was appointed DARE officer effective January 23, 2023
- Announcement: The PJPD would like to thank the following agencies for participating in the emergency response drill held on December 10th at Bon Secours Community Hospital- The administration and staff of Bon Secours Community Hospital, PJPD and the PBA, OCSO and the Special Operation Group, Deerpark Police Dept, New York State Police, Port Jervis Fire Department, Port Jervis Office of Emergency Management, Orange County Emergency Services, OC 911 Center, Port Jervis Ambulance and the Port Jervis VFW for providing their facility and refreshments for training and briefing.
- Motion to approve November 2022 Police Committee Report. Motion: R. Foster second D. Livingston
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Resolution 2022-1212-056 Stop DWI funding. Motion R. Foster second T. Simmons
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve RFP Pole Barn. Motion D. Livingston second M. Decker
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Mayor Decker

- Approve Public Assembly: Stone Challenge #5 on November 5, 2023 Motion T. Simmons second M. Newhauser
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set next Common Council meeting to December 27, 2023 at 6:30pm. Motion T. Simmons Second S. Siegel.
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED
- Set Charter Franchise agreement public hearing to January 9, 2023. Motion T. Simmons second S. Siegel
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

This Thursday/Friday there is a chance of a storm. Parking announcements will be on NIXL and Facebook.

Motion to adjourn at 8:31 pm. Motion: D. Livingston Second T. Simmons
AYE: 9 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Respectfully,
Laura Quick
City Clerk Treasurer

CITY OF PORT JERVIS

P.O. BOX 1002
20 HAMMOND STREET
PORT JERVIS, NEW YORK 12771
Regular Common Council Meeting Agenda
IN-PERSON MEETING ONLY
Monday, December 12, 2022 - 6:30 pm Regular Session:
Pledge of Allegiance / Roll Call



Public Hearing:
2023 Budget Public Hearing Motion: 2nd
Public Hearing LL 14 of 2022 6-month Moratorium Motion: 2nd
Public Hearing LL 15 of 2022 Adopt NYS Bld&Fire Codes Motion: 2nd

Public Comment: 5-minute limit per person

BASED ON PUBLIC OFFICERS LAW ARTICLE 7

Executive Session:
105.1f - Personnel (x6)
105.1h - Contractual (x4) x3

Approval of Minutes: November 28, 2022 - Common Council Meeting Minutes

Address Executive Session Material:

Business:

Foster: (ADA) - ADA Update
CSEA Contract
Miller: (FINANCE) - Bills to be Paid: Motion: Miller; 2nd
Finance Update:
2023 Budget Adoption Motion: Miller; 2nd
Fuller: (FEM) - FEM Update:
Mann: (TOURISM/IDA) Tourism / IDA Update:
M. Decker: (PLANNING/ZONING) - Planning / Zoning Update:
Livingston: (DPW/CDA) - Public Works Update:
Simmons: (CODE) - Code Update:
Consideration: LL 14 of 2022 6 mo. Moratorium Motion: Simmons; 2nd
Consideration: LL 15 of 2022 Update NYS Bld. & Fire Codes Motion: Simmons; 2nd
Recreation Update:
Newhauser: (RECREATION)
Siegel: (HOUSING/VETERANS) - Housing/Veterans Update:

Public Comment: 5-minute limit per person

Mayor Decker: (POLICE) - Police Update
2022 PJPD Monthly Report Motion: ;2nd
Resolution Intermunicipal Agreement OC STOP-DWI Motion: ;2nd
Consideration RFP for Range Building Motion: ;2nd
Consideration Public Assembly Stone Challenge 5 11/4/23 Motion: ;2nd
Consideration: Cancel 28 Dec 2022 Common Council Meeting Motion: ;2nd

Adjournment: Motion: ;2nd

CITY OF PORT JERVIS
PUBLIC HEARING

Date 12/12/22 Dept _____

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

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Address or Phone Number

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Address or Phone Number

CITY OF PORT JERVIS

Accounts Payable

12/12/2022

1 General Fund	\$163,860.42
2 Water Fund	\$23,173.65
3 Sewer Fund	\$1,744.13
4 Capital Fund	\$45,020.04
5 Trust and Agency	\$69,310.62
Total	<u><u>\$303,108.86</u></u>

