

### City of Port Jervis Common Council Regular Meeting:

A regular meeting of the City of Port Jervis Common Council was held in the Council Chambers, 20 Hammond Street, Port Jervis, New York on Monday November 08, 2021 at 6:30 p.m.

#### **Attendance-**

<b>Dominick Santini</b>	<b>1st Ward</b>	<b>Absent</b>
<b>Regis Foster</b>	<b>1st Ward</b>	<b>Present</b>
<b>Chandler Campbell</b>	<b>2nd Ward</b>	<b>Present</b>
<b>Maria Mann</b>	<b>2nd Ward</b>	<b>Present</b>
<b>Gerald Oney JR</b>	<b>3rd Ward</b>	<b>Present</b>
<b>Kristin Trovei</b>	<b>3rd Ward</b>	<b>Present</b>
<b>Stanley Siegel</b>	<b>4th Ward</b>	<b>Present</b>
<b>Timothy Simmons</b>	<b>4th Ward</b>	<b>Present</b>
<b>Lisa Randazzo</b>	<b>Councilwoman-At-Large</b>	<b>Present</b>
<b>Kelly Decker</b>	<b>Mayor</b>	<b>Present</b>

Also present were City Clerk Treasurer Laura Quick, Deputy City Clerk Treasurer Bobbie Jo Muller and Corporate Counsel Will Frank

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 Comment:**

1. A Public Comment was made by John Beasley Ward 2

6:35 pm - Motion requested by Mayor Decker to enter into Executive Session for Article 7 105.1h and 105.1e. Motion by Randazzo Second by Trovei

AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED

7:41pm Motion requested by Mayor Decker to return from Executive. Motion by Randazzo Second by Simmons

AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED

#### **Executive Session Material:**

- A. Sale of 7 Fall Street in the amount of \$45,000 Motion by Siegel Second by Simmons  
Discussion: Trovei - All properties are listed with local Real Estate agents and are available to view  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- B. Sale of 89 Hammond in the amount of \$55,000 Motion by Randazzo Second by Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- C. Sale of 88-90 Front Street in the amount of \$40,000 Last offer was withdrawn. Motion by Siegel Second by Trovei  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Sale of 14 Franklin Street in the amount of \$290,000 Contingent on Appraisal. Motion by Oney Second by Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- E. Motion to use the proceeds from the sale of 14 Franklin Street in this order: Rent or purchase of temporary storage containers, rent debris refuse disposal, and a permanent storage facility assuming all closing proceeded are realized. Motion by Siegel Second by Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 1 (Trovei) CARRIED
- F. Motion to Approval of Department Head Contracts. Motion by Randazzo Second by Foster  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED

**Regular Business-****1. Foster - Police/ADA**

- A. Motion to approve a request to donate unclaimed bicycles currently in Police storage to the community bicycle give-away sponsored by Action Bicycles of Port Jervis and Milford. The donated bicycles will be sent to the Tri-State area children prior to Christmas . Motion by Trovei Second by Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- B. Motion to transfer custody of old police archived blotter books from storage a 14 Franklin Street Warehouse to the Minisink Valley Historical Society for historical preservation. Second by Oney  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- C. Motion to dispose of unclaimed stolen property and found property that can be proposed and utilized to support City operations or to support the public good through area churches, non-profit human services organizations including Easter Seals, Catholic Charities, Salvation Army, and food pantries. Second by Siegel. Corporate Council Will Frank: The property was not purchased using tax payer dollars the method disposition is appropriate  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Motion to approve a \$5,000 stipend for the rest of the year due to expanded duties and expanded hours for LT Van Inwegen. Second by Oney  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- E. Motion to accept the October 2021 Police Committee Minutes. Second by Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- F. Motion to accept the October 2021 Police Monthly Report. Second by Mann  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- G. Next ADA meeting December 6,2021 at 6:30pm

**2. Santini - Code:**

- A. Next Code meeting November 10, 2021 6pm Chambers

**3. Campbell - Recreation**

- A. Reported on Recreation activities
- B. Next meeting November 18 , 2021 at 6pm at the Youth Center

**4. Mann - Tourism/IDA**

- A. Tourism Board has not met since their last meeting
- B. Christkindlmarket will be held Sunday November 28<sup>th</sup> from 10am to 5pm
- C. Next Tourism meeting November 10, 2021 6pm
- D. Next IDA meeting is November 15,2021 6 pm

**5. Trovei- Finance/CDA**

- A. CDA met remotely on October 27, 2021 at 7pm Reviewed the section 8 report, current financial statements, active grants, as well as some future grant opportunities, preparing for the 2022 budget
- B. Next CDA meeting is Wednesday November 17<sup>th</sup> at 7pm held remotely.
- C. Next Finance Committee Meeting is November 17,2021 at 6pm to discuss any regular business. Directly following the meeting, the first budget workshop will be held. The following are Budget workshop dates: Nov 29, 2021 at 6:30pm, Dec 2, 2021 6:30pm

- D. Motion by Trovei to pay the bills. Second by Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- E. Motion to approve Resolution for Tax Anticipation Note. Second Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- F. Motion to hold Tax Lien Sale Second Siegel  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- G. Motion to approve Resolution with Orange-Ulster Boces for microfilm storage Second Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- H. Motion to approve the Hotel Tax to being on January 1,2022. Second Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED  
Discussion to make the Hotel Tax due dates coincide with the NYS Sales Tax due dates.
- I. Financial software contract was sent back to Finance Committee's next meeting on November 17,2021

#### 6. Oney -DPW

- A. Motion to accept Renewable Energy Group proposal for Bio-Diesel test pilot. Second Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- B. Motion to accept Request for proposals for the Engineering and Architectural Schematic Design of City of Port Jervis DPW Garage and Support Facilities. Second Trovei  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- C. Motion to accept Request for City of Port Jervis to buy back 5 Vacation days and transfer 3 vacation days to 2022 for Steve Duriea. Second Randazzo  
Discussion by Siegel - Are the days to be used in the first quarter 2022. Mayor affirmed  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Motion to accept Request for City of Port Jervis to buy back 8 Vacation days for Jack Farr. Second Foster  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- E. DPW Committee meeting information
- F. Next meeting November 6, 2021

#### 7. Simmons- Planning/Zoning

- A. Zoning met on November 2, 2021- Public Hearing for an Area Variance for 74 Hammond Street to convert a single-family dwelling onto a two family dwelling. The Committee voted to decline the request.
- B. Planning will meet on November 16, 2021

#### 8. Siegel - FEM/ Housing

- A. Fire Emergency Management will meet on November 15,2021 at 6:30pm
- B. Motion to appoint James D. Haas as a driver for Neversink Engine Company 1.  
Second by Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED

- C. Motion to remove Barry D. Longwell Deceased 10/24/2021. Second by Simmons with deep regret  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Motion to remove Joseph L. Pagano deceased 10/7/2021. Second by Simmons with deep regret  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- E. Housing Authority next meeting November 23,2021 at Hillside Terrace
- F. Veteran's Day Parade will be held November 11,2021 at 9:30 am

9. **Randazzo**

Congratulations to the newly elected Council members

Public Comment - None

10. **Mayor**

- A. The Civil War monument will be rededicated after the Veterans Parade during the ceremony.
- B. Motion to accept the Request from the Outdoor Club to accept donations for Toys for Tots Train. Motion by Randazzo Second by Siegel  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- C. Motion to approve The North Pole Santa Tour from the Chief of Police. December 18, 2021 between the hours of 1pm and 4pm Santa Claus to be escorted and visit the children of our City. Motion by Trovei Second by Simmons  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Accept the resignation to Civil Service Commission of Marlene Horan with Regrets
- E. Motion to set a Joint Public Hearing with the Town of Deerpark Town Board for November 22,2021 with regards to the Annexation at 6:30pm. Comment by Corporate Counsel Will Frank - Held in City of Port Jervis due to the City has assumed the role of lead agency with the Annexation. Motion by Simmons Second by Randazzo  
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN
- F. Mayor's Proposed 2022 Budget Presented

8:30pm Motion to adjourn . Motion by Siegel Second by Foster  
AYE: 8 ABSENT: 1 (Santini) 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

### Roll Call for Transcription

Monday, November 8, 2021

6:30 pm Regular Session: Pledge of Allegiance

**Public Comment:** 5-minute limit per person

BASED ON PUBLIC OFFICERS LAW ARTICLE 7

**Executive Session:**

- 105.1h - Real Estate Offer (x4) - 7 Fall, 89 Hammond, 88-90 Front, 14 Franklin
- 105.1h - Contractual - 220 N Orange Street
- 105.1e - Collective Negotiations (x3) - Dept Heads, Superior Officers, Police Chief Conf Sec
- 105.1f - Personnel - Building Department
- 105.1h - Reassessment 16-18 Ball
- 105.1h - Tax Cert multiple properties
- 105.1h - 106 Ball Street notification
- 105.1h - 220 East Main Street
- 105.1h - 126 Front St - bank negotiation

**Approval of the Minutes:**

- September 27, 2021 - Common Council Meeting
- September 29, 2021 - Special Common Council Meeting RE: Annexation
- October 12, 2021 - Common Council Meeting
- October 25, 2021 - Common Council Meeting

**Address Executive Session Material:**

**Business:**

Foster: (POLICE / ADA) -

- 1. Accept/Decline - PD Request - Bike Giveaway, transfer archived blotter books, dispose of property
- 2. Accept/Decline - Chief/Lt buy back *Tabled until 11/22/2021 meeting*
- 3. Accept/Decline - Request to extend PT Lt hours until end of year

Santini: (CODE) -

Campbell: (RECREATION) -

Mann: (TOURISM / IDA)

Oney: (DPW) -

- 1. Accept/Decline - Resolution for Bio-Diesel Pilot Study
- 2. Accept/Decline - RFP for Proposed DPW Garage & Support Facility
- 3. Accept/Decline - DPW Director/ Asst DPW Director buy back

Trovei: (FINANCE/CDA) -

- 1. Bills to be paid: Motion: Trovei / 2<sup>nd</sup>:
- 2. Accept/Decline - Resolution Tax Anticipation Note
- 3. Accept/Decline - Software Contract Tyler/Edmunds
- 4. Accept/Decline - Hotel Tax into effect Jan 1, 2022
- 5. Accept/Decline - Resolution OUBOCES Microfilm Storage Continuous Contract
- 6. Accept/Decline - 2020 Delinquent Taxes and timeline

Simmons: (PLANNING / ZONING)

Siegel: (FEM / HOUSING)

Randazzo:

**Public Comment:** 5-minute limit per person

Decker- 1. Approve/Decline - Toys for Tots Donation and Collection

2. Approve/Decline - PJ Santa Tour

3. Accept Resignation to Civil Service RE: Marlene Horan

4. Set a Joint Public Hearing with the Town of Deerpark Town Board for Monday, Nov 22 at 6:30pm

5. Mayor's Proposed 2022 Budget presented

**Adjournment:**

## Clerk Treasurer

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**From:** Mayor  
**Sent:** Tuesday, November 16, 2021 8:51 AM  
**To:** Clerk Treasurer  
**Cc:** William Worden  
**Subject:** FW: Council Meeting Requests PD  
**Attachments:** Action Bikes Program.jpg

**From:** William Worden <williamworden@portjervisny.gov>  
**Sent:** Friday, November 5, 2021 7:19 PM  
**To:** Regis Foster <regisfoster@portjervisny.gov>  
**Cc:** Mayor <mayor@portjervisny.gov>  
**Subject:** Council Meeting Requests PD

Mayor, Regis,

Can we obtain council approval to address the following requests:

### Franklin Street Storage:

1) Request Council authorization to participate in a community bicycle give-away initiative sponsored by Action Bicycles of Port Jervis and Milford. The department requests approval to dispose of unclaimed found bicycles that are currently in police storage and to transfer the found property to Action Bicycles to utilize for a community outreach. The bicycles will be donated to Tri-Sate area children prior to Christmas through Action Bicycles annual Christmas Bicycle giveaway program.

The following information was obtained from Action Bicycles Facebook Page and a flyer is attached:

"The Annual Bike Drive has begun and we cannot wait to connect good bikes with great kids. During this local bike donation program, you can recycle your gently used bicycles by dropping them at Action Bikes & Outdoor Milford Pa location during regular business hours. In years past our combined efforts have served hundreds of area children, and we hope to have your help to do that once again".

2) Request Council approval to transfer custody of old police archived blotter books from storage at Franklin Street Warehouse to the Minisink Valley historical Society for historical preservation.

3) Request permission of the common council to dispose of unclaimed stolen property and found property that can be purposed and utilized to support City operations or to support the public good through area churches, non-profit human services organizations including Easter Seals, Catholic Charities, Salvation Army, and food pantries.

**William J. Worden, MPA**

Chief of Police

Port Jervis Police Department

**Police Committee**

**City of Port Jervis**

**October 26, 2021**

**Monthly Meeting Minutes**

Meeting was called to order at 6:15pm by Mr. Foster with the following members present: Ms. Mann, Ms. Randazzo, Ms. Trovei, Chief Worden, Lt. Fitzpatrick.

**General Report for the Police Department:**

**Community Outreach**

- 1<sup>st</sup> Fall Festival sponsored by the Police Dept, Recreation Dept and Salvation Army was a success. Various public service agencies participated providing crime prevention, community outreach and health and safety information to several hundred attendees.
- Dept. will be coordinating with the office of Assembly woman Aileen Gunther, Chairwomen of the Assembly Mental Health Committee, to schedule a review of the City's collaborative multi-disciplinary approach to mental health through the Court Connections and CIT Program with OC Mental Health and Independent Living with Peer Mental Health Specialist.
- Halloween Safety- Youth Detective and officers providing safety lectures and interactive activities, high visibility candy bags for children at ASK Elem. School and Port Jervis pre-schools.
- Youth Officer will be deployed on the 31<sup>st</sup> for Halloween patrols.
- Fire Department will be deployed between 4pm to 8pm on Halloween for outreach and increased safety presence.