GENERAL, WATER & SEWER FUNDS

Medicare Reimbursement Checks	\$50,077.20
Hudson Valley Fire Equipment	\$8,396.46
SpinnerTech	\$9,616.00
Orange County Sanitary Landfill	\$24,357.00

CAPITAL FUND

Dicks Concrete	\$5,074.60
Idemia Identity & Securities (Police)	\$15,450.00
Manufactured Technologies (Sewer Relining)	\$13,757.94

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
AUTHORIZING THE MAYOR TO SIGN AN INTERMUNICIPAL AGREEMENT FOR
THE 2022/2023 ORANGE COUNTY STOP-DWI HIGH VISIBILITY ENGAGEMENT
CAMPAIGN PROGRAM**

WHEREAS, the Stop-DWI Program is a statewide traffic safety effort in existence in New York since 1981 for innovative enforcement, rehabilitation, and prevention programming, designed to ensure that no one part of the Driving While Intoxicated (DWI) system becomes overburdened as a result of increased enforcement; and

WHEREAS, the City of Port Jervis is a participating municipality in the Orange County Stop-DWI Program, and it is in the public interest, health, safety and welfare for the City to continue its participation in the Orange County Stop-DWI Program; and

WHEREAS, as part of the City of Port Jervis’s participation in the Orange County Stop-DWI Program High Visibility Engagement Campaign and to receive the allocated grant funding in the aggregate amount of \$2,545.00, it is necessary for the City Mayor or his designee to sign an Intermunicipal Agreement for the 2022/2023 program with Orange County on behalf of the City to ensure the City’s continued participation,

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Common Council of the City of Port Jervis hereby authorizes the City Mayor, or his designee, which in the first instance shall be the City of Port Jervis Chief of Police, to sign an Intermunicipal Agreement on behalf of the City associated with the 2022/2023 Orange County Stop-DWI Program, along with other Orange County program documents and agreements covering said period, subject to final review by the Corporation Counsel.

Motion by: R. Foster

Second by: T. Simmons

Regis Foster	1st Ward	AYE
Elizabeth Miller	1st Ward	AYE
Maria Mann	2nd Ward	AYE
Misty Fuller	2nd Ward	AYE
Denis Livingston	3rd Ward	AYE
Michael Decker	3rd Ward	AYE
Timothy Simmons	4th Ward	AYE
Melissa Newhauser	4th Ward	AYE
Stanley B. Siegel	Councilman-At-Large	AYE



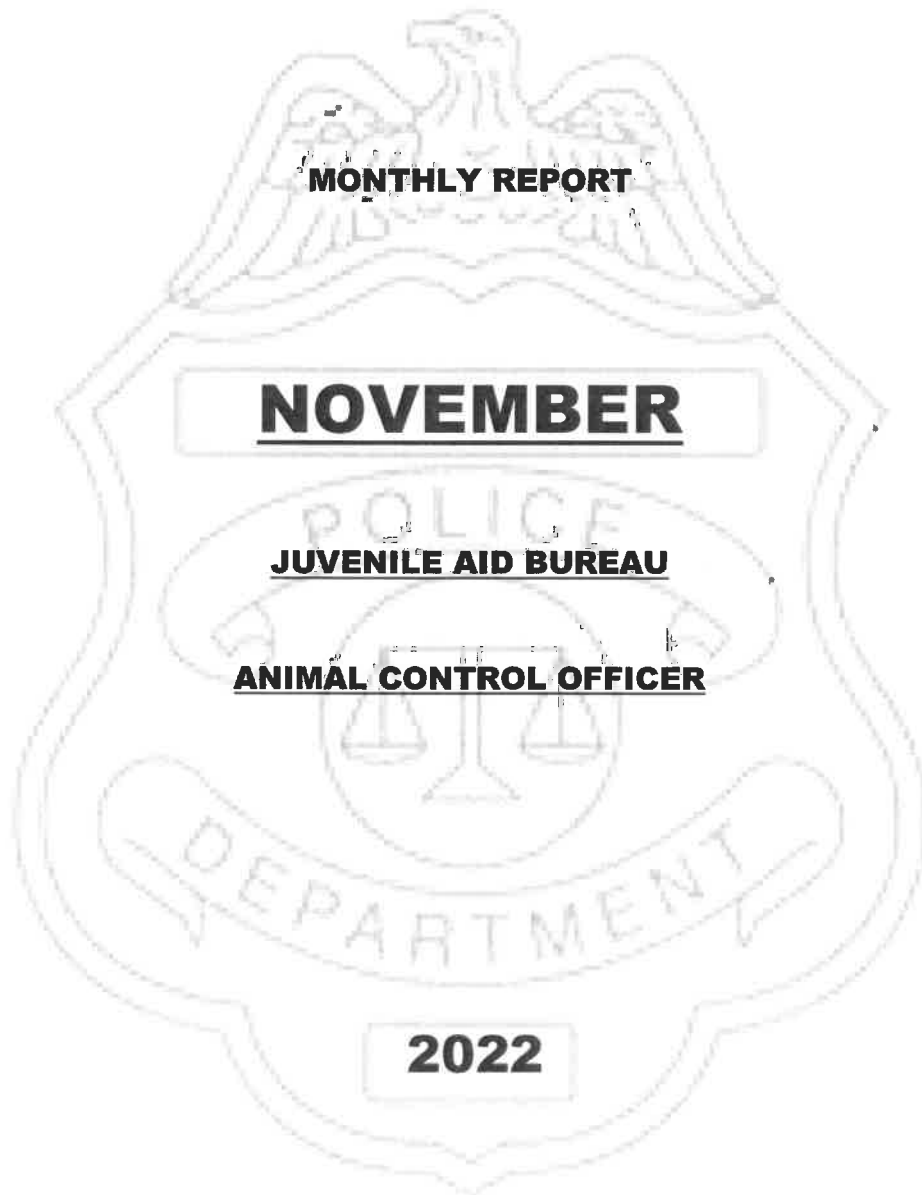
Attest:

Laura Quick

 Laura Quick, City Clerk

2022

PORT JERVIS POLICE DEPARTMENT



MONTHLY REPORT

NOVEMBER

JUVENILE AID BUREAU

ANIMAL CONTROL OFFICER

2022

City of Port Jervis Police Department
Office of the Chief of Police

Chief of Police

WILLIAM WORDEN

20 Hammond Street
Port Jervis, NY 12771

Tel : (845) 856-5101
Fax: (845) 858-4078

E-mail: pjpolice@citlink.net

MONTHLY REPORT FOR THE MONTH OF NOVEMBER , 2022

	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>
TOTAL INCIDENTS FOR THE MONTH	800	9,998
TOTAL TRAFFIC STOPS	91	1,317
TOTAL TICKETS ISSUED FOR THE MONTH	190	2,650
TOTAL AUTO ACCIDENTS FOR THE MONTH	16	289
TOTAL MILEAGE ON PATROL VEHICLES	8,275	128,165
USE OF FORCE REPORTS FILED	4	53
TOTAL DOMESTICS FOR THE MONTH	25	370
ANIMAL CONTROL COMPLAINTS	18	262
PRISONERS DETAINED LOCALLY	9	144
TOTAL ARRESTS FOR THE MONTH (INCLUDES 8 FOR BENCH WARRANTS / OTHER AGENCY)	58	850

SEE ATTACHED REPORTS:
JUVENILE AID BUREAU
ANIMAL CONTROL OFFICER

REPECTFULLY SUBMITTED,

William Worden

WILLIAM J. WORDEN
CHIEF OF POLICE

REPORTED OFFENSES IBR SUBMISSION

OFFENSE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Total
100-Kidnaping	0	1	0	1	0	0	0	0	0	1	0	3
11A-Forcible Rape	0	0	0	0	0	1	0	1	0	0	0	2
11B-Forcible Sodomy	1	0	0	0	0	0	0	0	0	1	1	3
11D-Forcible Fondling	0	0	0	0	1	3	0	0	1	1	0	6
120-Robbery	1	0	0	0	0	3	0	0	2	0	0	6
13A-Aggravated Assault	4	0	3	3	1	4	3	3	1	2	2	26
13B-Simple Assault	8	16	15	17	11	18	16	27	9	13	8	158
13C-Intimidation	1	0	1	3	2	5	4	3	3	6	6	34
200-Arson	1	0	0	0	0	0	0	0	0	0	0	1
220-Burglary/Breaking and Entering	3	1	2	2	1	1	1	0	5	1	1	18
23B-Purse-Snatching	0	0	0	0	0	0	0	1	0	0	4	5
23C-Shoplifting	2	1	0	0	2	4	1	0	0	2	0	12
23D-Theft from a Building	4	1	2	0	5	2	2	4	2	1	4	27
23F-Theft from a Motor Vehicle	0	2	2	1	2	0	2	0	0	9	1	19
23H-All Other Larceny	6	3	5	6	15	10	11	6	9	8	9	88
240-Motor Vehicle Theft	0	0	0	1	0	0	2	1	0	2	1	7
250-Counterfeiting/Forgery	1	1	0	2	3	1	0	1	0	0	0	9
26A-False Pretenses/Swindle/Confidence Game	1	0	0	0	0	0	1	0	1	0	0	3
26C-Impersonation	1	1	2	0	0	0	0	0	0	0	1	5
26F-Identity Theft	0	1	2	0	2	0	0	0	1	0	1	7
270-Embezzlement	0	0	0	0	0	0	0	0	0	2	0	2
280-Stolen Property Offenses	1	0	1	0	0	0	1	0	0	0	0	3
290-Destruction/Damage/Vandalism of Property	5	7	13	11	11	17	11	11	12	9	6	115
35A-Drug/Narcotic Violations	40	24	12	5	4	8	10	4	11	8	3	129
35B-Drug Equipment Violations	4	5	2	0	0	0	0	0	0	0	0	11
36B-Statutory Rape	0	0	0	0	0	0	1	0	1	0	0	2
370-Pornography/Obscene Material	0	2	2	0	0	1	0	0	0	0	0	5
40A-Prostitution	2	1	0	0	0	0	0	0	0	0	0	3
520-Weapon Law Violations	3	2	5	6	2	5	5	2	5	0	2	37
90C-Disorderly Conduct	1	2	4	0	2	6	0	0	0	1	1	17
90D-Driving Under the Influence	7	10	12	8	18	8	20	12	14	9	24	142
90J-Trespass of Real Property	2	3	3	2	1	6	2	6	0	2	3	32
90Z-All Other Offenses	13	6	18	20	9	15	22	14	21	12	5	155
999-Do Not Count	1	1	1	1	2	0	1	0	1	0	1	9
Total	113	91	107	89	94	118	116	98	99	90	86	1,101

MOTOR VEHICLE ACCIDENTS

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PROPERTY DAMAGE (PDAA)	14	276
PERSONAL INJURY (PIAA)	1	12
PERSONAL INJURY (PEDESTRIAN)	1	1
PERSONAL INJURY (FATAL)	0	0
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TOTAL	16	289

TICKET SUMMARY

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PARKING TICKETS ISSUED	6	265
TRAFFIC TICKETS ISSUED	184	2,385
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TOTAL	190	2,650

PARTIAL TICKET BREAKDOWN

<u>TRAFFIC OFFENSE</u>	<u>TICKETS ISSUED THIS MONTH</u>
SPEEDING	15
NO/EXPIRED INSPECTION	11
EQUIPMENT VIOLATIONS	23
UNLICENSED / SUSPENSIONS	33
REGISTRATION VIOLATIONS	34
ALCOHOL RELATED	25
STOP SIGN / RED LIGHT VIOLATIONS	10

**City of Port Jervis
Monthly Juvenile Bureau Report
NOVEMBER 2022**

HIGHLIGHTED RED DENOTES ACTUAL ARREST

Offense	R/C	A	1-9yr	M	F	10-12yr	M	F	13yr	M	F	14yr	M	F	15yr	M	F	16yr	M	F	17yr	M	F	White	M	F	Black	M	F	Hisp	M	F	BiRacial	M	F	
Menacing 2nd	2	2	4	1	3													2	2					2	2											
Harassment 2nd	2	2				2	2		1	1		1	1											2	2		2	2								
Petit Larceny	2	1										1	1											1	1											
Criminal Sex Act 1st	1	1							1	1														1	1					1	1					
Total Criminal	7	6	4	1	3	2	2	0	2	2	0	2	2	0	0	0	0	2	2	0	0	0	0	6	6	0	2	2	0	1	1	0	0	0	0	0
Offense	R/C	A	1-9yr	M	F	10-12yr	M	F	13yr	M	F	14yr	M	F	15yr	M	F	16yr	M	F	17yr	M	F	White	M	F	Black	M	F	Hisp	M	F	BiRacial	M	F	