**EO #203 Reform Committee Report Update**

**Recommendation #15:**

- 8 hours ABLE Training scheduled for November and December. Two Instructors Certified. All sworn officers will be scheduled to attend.
- Two Instructors now DCJS Certified to teach in-service procedural justice, implicit bias and principled policing. In-Service training to be developed for 2022.

#### Hope Not Hand Cuffs Partnership:

- The Hope Not Handcuffs Program is a community-based policing strategy that is fully supported by PJP. Hope Not Handcuffs- supporting the Univ. of Albany's application to the Combatting Opioid Overdose through the Community Level Intervention Grant to support Hope not Handcuffs activities. As a supporter, we have pledged to provide HNH and Albany with information and statistics related to referrals for program elevation and to assist UALBANY with implementing initial and refresher officer trainings and administering officer surveys to measure the effectiveness of the training.

#### Statistical Dashboard: 2021 Annual Report

- Per EO 203 Reform Report for the City of Port Jervis, the committee discussed the creation of a statistical summary, or "dashboard" to be incorporated in the 2021 annual report. The summary would provide an easy reference of department activities to include statistics involving: Arrests, Traffic Stops, Use of Force, Incidents/Calls for Service, Complaints.

#### Public Information Kiosk:

- Committee discussed the implementation of a community crime prevention and outreach kiosk to be installed at the public areas of the police station and city hall as per the reform recommendations. Committee to research options and report at future meeting.

#### **Training**

- Officers are completing Fall Firearms Training.
- School Officers are scheduled for firearms qualifications and completing online based training on de-escalation, safe street encounters and improved officer safety through DCJS and Lexipol.
- Lexipol Policy- Lt. Fitzpatrick and the Chief are working to complete 90% of policy conversation by December 31<sup>st</sup>. Enacting Daily Training Bulletins on Policy starting January 1<sup>st</sup>.
- CPR, First AID, AED, Medical Refresher being scheduled for January 2022 with the PJ Ambulance Corps.



### **Grant Funding**

- The Chief is preparing a grant application to the Division of Criminal Justice Services to replace the department's aging live scan state booking infrastructure. The Live Scan Equipment Program Grant will provide funds to purchase new live scan technology for the department to electronically fingerprint and process arrestees with the state. This grant is a 75% / 25% matching grant that will require the city to pay the cost of 25% of the technology which is estimated to be \$5000,00-\$7,000.00 for the city. Currently, the operational budget provides repair and computer maintenance funding that can be used for the 25% match. In addition, the department can utilize asset forfeiture funding to support this project. The total cost to purchase a live scan range from \$22-25,000.

### **Franklin Street Storage:**

- Historical Society- Old Logbooks- The department is in possession of volumes of historical bound books of handwritten records of police incidents (blotters) dating back before the 1950s. To preserve these records and remove from archives, the department is requesting council approval to transfer possession to the Minisink Valley Historical Society. Request to be considered by Common Council.
- Bicycles- Christmas Giveaway- The department is preparing for a potential bicycle giveaway for children in the tri-state area. The department is in possession of found bicycles stored at the Franklin Street warehouse that would be inventoried and disposed through the giveaway. Refer matter to common council for consideration.

Final OCSO Detention Agreement between the City and OCSO received from the Orange County Sheriff's Department providing for pre-arraignment detention.

### **Staffing**

- Reporting of death of retired Animal Control Officer Barry Longwell- 32 years of service. Retired in 2014.
- PO T. Osowick currently being evaluated for a potential return to light duty in November.
- Detective Sergeant vacancy replacement: Two sergeants are being currently considered for appointment to supervise detective bureau. Due to an upcoming three-week New York State Course in Police Supervision that requires the

attendance of two new sergeants during November/December, the administration is working to meet with the detective sergeant candidates to make an appointment effective when the new sergeants complete their training. The earliest projected appointment will be the last week of December to the new year.

- 18<sup>th</sup> Patrol Officer Vacancy Replacement: The department will canvass Civil Service to obtain the updated list of eligible candidates and will coordinate with the City's Police Reform Hiring Committee for selection or a candidate to present to the new council sitting in January 2022 for hiring consideration. The Basic Police Officer Training Course is scheduled at the Orange County Police Chief's Academy in Middletown during the latter part of February 2022.

### **Multi-Agency Task Force Investigation/Arrest**

- The Chief informed the committee pertaining to a multi-agency investigation and arrest involving a several month investigation conducted by the Port Jervis Police, Orange County District Attorney's Office, Orange County Drug Task Force, Orange County Sheriff's Office, Deerpark Police and the Federal Bureau of Alcohol Tobacco and Firearms involving the arrest of several individuals for the trafficking of crystal meth and firearms in the Port Jervis area. A detailed press release will be distributed by District Attorney Hoover within the near future.

### **Speed Study King Street:**

- Reviewed the results of a speed study conducted on King Street. The study determined that vehicular traffic was operating within the posted speed limit (over the 85<sup>th</sup> percentile)

### **Committee Comments**

Mr. Foster: Requested that a four way stop intersection be reviewed for King Street on Second Street.

Ms. Randazzo and Ms. Trovei discussed potential speeding problems on North Orange Street and requested a speed study.

### **Public Comment**

- No members of the public provided comments.

**Executive Session:** The committee convened into Executive Session to discuss employee contracts for the police department at 7:00 pm.

Executive Session concluded at 745 pm and the meeting was adjourned 746 pm.

Respectfully Submitted

*William J. Worden*

William J. Worden

Chief of Police

# 2021

## PORT JERVIS POLICE DEPARTMENT



**MONTHLY REPORT**

**OCTOBER**

**JUVENILE AID BUREAU**

**ANIMAL CONTROL OFFICER**

**2021**

**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](mailto:pjpolice@citlink.net)**

**MONTHLY REPORT FOR THE MONTH OF OCTOBER, 2021**

	<b><u>CURRENT MONTH</u></b>	<b><u>YEAR-TO-DATE</u></b>
<b>TOTAL INCIDENTS FOR THE MONTH</b>	<b>931</b>	<b>9,376</b>
<b>TOTAL TRAFFIC STOPS</b>	<b>83</b>	<b>1,248</b>
<b>TOTAL TICKETS ISSUED FOR THE MONTH</b>	<b>119</b>	<b>1,719</b>
<b>TOTAL AUTO ACCIDENTS FOR THE MONTH</b>	<b>26</b>	<b>261</b>
<b>TOTAL MILEAGE ON PATROL VEHICLES</b>	<b>8,642</b>	<b>90,191</b>
<b>VALUE OF STOLEN PROPERTY</b>	<b>\$ 1,434</b>	<b>\$ 55,060</b>
<b>VALUE OF RECOVERED PROPERTY</b>	<b>\$ 60</b>	<b>\$ 38,168</b>
<b>TOTAL DOMESTICS FOR THE MONTH</b>	<b>59</b>	<b>359</b>
<b>ANIMAL CONTROL COMPLAINTS</b>	<b>20</b>	<b>206</b>
<b>PRISONERS DETAINED LOCALLY</b>	<b>13</b>	<b>127</b>
<b>TOTAL ARRESTS FOR THE MONTH</b> ( INCLUDES 14 FOR BENCH WARRANTS / OTHER AGENCY )	<b>66</b>	<b>589</b>

**SEE ATTACHED REPORTS:  
JUVENILE AID BUREAU  
ANIMAL CONTROL OFFICER**

**REPECTFULLY SUBMITTED,**

*William Worden*

**WILLIAM J. WORDEN  
CHIEF OF POLICE**

# REPORTED OFFENSES

## PART I OFFENSES

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
MURDER/MANSLAUGHTER	0	0
RAPE	2	10
ROBBERY	0	3
ASSAULT	2	23
BURGLARY	1	10
LARCENY	9	70
MOTOR VEHICLE THEFT	0	7
<b>TOTAL</b> PART I OFFENSES	<b>14</b>	<b>123</b>

## PART II OFFENSES

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
ARSON	1	4
CONTROLLED SUBSTANCES	10	127
WEAPONS	0	6
SEX OFFENSES	0	7
FORGERY	5	12
STOLEN PROPERTY	0	3
CRIMINAL MISCHIEF	16	96
FRAUD	1	36
SIMPLE ASSAULT	24	156
DWI	5	44
LIQUOR LAW VIOLATIONS	0	16
DISORDERLY CONDUCT	2	8
ALL OTHER PART II OFFENSES	8	91
<b>TOTAL</b> PART II OFFENSES	<b>72</b>	<b>606</b>

## MOTOR VEHICLE ACCIDENTS

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PROPERTY DAMAGE (PDAA)	23	236
PERSONAL INJURY (PIAA)	3	22
PERSONAL INJURY (PEDESTRIAN)	0	3
PERSONAL INJURY (FATAL)	0	0
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<b>TOTAL</b>	<b>26</b>	<b>261</b>

## TICKET SUMMARY

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PARKING TICKETS ISSUED	27	254
TRAFFIC TICKETS ISSUED	92	1,465
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<b>TOTAL</b>	<b>119</b>	<b>1,719</b>

## PARTIAL TICKET BREAKDOWN

<u>TRAFFIC OFFENSE</u>	<u>TICKETS ISSUED THIS MONTH</u>
SPEEDING	7
NO/EXPIRED INSPECTION	16
EQUIPMENT VIOLATIONS	10
UNLICENSED / SUSPENSIONS	25
REGISTRATION VIOLATIONS	11
CELL PHONE VIOLATIONS	4

**City of Port Jervis**  
**Monthly Juvenile Bureau Report**  
**OCTOBER 2021**

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
Disorderly Conduct2	4	17				4	4		3	1	2	3	2	1	2	2	4	3	1	1				5	3	2	10	6	4	2		2			
Harassment 2nd	3	8				6	3	3									1	1	1	1				5	2	3	2	2	1						
Trespass	3	6										1	1		3	2	1							4	4		2	1	1						
Assault 3rd	1	1												1	1									1	1										
Petit Larceny	2	2										2	2													2	2								
<b>Total Criminal</b>	<b>13</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>16</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
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	7	7				6	6											1	1					7	7											
P.I.N.S.																																				
Juvenile Contacts	28	42	4	1	3	11	9	2	6	5	1	7	4	3	4	4		8	3	5	3	2	1	23	19	4	14	5	9	5	4	1				
Runaways	1	1				1	1																	1	1											
<b>Total Non Criminal</b>	<b>36</b>	<b>50</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>18</b>	<b>16</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>31</b>	<b>27</b>	<b>4</b>	<b>14</b>	<b>5</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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 84

Disposition Of Juveniles	1-9yr	M	F	10-15yr	M	F	16yr	M	F	17yr	M	F	Total sum
Handled within department and released				56	38	18	5	4	1	7	3	4	
Referred to Port Jervis Youth Center													
Referred to Family Court/ Probation intake				3	1	2							
Referred to Welfare Agency	3	1	2	4	4								
Referred to outside police agency				4	4		1	1		1			1
Referred to adult court system													
<b>Total</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>67</b>	<b>47</b>	<b>20</b>	<b>6</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>5</b>		<b>84</b>

Public Service		M	F
Date:	Event		
10/16/2021	Fall Jump Out Party	100	100
10/21/2021	Halloween Safety Recap	18	14
10/25/2021	Halloween Safety Little Lambs	18	12
10/26/2021	Halloween Safety ASK	125	125
10/27/2021	Halloween Safety ASK	125	125
10/28/2021	Halloween Safety Project Discovery	17	17
10/29/2021	Halloween Safety Candy Cane	6	10
10/31/2021	City Wide Halloween Patrol		

Total 409 403 Total Sum 812

*Det. Pete Washalski*



# OCTOBER 2021 ANIMAL CONTROL REPORT

Dispatched/# Contacts		Animals Euthanized		Brought to shelter	
Call Type	# Calls	Type	# Euthanized	Type	#TOT Shelter
Dog	13	Dog	0	Dog	2
Cat	8	Cat	0	Cat	1
Raccon	1	Raccon	0	Total	3
Bat/Bird/Snake	2	Bat/Bird/Snake	0	<b>Emergency Vet Care</b>	
Wood Chuck	0	Wood Chuck	0	Dog	0
Skunk	1	Skunk	0	Cat	0
Possuum	2	Possuum	0	Total	0
Bear	1	Squirrel	0		
Squirrel	1	Total	0		
Other	1				
Total	30				
<b>Charges/Warnings</b>					
<b>Offenses</b>			<b>Disposition</b>		
			<b>Warnings</b>		
	<b>Port Jervis City Code</b>	<b>App. Ticket</b>	<b>Written</b>	<b>Verbal</b>	<b>Total</b>
PJCC 215-9	License and Tag Required	0	0	0	0
PHL 2141-1	Rabies Vaccination	0	0	0	0
PJCC 215-13	Dog Running at Large	3	0	0	3
PJCC 215-20	Nuisance By Animal	0	0	0	0
PJCC 215-12	Removal Of Feces Required	2	0	0	2
PJCC 215-14	Leashing Required	0	0	0	0
PJCC 389-2E	Animal in City Park	0	0	0	2
PJCC 535-4B	Maximum # of Domestic Animals	0	0	0	0
PJCC 215-27	Dangerous Dog	0	0	0	0
<b>State of New York AGM - Article 26</b>					
353	Cruelty		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
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>					
Apperance Tickets Written		5			
Ongoing Cruelty Investigations		0			
TNR PROGRAM NUMBER OF CATS TAKEN TO VET		0			
TNR PROGRAM FUNDS USED		0			

*Jeffery Ewing*  
Animal Control Officer

## Clerk Treasurer

---

**From:** John Faggione  
**Sent:** Monday, November 8, 2021 12:30 PM  
**To:** Chandler Campbell; Mayor; Clerk Treasurer  
**Subject:** Rec update nib 8, 2021

1. There is a free Youth Center open house this Wednesday November 10, 2021. Session #1 is at 6 pm and session #2 is at 7 pm. Meet our staff, learn what activities and services we offer, look at our schedule and check out our facility. You only need to attend one of the sessions. Contact the Rec office at 845-858-4045 with any questions.
2. The Youth center recreation room will be closed this Thursday November 11 as we honor all of our veterans on Veterans Day.
3. Thank you to all that participated in the city's Halloween parade on October 31 and our fall cleanup on November 6. We had approximately 250 participants and spectators for the 73rd parade. Thank you also to our sponsors. On November 6 we had approximately 15 high school honor society students and athletes rake leaves from veterans park. Thank you to the students for helping us prepare the park for the Veterans Day parade on November 11.
4. The next recreation commission meeting is scheduled for Thursday November 18 at 6 pm at the youth center.