Non Criminal	R/C	A	1-9yr	M	F	10-12yr	M	F	13yr	M	F	14yr	M	F	15yr	M	F	16yr	M	F	17yr	M	F	White	M	F	Black	M	F	Hisp	M	F	BiRacial	M	F		
9.41 MHL	1	1										1	1											1	1												
P.I.N.S.																																					
Juvenile Contacts	12	12	1		1	2	1	1				6	4	2	1	1		2	1	1	1	1		9	6	3	3	2	1	3	2	1					
Runaways																																					
Total Non Criminal	###	13	1	0	1	2	1	1	0	0	0	7	5	2	1	1	0	2	1	1	1	1	0	10	7	3	3	2	1	3	2	1	0	0	0	0	
Offense	R/C	A	1-9yr	M	F	10-12yr	M	F	13yr	M	F	14yr	M	F	15yr	M	F	16yr	M	F	17yr	M	F	White	M	F	Black	M	F	Hisp	M	F	BiRacial	M	F		

Total Arrests 19

Disposition Of Juveniles	1-9yr	M	F	10-15yr	M	F	16yr	M	F	17yr	M	F
Handled within department and released												
Referred to Port Jervis Youth Center												
Referred to Family Court/ Probation intake				1	1							
Referred to Welfare Agency												
Referred to outside police agency												
Referred to adult court system												
Total	0	0	0	1	1	0	0	0	0	0	0	0
Total sum												1

Public Service

Date:	Event	M	F
11/18/2022	VOLUNTEER FAIR/HIGH SCHOOL	375	375

Det. Kyle Mitchell

NOVEMBER 2022 ANIMAL CONTROL REPORT

Dispatched/# Contacts		Animals Euthanized		Brought to shelter		
Call Type	# Calls	Type	# Euthanized	Type	#TOT Shelter	
Dog	24	Dog	0	Dog	0	
Cat	10	Cat	0	Cat	5	
Raccon	0	Raccon	0	Total	5	
Bat/Bird/Snake	0	Bat/Bird/Snake	0	Emergency Vet Care		
Wood Chuck	0	Wood Chuck	0	Dog	0	
Skunk	0	Skunk	0	Cat	0	
Possuum	5	Possuum	0	Total	0	
Bear	0	Squirrel	0			
Squirrel	0	Total	0			
Other	2					
Total	41					
Charges/Warnings						
Offenses			Disposition			
			Warnings			
	Port Jervis City Code		App. Ticket	Written	Verbal	Total
PJCC 215-9	License and Tag Required		2	2	4	6
PHL 2141-1	Rabies Vaccination		0	0	0	0
PJCC 215-13	Dog Running at Large		2	2	4	6
PJCC 215-20	Nuisance By Animal		0	0	0	0
PJCC 215-12	Removal Of Feces Required		0	0	0	0
PJCC 215-14	Leashing Required		0	0	0	0
PJCC 389-2E	Animal in City Park		0	0	0	0
PJCC 535-4B	Maximum # of Domestic Animals		0	0	0	0
PJCC 215-27	Dangerous Dog		0	0	0	0
State of New York AGM - Article 26						
353	Cruelty		0	0	0	0
353-a	Aggravated Cruelty		0	0	0	0
353-b	Appropriate Shelter for Dog		0	0	0	0
353-d	Confinement of Companion Animals		0	0	0	0
355	Abandonment of Animals		0	0	0	0
		Total	0	0	0	0
Arrests						
Apperance Tickets Written			0			
Ongoing Cruelty Investigations			0			
TNR PROGRAM NUMBER OF CATS TAKEN TO VET			0			
TNR PROGRAM FUNDS USED			0			

Jeffery Ewing
Animal Control Officer

Request for Proposals
For Construction Services: Pole Barn –
Range Building- City of Port Jervis

City of Port Jervis
20 Hammond Street
Port Jervis, NY 12771

Dated: 11 December 2022

Return by: 18 January 2023 4:00 PM

City of Port Jervis Request for Proposals (“RFP”) Pole Barn- Range Building 11 December 2022

The City of Port Jervis (“City”) hereby requests proposals for the construction of a 60 ft by 40 ft pole barn as per the attached specifications. Refer to Attachment “A”.