[Get Outlook for iOS](#)

**CITY OF PORT JERVIS**

Accounts Payable

11/8/2021

Council Meeting

<b>1 General Fund</b>	\$96,577.01
<b>2 Water Fund</b>	\$6,258.86
<b>3 Sewer Fund</b>	\$1,307.20
<b>4 Capital Fund</b>	\$490,579.40
<b>5 Trust and Agency</b>	\$36,328.73
<b>Total</b>	<u><u>\$631,051.20</u></u>

**GENERAL, WATER & SEWER FUNDS**

SpinnerTech	\$10,142.37
Hawkins, Delafield & Wood	\$11,825.98
Orange County Landfill	\$27,153.97
Frontier Communications	\$3,891.05

**CAPITAL FUND**

Callanan Industries - Black Topping	\$307,921.08
CHA	\$167,127.34
A Plus Striping Inc	\$6,300.00

**RESOLUTION OF COMMON COUNCIL OF THE CITY OF PORT JERVIS**

**RESOLUTION FOR TAX ANTICIPATION NOTE**

**WHEREAS**, the City of Port Jervis acts as an agent for tax collection on behalf of Orange County, and

**WHEREAS**, the outstanding amounts for the 2021 tax collection period is \$76,777.32 as of 9/30/21, and

**WHEREAS**, Orange County is desirous of full payment and will reimburse the amount of borrowing done on their behalf through the 2021 tax collection process pursuant to the provisions of Section 209 of the Laws of 1928 of the County of Orange

**NOW, THEREFORE BE IT RESOLVED**, that the Common Council of the City of Port Jervis approves the issuance of a Tax Anticipation Note to be issued on or about November 30, 2021 with a Maturity date of February 1, 2022 with rates resulting from a competitive bidding process for the purpose of funding tax payment to Orange County.

Motion by: Trovei                      Second by: Randazzo

Dominick Santini	1st Ward	Absent
Regis Foster	1st Ward	Aye
Chandler Campbell	2nd Ward	Aye
Maria Mann	2nd Ward	Aye
Gerald Oney JR	3rd Ward	Aye
Kristin Trovei	3rd Ward	Aye
Stanley Siegal	4th Ward	Aye
Timothy Simmons	4th Ward	Aye
Lisa Randazzo	Councilwoman-At-Large	Aye

PASSED AND ADOPTED on this 8 day of November, 2021 by the following vote:

AYES: 8

ABSENT: 1 Santini

NOES: 0

ABSTAIN: 0



Attest: Laura Quick  
Laura Quick, City Clerk Treasurer

## Clerk Treasurer

---

**From:** Clerk Treasurer  
**Sent:** Thursday, October 28, 2021 10:51 AM  
**To:** Council  
**Subject:** additional information on 2020 tax sale.  
**Attachments:** SKM\_658e21102810290.pdf

Good morning all,

Attached is a sample of the letter we will be sending out to the delinquent tax payers. Below are the important dates:

- Demand letters to be mailed on December 1,2021 – included with mailing is the hardship notice.
- Grievance to Common Council date January 24,2022 (I have a typo on the attached letter)
- Advertisement dates are the month of February
- Lien Sale date 3/8/2022

We are not sending the courtesy letter out as we felt it could be confusing.

Please let me know if you would like an changes,

Laura

---

**From:** Scanner@citlink.net <Scanner@citlink.net>  
**Sent:** Thursday, October 28, 2021 11:29 AM  
**To:** Clerk Treasurer <ClerkTreasurer@portjervisny.gov>  
**Subject:** Message from KM\_658e

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS AUTHORIZING A CONTINUOUS CONTRACT WITH ORANGE-ULSTER BOCES**

**WHEREAS**, the Common Council of the City of Port Jervis recognizes the need for climate-controlled microfilm storage, and

**WHEREAS**, the City Clerk’s Office wishes to continue utilizing the climate-controlled storage facility located at Orange-Ulster BOCES, and

**WHEREAS**, Orange-Ulster BOCES has provided these services as expected and agreed, and

**WHEREAS**, Orange-Ulster BOCES has agreed to continue providing the City Clerk’s office with storage based on terms and conditions promulgated by Professional Records & Information Services Management.

**NOW, THEREFOR, BE IT RESOLVED**, that the Mayor and/or his designee be and is hereby authorized to execute a yearly renewable contract with Orange-Ulster BOCES at a pricing included in attached Schedule A, said contract to be in such form as the Corporate Counsel shall approve.

Motion by *Trovei* Second by: *Randazzo*

<b>Dominick Santini</b>	<b>1st Ward</b>	<i>Absent</i>
<b>Regis Foster</b>	<b>1st Ward</b>	<i>AYE</i>
<b>Chandler Campbell</b>	<b>2nd Ward</b>	<i>AYE</i>
<b>Maria Mann</b>	<b>2nd Ward</b>	<i>AYE</i>
<b>Gerald Oney JR</b>	<b>3rd Ward</b>	<i>AYE</i>
<b>Kristin Trovi</b>	<b>3rd Ward</b>	<i>AYE</i>
<b>Stanley Siegal</b>	<b>4th Ward</b>	<i>AYE</i>
<b>Timothy Simmons</b>	<b>4th Ward</b>	<i>AYE</i>
<b>Lisa Randazzo</b>	<b>Councilwoman-At-Large</b>	<i>AYE</i>

PASSED AND ADOPTED on this *8* day of *November* 2021 by the following vote:

AYES: *8*

ABSENT: *1 Santini*

NOES: *0*

ABSTAIN: *0*

Attest: *Laura Quick*  
 Laura Quick, City Clerk Treasurer

Resolution No. :\_of 2021

**Schedule A**

**Orange Ulster BOCES Cost for Standard Services**

<b>DESCRIPTION</b>	<b>COST</b>
Climate Controlled Storage	\$ 1.00 per roll of film per month
Verify Client Created Content List	\$ 0.00 (included in roll of film cost)
OUB Records Management Specialist time for retrieval and emailed documents per request	\$43.00 per hour (one hour minimum)

**Orange-Ulster BOCES Cost for Premium Services**

<b>DESCRIPTION</b>	<b>COST</b>
OUB Transit Time for pickup & delivery (from OUB and back to OUB)	\$42.00 per hour (one hour minimum)
Mileage - pickup and delivery from OUB back to OUB (Rate is IRS 2015 Standard Mileage Rate for Business)	\$ .56 per mile (rate 2021)
Tolls if applicable	(current NY State Toll fee)
OUB Verification of Contents against Client Content List upon arrival at OUB and report back to client	\$43.00 per hour each OUB Records Management Specialist
OUB Packing and Indexing Contents	\$43.00 per hour each OUB Records Management Specialist

Port Jervis Town of	# OF ROLLS	2021-2022 January-June Only	2022-2023
See Attached List	97 rolls x\$1.00 = \$97.00	\$582.00	\$1,164.00



# CITY OF PORT JERVIS, NY

Department of Public Works  
1 Franklin Street, Port Jervis, NY 12771

**John (Jack) R Farr**  
*Director*

(845) 858-4006  
Facsimile

(845) 858-4000  
Telephone

DPW Meeting Minutes  
November 1<sup>st</sup>, 2021, 6:00pm

Attendance: Mayor Decker, Lisa Randazzo, Jerry Oney, Regis Foster, Steve Duryea, Jack Farr

- 1. Paving has been completed and some restoration on the edge of roads is needed.**  
Discussion was had regarding the amount paved and the minor issues that have been corrected or discussed with homeowners.
- 2. Maiden Lane bridge/culvert project update.**  
Steve gave an update on the current progress along with the next items needed to complete the project. The floor and downstream wingwalls will be done in a week or so.
- 3. Fall leaf season will be upon us soon. The quickest leaf removal is to load them in bags.**
- 4. Discussion regarding large price increases for the Ozone compressors. This will limit the funding for the in-house water pump replacement.**  
Director discussed the cost increase of the compressors along with the need for possible additional funding needed to complete the inhouse water pump replacement.
- 5. Discussion regarding increase in dumping cost at orange County Landfill.**  
Discussion was had regarding the increased fees for dumping at the Orange County landfill and the need to increase that budget line.
- 6. DPW is currently prepping equipment for the winter season.**  
Steve discussed the items being prepped for the season.
- 7. Severe rain event discussion. River elevations, Maiden Lane, and Wagner Place Pump Station.**  
A discussion was had regarding the severe rain event. The items discussed included the Barcelow St area that did not have any issues during the 5" rain event along with the maiden Lane monitoring and the Wagner Pl pump station activation.

Lisa asked about the possibility of charging for parking on North St. along with a sign issue on Chestnut St.

Mayor asked if we would send out a NIXLE notification regarding overnight parking restrictions and when that commences.

**Adjourned: 6:28pm**



**RESOLUTION OF COMMON COUNCIL OF THE CITY OF PORT JERVIS**

**WHEREAS**, for the betterment of the environment, the City of Port Jervis recognizes the need to reduce carbon emissions; and

**WHEREAS**, beginning September 14, 2021, the City the City advertised a Request for Proposal for a biofuel test pilot for medium and heavy-duty trucks for one year at the City's discretion, and which may be extended two years by mutual agreement; and

**WHEREAS**, one firm, Renewable Energy Group (REG) responded with a proposal opened on October 14, 2021, that for \$1.00 will initiate this test pilot program which will require a tank pad and electrical work installed by the DPW; and

**NOW, THEREFORE**, it is hereby

**RESOLVED**, that the Common Council of the City of Port Jervis hereby approves REG as the vendor for this bio-diesel pilot program and authorizes City staff to work to implement this program, and it is further

**RESOLVED**, that the Common Council fully supports this initiative and directs Mayor Kelly B. Decker, or his designee, to execute any and all necessary documents to complete this project.

Motion by: *Oney*                      Second by: *Simmons*

<b>Dominick Santini</b>	<b>1st Ward</b>	<i>Absent</i>
<b>Regis Foster</b>	<b>1st Ward</b>	<i>Aye</i>
<b>Chandler Campbell</b>	<b>2nd Ward</b>	<i>Aye</i>
<b>Maria Mann</b>	<b>2nd Ward</b>	<i>Aye</i>
<b>Gerald Oney JR</b>	<b>3rd Ward</b>	<i>Aye</i>
<b>Kristin Trovei</b>	<b>3rd Ward</b>	<i>Aye</i>
<b>Stanley Siegal</b>	<b>4th Ward</b>	<i>Aye</i>
<b>Timothy Simmons</b>	<b>4th Ward</b>	<i>Aye</i>
<b>Lisa Randazzo</b>	<b>Councilwoman-At-Large</b>	<i>Aye</i>



Attest: *Laura Quick*  
\_\_\_\_\_  
Laura Quick, City Clerk

## Request for Proposals

For the Engineering  
and Architectural Schematic Design of  
City of Port Jervis DPW Garage and  
Support Facilities

City of Port Jervis  
City Clerk  
20 Hammond St.  
Port Jervis, NY 12771

Dated: November 12, 2021

**Return by: December 14, 2021  
2:00 PM**

## **ADVERTISEMENT FOR BIDS**

Receipt of Bids: Sealed bids on forms prepared by the Engineer will be received by the City of Port Jervis until 2:00 p.m. on **December 14, 2021**, for the **CITY OF PORT JERVIS REQUEST FOR PROPOSALS FOR ENGINEERING AND ARCHITECTURAL SCHEMATIC DESIGN OF DPW GARAGE AND SUPPORT FACILITIES.**

The bids will be publicly opened and read at 2:00 p.m. on **December 14, 2021** at the City of Port Jervis City Hall 20 Hammond Street, Port Jervis, NY 12771 in the Council Meeting Room.

Copies of the bid document may be obtained from the City of Port Jervis City Clerk Treasurer in hard copy and electronic format beginning on **November 12, 2021.**

There is no charge for documents picked up or e-mailed. There is an additional \$50 charge for mailing the documents via the U.S. Postage Service.

The owner has the right to reject any and all bids. The owner may also waive any informality or technicality. Bidders are required to execute a non-collusive bidding affidavit pursuant to Section 103d of the General Municipal Law of the State of New York. Failure to provide an executed non-collusive bidding affidavit will invalidate a bidder's bid.

Attention of bidders is particularly called to the requirement as to conditions of employment to be observed and the minimum wage rates to be paid per Segregated Facilities, Section 109, and Executive Order 11246.

Bidders are also required to comply with the provisions of Section 291-299 of the Executive Law of the State of New York.

No bidder may withdraw his/her bid during the forty-five (45) days after the actual date of the opening thereof. Subject to the provisions of Article 28, Part III of the New York State Tax Law and the provisions of the Contract Documents, the Owner is exempt from payment of sales and compensating use taxes of the State of New York and cities and counties on all materials supplied to the Owner pursuant to this contract.

The City of Port Jervis hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or natural origin in consideration of an award.

**BY ORDER OF THE CITY OF PORT JERVIS COMMON COUNCIL**

**CITY CLERK-TREASURER  
LAURA QUICK**

City of Port Jervis  
20 Hammond Street  
Port Jervis, New York 12771

# City of Port Jervis Request for Proposals (“RFP”)

## Engineering and Architectural Schematic Design of City of Port Jervis DPW Garage December 14, 2021

The City of Port Jervis (“City”) hereby requests proposals by interested firms for the schematic architectural design and engineering of a new City of Port Jervis DPW Garage

1. **SEALED PROPOSALS** – Notice is hereby given that the City Clerk - Treasurer will receive proposals until 2:00 P.M., December 14, 2021 for the services outlined in this RFP.
  