1. **SEALED PROPOSALS** – Notice is hereby given that the City Clerk-Treasurer will receive proposals until 4 P.M., 18th of January 2023 for the services outlined in this RFP.
2. **SCOPE OF SERVICES** - The City of Port Jervis is requesting proposals from qualified businesses to construct a 60 ft x 40 ft pole building as proscribed in Attachment A for the City of Port Jervis Police Department. A blueprint is further available for review at the City of Port Jervis Police Headquarters and may be accessed by calling 845-856-5101- Attn. Chief Worden.

Additional Services:

- Attending City Common Council meetings and administrative board meetings upon request, and providing advice and recommendations with respect to construction related issues as needed in relation to this project.
- Coordination with local utilities.

All equipment, work, and labor considered by vendor in determining a proposal price under this RFP shall be in accordance with industry standards and any applicable laws, rules and/or regulations, **including, but not limited to, prevailing wage requirements.**

3. PAYMENT:

The City desires to contract for professional services with the chosen vendor for a period to be determined by the parties. Unless otherwise agreed for a specific project, compensation for services will be rendered at the completion of the installation of the Pole Building as proscribed in Attachment A.

All requests for payment are to be submitted on the appropriate invoice and voucher to be provided by the city.

4. Proposals submitted in accordance with this RFP shall be reviewed by the Port Jervis City Police Department Command Staff, City Clerk-Treasurer and if deemed to be in appropriate form, forwarded to the City Common Council of the City of Port Jervis for consideration and award to the lowest responsible bidder.

5. **DEADLINE AND ADDRESS TO SUBMIT A PROPOSAL** - Proposals shall be submitted no later than **4:00 pm, 18 January 2023** to the office of:

Laura Quick, City Clerk-Treasurer , City of Port Jervis
20 Hammond Street , Port Jervis, NY 12771

6. PROPOSAL SIGNATURE REQUIREMENTS – Proposals must be signed by an Officer of the Consultant authorized to bind said Consultant to the provisions of the submitted proposal for a period of at least ninety (90) days. Failure of the successful Consultant to execute the project contract may result in the cancellation of any award.

8. PACKAGING/CONTENTS OF PROPOSAL – The Proposal must include a detailed statement of the services to be performed and the costs and fees anticipated to be incurred for the procurement of infrastructure, hardware, software, installation, and support services. The Proposal packages shall be enclosed in a sealed envelope plainly marked in the upper left-hand corner with the name and address of the Consultant and bears the words **“Request for Proposal (RFP) ‘City of Port Jervis Pole Barn – Range Training Facility.’”**

Any Proposal received after the due date and time **cannot be accepted and will not be considered.**

9. NUMBER OF PROPOSAL COPIES REQUIRED – The Consultant must submit an original and ten (10) copies of the Proposal.

10. AMENDMENT OF REQUEST FOR PROPOSAL (RFP) – In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all interested Consultants. Deadlines for submission of the RFP may be adjusted to allow for revisions. For a revised proposal to be considered, an original and ten (10) copies must be submitted on or before the due date.

11. QUESTIONS DURING THE PROPOSAL PREPARATION PROCESS – As of the issuance date of this Request for Proposals (RFP) and continuing until 48 hours prior to the time for submitting proposals has expired, the city will provide relevant information as necessary for all Consultants to familiarize themselves with the requirements set forth in the Request for Proposals (RFP). Consultants are encouraged to submit any comments or questions in writing to: Chief William Worden, at the Port Jervis Police Department City Hall address, or by e-mail to williamworden@portjervisny.gov. All questions must be submitted in writing.

12. INSURANCE –The vendor shall file a conformed certificate with the City, acquire at its sole expense and maintain continuously during the entire term of the Contract acceptable professional liability insurance coverage with an annual aggregate of not less than Two Million Dollars (\$2,000,000.00) per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the vendor, its employees, agents, or any of its subcontractors as part of its performance of professional engineering services. Consultant shall also provide evidence of Workers Comp. Insurance. The aforementioned insurances shall not be canceled without thirty (30) days' prior written notice to City, shall name the City and its officers and employees as additional insured's, shall include all automobiles utilized by vendor's personnel in the performance of this Agreement, shall be retained and maintained at the sole cost and expense of vendor, and shall be primary and not contributing with other insurance available to the City. The vendor shall provide adequate proof of coverage within fifteen (15) business days of the award of the contract by the City. Failures to provide such proof will void the vendor's bidder status as the lowest responsible bidder. The city will then engage the services of the next lowest responsible bidder.