2. **SCOPE OF SERVICES** - The City of Port Jervis is requesting proposals for the schematic engineering and architectural design of a new DPW Garage which services will include:
  - a. Programming of the facility including meetings and coordination with stake holders including but not limited to the DPW Director, Assistant Director, Water Superintendent, City Engineer, Mayor and designated Council members.
  
  - b. Site reviews of potential construction sites including but not limited to the existing DPW Facility and the old City Landfill at end of Canal Street (Vicinity of Orange County Transfer Station)
  
  - c. City will provide a survey of the preferred site once selected for use by the consultant.
  
  - d. Prepare Phase 1 Environmental Assessment of the selected site.
  
  - e. Prepare schematic floor plans and building elevations of up to 3 building lay-outs.
  
  - f. Schematic plans/project narrative shall address Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection (A/S/M/E/P), and Civil/Site/Utility items.
  
  - g. Prepare schematic construction cost estimate for total project construction cost including but not limited to cost for preparation of Construction Drawings, Construction Bidding and Contract Administration, and Construction Administration Services, obtaining all necessary local, county, state, and/or federal permits associated with the project,

contingencies, demolition of existing DPW complex, etc. Careful thought and consideration should be given as to the most cost-effective ways to construct the structure. Where feasible, the design will include environmentally responsible products that work toward higher levels of energy efficiency and sustainability.

h. Specific Proposal Contents:

Project Understanding  
Summary of Relevant Project Experience  
Identification any Sub-Consultants and their Relevant Experience  
Summary of Experience of the Design Team  
Flow Chart of Design Team and Responsibilities  
Project Schedule  
Identify any Tasks specifically excluded from the scope of services and fee  
Lump Sum Fee Proposal and Proposed Schedule of Payment

**Proposal shall be limited to 10 pages**

g. Consultant Selection

The City shall consider all aspects of the submitted RFPs for selection of the design consultant including but not limited to

Proposal Fee  
Similar Project Experience  
Ability to Deliver Project On-time and Budget  
Project Schedule  
Design Team Experience

All equipment, work, and labor considered by contractors in determining a proposal price under this RFP shall be in accordance with industry standards and any applicable laws, rules and/or regulations.

3. PAYMENT:

The City will pay the Consultant for invoices submitted monthly for the work completed and accepted each month per the proposal.

4. Proposals submitted in accordance with this RFP shall be reviewed by the DPW Director and City Engineer and if deemed to be in appropriate form, forwarded to the City Council of the City of Port Jervis for consideration and award to the firm who is determined most qualified based on the criteria noted above.
  
5. DEADLINE AND ADDRESS TO SUBMIT A PROPOSAL - Proposals shall be submitted no later than **2:00 PM December 14, 2021** to the office of:

Laura Quick, City-Clerk Treasurer  
City of Port Jervis – City Hall  
20 Hammond St.  
Port Jervis, NY 12771

6. PRE-PROPOSAL WALKTHROUGH REQUIREMENT – Before submitting a proposal, the Contractor shall carefully examine the job requirements listed under this RFP, shall visit the site and fully inform themselves as to all existing conditions and limitations. Site visits shall take place on November 30, 2021 at 1:00 p.m., all interested parties shall meet in the City Council Chambers. All work shown, indicated or implied under this RFP is subject to the actual conditions at the job site, and failure to visit the site and fully acquaint oneself with all said conditions and to examine the RFP and related documents, will in no way relieve the Contractor of his/her responsibility to properly execute the work in accordance with this RFP and, if selected, contract documents to follow.
  
7. PROPOSAL SIGNATURE REQUIREMENTS – Proposals must be signed by an Officer of the Contractor authorized to bind said Contractor to the provisions of the submitted proposal for a period of at least ninety (90) days. Failure of the successful Contractor to execute the project contract may result in the cancellation of any award.
  
8. PACKAGING OF PROPOSAL – 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 Contractor and bears the words **“Request for Proposal (RFP) ‘City of Port Jervis DPW Garage Schematic Design’.** Any Proposal received after the due date and time **cannot be accepted and will not be considered.**
  
9. NUMBER OF PROPOSAL COPIES REQUIRED – The Contractor must submit an original and six (6) copies of the Proposal plus an electronic copy.
  
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 Contractors. Deadlines for submission of the RFP may be adjusted to allow for

revisions. For a revised proposal to be considered, **an original and six (6) 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 10 December 2021, the City will provide relevant information as necessary for all Contractors to familiarize themselves with the requirements set forth in the Request for Proposals (RFP). Contractors are encouraged to submit any comments or questions in writing to **Jim Farr, P.E. City Engineer, by e-mail to JFarr@Farr-Engineering.com, with copies to Jack Farr, DPW Director by e-mail to dpwdirector@portjervisny.gov** . All questions must be submitted in writing no later than 5:00 p.m. on December 10, 2021. Questions submitted after that deadline shall receive no response.
  
12. **INSURANCE** – Contractor shall file and maintain with City at all times during the term of the Contract, a copy or certificate of general liability insurance with an insurance company acceptable to, and approved by, the Town Board, with minimum limits of Two Million Dollars (\$2,000,000.00) combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the Contractor. Contractor shall also provide evidence of Workers Comp. Insurance. Such insurance 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 Contractor's personnel in the performance of this Agreement, shall be retained and maintained at the sole cost and expense of Contractor, and shall be primary and not contributing with other insurance available to the City. The contractor 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 contractor's bidder status as the lowest responsible bidder. The City will then engage the services of the next lowest responsible bidder.
  
13. **DETERMINATION OF CONTRACTOR 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 Contractor and its proposal and/or to determine the ability of any Contractor to perform the work provided in its proposal. All Contractors submitting a proposal under this RFP is subject to a financial analysis. The City may require the Contractors to submit one or more of the following:
  - 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 Contractor intends to assign to the work if awarded a contract;
  - c. The portions of the work that the Contractor intends to subcontract by trade and estimated dollar amount of each;
  - d. A list of contracts, award dates, award amounts and owner contact persons for projects the Contractor has recently been awarded or is currently working on;

- e. A list of at least three (3) projects of similar size and scope as is proposed under this RFP, which project(s) was completed within the last five (5) years within a sixty (120) mile radius of this project.

The Contractor shall furnish the above information within three (3) business days of its receipt of the Town's written request. The Town further reserves the right to right to reject any proposal if the information requested by the Town is not submitted as required or if the information submitted fails to satisfy the Town that the Contractor 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 Contractor 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 Contractor 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 Contractor 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 and 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 Contractor. 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 Town 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 the opening of the proposals.
  
19. STATEMENT OF EXPERIENCE AND QUALIFICATIONS. Contractors 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 Counsel 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. CONTRACTOR INFORMATION. Each proposal must contain the following:

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Signature of Authorized Representative

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Fax Number

---

Name of Authorized Representative

---

Federal ID Number

---

Title

---

Web Site

---

Date

---

E-mail Address

---

Phone Number

## Schematic Design and Cost Estimate of DPW Garage Bid Proposal

SCOPE OF SERVICES - The City of Port Jervis is requesting proposals for the schematic engineering and architectural design of a new DPW Garage which services will include:

Programming of the facility including meetings and coordination with stake holders including but not limited to the DPW Director, Assistant Director, Water Superintendent, city Engineer, Mayor and designated Council members.

Site reviews of potential construction sites including but not limited to the existing DPW Facility and the old City Landfill at end of Canal Street (Vicinity of Orange County Transfer Station)

City will provide a survey of the preferred site once selected for use by the consultant.

Prepare Phase 1 Environmental Assessment of the selected site.

Prepare schematic floor plans and building elevations of up to 3 building layouts.

Schematic plans/project narrative shall address Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection (A/S/M/E/P), and Civil/Site/Utility items.

Prepare schematic construction cost estimate total project construction cost including but not limited to cost for preparation of Construction Drawings, Construction Bidding and Contract Administration, and Construction Administration Services, obtaining all necessary local, county, state, and/or federal permits associated with the project, contingencies, demolition of existing DPW complex, etc. Careful thought and consideration should be given as to the most cost-effective ways to construct the structure. Where feasible, the design will include environmentally responsible products that work toward higher levels of energy efficiency and sustainability.

Proposal Price: \$ \_\_\_\_\_  
(Inclusive of all labor, equipment and materials; reimbursables, etc.)

**All equipment, work, and labor considered by contractors in determining a proposal price under this RFP shall be in accordance with industry standards and any applicable laws, rules and/or regulations.**

**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)".

**CITY OF PORT JERVIS, NEW YORK  
ZONING BOARD**

**November 2, 2021  
7:00pm  
AGENDA**

**Public Hearing(s):**

- I. Call Meeting to Order:
- II. Approval of October 2021 Minutes
- III. Public Comment (3-minute limit):
- IV. Discussion of Public Hearing(s):
- V. **Pre Submission(s):**

A.

- VI. **Old Business: 74 Hammond Street; Miguel Espinoza; SBL: 13-11-11; Area variance & lot width variance to allow for conversion of single family dwelling to a two family dwelling.  
Existing lot area: 8,600 sq ft      Required lot area: 12,000 sq ft  
Existing lot width: 86 ft      Required lot width: 120 ft**

*voted to deny request*

- VII. New Business:
- VIII. Planning Board Report:
- IX. Code Enforcement Report:
- X. Council Liaison Report:
- XI. Adjournment:

***The next meeting is tentatively scheduled for 7:00 pm on Tuesday, December 7, 2021***



# PORT JERVIS FIRE DEPARTMENT

8-10 Orange Street, Post Office Box 1002, Port Jervis, New York 12771-1002



Telephone  
(845) 856-4100

FAX  
(845) 858-1064

Email  
info@portjervisfire.org

First Assistant Chief  
**Keith K. Brown**

Fire Chief  
**Dominic M. Cicalese**

Second Assistant Chief  
**Anthony W. Fuller**

Department Chaplain  
**Rev. Matthew C. Newcomb**

Department Secretary  
**William R. Werner**

Department Treasurer  
**Robert A. Waligroski**

Deputy Chief  
**Joseph J. Kowal, Sr.**

Deputy Chief  
**James W. Rohner, Jr.**

Deputy Chief  
**Jeffrey S. Rhoades**

3 November 2021

Honorable Mayor Kelly B. Decker and  
Members of the City Council

14-20 Hammond Street  
Post Office Box 1002  
Port Jervis, New York 12771

RE: Appointment of Driver  
**James D. Haas**

Dear Mayor Decker and Members of the City Council,

It is requested that Firefighter James D. Haas be approved as a Driver for Neversink Engine Company No. 1. This firefighter was tested in accordance with the proper requirements such as EVOC, Pump Operator, Ladder Operations, etcetera, as appropriate to the respective vehicle by Dominic M. Cicalese and was approved by the Fire Chief to operate this fire apparatus.

A copy of the member's driver license was provided on an earlier date. The firefighter's driver license information was previously entered into the New York State, Department of Motor Vehicles, License Event Notification Service (LENS). This service notifies the Department upon the expiration and renewal of a driver license; the suspension, revocation and restoration of a driver license; changes to a driver license class and privilege; traffic convictions, reportable accidents; driver license suspension or revocation orders, completion of a training course to reduce insurance premiums; changes to Haz-Mat license endorsements; and changes to MedCert status.

Respectfully submitted,

William R. Werner  
Department Secretary

Approved:  Disapproved:  Date: \_\_\_\_\_ Initials: \_\_\_\_\_



<https://portjervisfire.org>  
<https://www.facebook.com/portjervisfiredepartment/>  
<https://port-jervis-fire-department.business.site>





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**Deputy Chief  
Joseph J. Kowal, Sr.**

**Deputy Chief  
James W. Rohner, Jr.**

**Deputy Chief  
Jeffrey S. Rhoades**

1 November 2021

Honorable Mayor Kelly B. Decker and  
Members of the City Council  
14-20 Hammond Street  
Post Office Box 1002  
Port Jervis, New York 12771

RE: Removal of Member  
**Barry D. Longwell**

Dear Mayor Decker and Members of the City Council,

This is to request that the below named, a member of the Port Jervis Fire Department and the Company herein stated, be removed from the active membership rolls for the reason(s) stated.

Member: Barry D. Longwell

Company: Howard Wheat Engine Company No. 4

Reason(s): Deceased 10/24/2021

This change is effective this date.

Respectfully submitted,

William R. Werner  
Department Secretary

Approved:  Disapproved:  Date: \_\_\_\_\_ Initials: \_\_\_\_\_



<https://portjervisfire.org>  
<https://www.facebook.com/portjervisfiredepartment/>  
<https://port-jervis-fire-department.business.site>



## Clerk Treasurer

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**From:** William R. Werner <w.r.werner@portjervisfire.org>  
**Sent:** Monday, November 1, 2021 9:49 PM  
**To:** Stanley Siegel  
**Cc:** Stanley B. Siegel; Excelsior Engine Company No. 5 - Company Officers; Clerk Treasurer  
**Subject:** ACTION NEEDED - Removal of Member (Pagano, Joseph L.)

Councilman Siegel,

For your consideration and action by the Common Council, Excelsior Engine Company No. 5 requests the following member be removed for the reason stated

**Joseph L. Pagano - deceased 10/07/2021**

An electronic response (approval) would be appreciated, including the return of the attached letter, and if granted, the return of a hard copy will not be necessary.

This text is being provided for the benefit of the City Clerk's office.

Thank you,  
Bill

William R. Werner, Department Secretary  
**PORT JERVIS FIRE DEPARTMENT**  
8-10 Orange Street, Post Office Box 1002  
Port Jervis, New York 12771  
Residence: (845) 858-8155  
[W.R.Werner@portjervisfire.org](mailto:W.R.Werner@portjervisfire.org)  
<https://portjervisfire.org>  
[www.facebook.com/portjervisfiredepartment/](https://www.facebook.com/portjervisfiredepartment/)  
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