13. DETERMINATION OF VENDOR RESPONSIBILITY – Prior to the award of

a contract, the City will conduct such investigations as the City deems necessary to determine the responsibility of any vendor and its proposal and/or to determine the ability of any vendor to perform the work provided in its proposal.

- a. Further detailed breakdown of its proposal amount in a format and level of detail acceptable to the City;
- b. The names and resumes of key personnel that the vendor intends to assign to the work if awarded a contract;
- c. The portions of the work that the vendor intends to subcontract by trade and estimated dollar amount of each;
- d. Certification that the vendor provides services to municipal clients, including a description of work performed and services provided by your firm to said municipalities;
- d. A list of contracts, award dates, award amounts and owner contact persons for municipal projects the vendor has recently been awarded or is currently working on that is similar in scope to this project.

The Vendor shall furnish the above information within three (3) business days of its receipt of the City's written request. The City further reserves the right to reject any proposal if the information requested by the City is not submitted as required or if the information submitted fails to satisfy the City that the vendor is responsible, or is able or qualified to carry out the obligations of the contract, or to complete the work as contemplated.

14. RIGHT OF REJECTION BY THE CITY - Notwithstanding any other provision of this Request for Proposals (RFP), the City reserves the right to reject any and all proposals and to waive any informality in a proposal when to do so would be to the advantage of the City or its taxpayers.

Proposals that contain conditions or limitations to the requirements set forth in the RFP may be considered non-responsive and rejected. The City may refuse a contract to any vendor who, in connection with any previous contract with the City, has failed in any respect to comply with the term of any obligation, including, but not limited to, any guarantee.

The City may also refuse a contract to any vendor whose former relations with the City shall have been of such an unsatisfactory nature, as determined by the City, that the City feels justified in refraining from entering into any further business relations.

15. AWARD OF CONTRACT - The vendor to whom the contract is awarded shall be required to enter into a written contract with the City of Port Jervis in a form approved by the City Common Council and City Corporation Counsel.

This Request for Proposals (RFP) and the Proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the City reserves the right to further negotiate the terms and conditions of the contract with the selected vendor. If

applicable, the contract will include a maximum "fixed cost" to the City of Port Jervis and will include all permits, materials, and other costs.

16. PROPRIETARY INFORMATION - The City of Port Jervis is a public body and governed by the New York Freedom of Information Act. Documents submitted to the City relating to this Request for Proposal are subject to requirements of the Freedom of Information Act and may be deemed public records.

17. NON-COLLUSION AFFIDAVIT. By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

18. DURATION OF PROPOSAL. Proposer agrees that his or her proposal will not be withdrawn within sixty (60) calendar days following opening of the proposals.

19. STATEMENT OF EXPERIENCE AND QUALIFICATIONS. Consultants submitting a proposal shall list all qualifications and experience pertaining to this type of service. The Proposer may be required, upon request, to provide additional information to the satisfaction of the City of Port Jervis that the proposer has the skill and experience, the necessary staff, and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time.

If, at its sole discretion, the City of Port Jervis judges the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer shall be required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

20. NO FINANCIAL INTEREST. By submitting a proposal, the proposer represents and warrants that neither a City Council Member, Elected Official Administrator, employee, nor any other person employed by the City of Port Jervis, has in any manner, any interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

21. DOCUMENTS DEEMED PART OF THE CONTRACT. The notice, invitation to proposers, general conditions and instructions for proposers, special conditions, specifications, bid, addenda, if any, will be deemed part of the contract.

22. Vendor Information. Each proposal must contain the following:

Signature of Authorized Representative

Name of Authorized Representative

Title

Date

Phone Number

Fax Number

Federal ID Number

Web Site

E-mail Address

**CITY OF PORT JERVIS
ORANGE COUNTY, NEW YORK**

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with the bid.

NON COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor.

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Wherefore, this statement has been subscribed by the bidder and affirmed by the bidder as true under penalties of perjury.

Dated: _____ 20____

Signature: _____

Printed Name & Title: _____

Company: _____

General Municipal Law Section 103-d

"The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)".