

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 September 23rd, at 6:30 p.m.

Attendance-

Jason Vicchiariello	1st Ward	Present
Colin O'Connell	1st Ward	Present
Misty Fuller	2nd Ward	Absent
Maria Mann	2nd Ward	Absent
Jeffrey Rhoades	3rd Ward	Present
Gerald Oney, Jr.	3rd Ward	Present
Jacqueline Dennison	4th Ward	Present
Stanley Siegel	4th Ward	Absent
Michael Hockenberry	Councilman-At-Large	Present
Dominic Cicalese	Mayor	Present

Also present:

Police Chief, William Worden; Deputy City Clerk-Treasurer, Bobbie Jo Muller; CDA Director, Valerie Maginsky; William Frank, Esq.

The meeting opened at 6:30 pm by Mayor Dominic Cicalese.

Pledge of Allegiance- Mayor Cicalese led all present in the Pledge of Allegiance.

Public Hearing - None

Presentation -

CDA Director, Valerie Maginsky explained the Railroad Crossing Elimination Grant. This is for the crossing at Fowler and Fourth Streets. The maximum amount for this grant would be \$199,500 with a match of \$39,900. Monies already spent by the City on engineering could be applied to the match. The Railroad requires that a specific planning process be followed. This is for a Track 1 Planning Grant. This is a 2 year project for the planning portion and we would need to get buy-ins from Metro North, Norfolk Suffolk, NJ Transit and NYS DOT. We are hopeful that when we get to the Track 2 Finalization of the Design part we only need another \$50 to \$70 thousand, because most of the work has already been completed.

Mayor Cicalese added that he has a letter of support from Congressman Ryan's office. He also noted that Senator Skoufis is waiting in the wings to be a part of this project.

Motion for Resolution #2024-0923-067 United State Department of Transportation Federal Railroad Administration FY 2023-FY 2024 Railroad Crossing Elimination Program Grant Application by J. Dennison, second by J. Vicchiariello.

AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

Public Comment -

Laura Meyer, Tourism Chair - We just celebrated our 31st Annual Fall Foliage Festival with great weather and a great turnout. She thanked all the vendors and visitors that participated and all the City departments and PJ Ambulance Corps that helped to make it a successful event.

Joan McBride inquired about the outsourcing of the payroll. She wanted to make sure the Civil Service would get the necessary reports to be able to certify the payroll. The Civil Service is currently scheduling a test for a payroll clerk for the School District. Also, she is not happy with the stage at Orange Square. It is blocking the view of the monument from Pike Street.

Executive Session-7:02pm

Motion by J. Rhoades, second by M. Hockenberry to enter into executive session on Public Officers Law Article 7 – with an invitation to William Worden to attend.

- 105.1-f Personnel x1 (Police)
 - 105.1-h Contractual x1 (Sale of City owned property)
- AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

7:20pm Motion was made by J. Rhoades to return from executive session, second by C. O'Connell.

AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

Executive Session Material -

- Motion by J. Vicchiariello for Resolution #2024-0923-068 To Authorize Disciplinary Action, authorizing the Police Chief to prefer disciplinary charges against employee #358 if the Chief believes the charges are warranted after conducting an investigation into the allegations, second by C. O'Connell.

AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

- Will Frank asked for a motion to approve the confidential settlement agreement in the case of Metzger against the City of Port Jervis and others within the City as defendants currently pending in the United States District Court for the Southern District of New York per the recommendation of our litigation counsel and myself.

Motion by C. O'Connell, second by J. Dennison.

AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes -

- Motion to Approve the August 26, 2024, Common Council minutes by J. Rhoades, second by C. O'Connell.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to Approve the September 9, 2024, Common Council minutes by J. Rhoades, second by M. Hockenberry.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-

J. Vicchiariello - Code

- The City currently has 4 properties with clear titles. I make a motion to release the advertisement for bids for the sale of City property to include: 122 Ball Street, 220 North Orange Street, 19 Owen Street, 64 Sussex Street with the condition to demolish and remove the structure on the property within 1 year, second by J. Dennison.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Code is updating the code to eliminate redundancies. I make a motion to amend the Fire Investigator Applications and Permits to include the following updates:
 - Update the automatic fire sprinkler system permit.
 - Remove the daycare facility permit application.
 - Remove the dry cleaning permit application.
 - Remove the fire safety inspection application.
 - Remove the fire watch form.
 - Remove the fuel dispensing permit application.
 - Remove the hot work permit.
 - Remove the hotel/motel operating permit application.
 - Remove the place of public assembly operating permit.
 - Remove the garage repair operating permit.
 - Update the fire alarm installation permit.

- Add the commercial cooking hood form.

Second by M. Hockenberry.

AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

Will Frank and the Mayor added that the items being removed were all covered under the operating permit application.

- The next Code Committee meeting will be held on Oct. 2nd at 6:30pm at the Council Chambers.

J. Vicchiariello - Police

- The Police Committee last met on September 19th.
- October 12th the Police Department is hosting the Annual Harvest Festival at Riverside Park.
- The Accreditation On-Site Inspection should take place in March of 2025.
- Motion for the Police Chief to attend the International Association of the Chief of Police Training Conference in Boston, using drug asset forfeiture funds, second by J. Dennison.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Next meeting will be held on October 17th at 6pm.

C. O'Connell - Zoning-

- The Zoning Board has not met.
- The next meeting will be held on Oct. 1st at 7pm.

C. O'Connell - Planning-

- The Planning Board has not met due to lack of business.
- The next Planning Board meeting will be announced at the next Council meeting.

C. O'Connell - Recreation-

- The Youth center recreation room is now open 2pm to 6pm, M-F.
- Plan to begin the Teen Night program in October. Teen night will be Friday evenings from 6pm to 9pm for middle and high school students.
- PJ Recreation is sponsoring a bus trip to see the NY Jets vs the Denver Broncos on Sept. 29th.
- The next Recreation meeting will be held on October 16th at 6:15pm.

M. Hockenberry - Finance -

- Motion to approve Accounts Payable Warrant for \$531,629.93, second by J. Rhoades.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Fire Chief has requested approval to hire First Responder Grants, LLC to assist in writing our AFG Grant for a cost of \$1,995. Motion to approve the hiring of First Responder Grants, LLC to assist with the AFG application, second by J. Rhoades.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- RBT has reached the original amount allotted. Motion to approve an additional \$10,000 for RBT, this will allow them to finalize the 2023 reconciliation and begin work on the state filing of the 2021, 2022 and 2023 Annual Filings which were done incorrectly, second by C. O'Connell.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion for up to \$15,000 for RBT to help correct the 2021 and 2022 AFR's which were filed incorrectly and file the 2023 AFR, funds to come out of contingency, second by G. Oney, Jr.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

M. Hockenberry - Tourism -

- Tourism has not met.

- Yesterday's 31st Annual Fall Foliage Festival was an exceptional day. The board would like to extend their gratitude to all the attendees, vendors, and entertainers for making this year's festival the largest and most successful one to date. Also gratitude to our Police, Fire, DPW and Emergency Services.
- Motion to approve the Downtown Spooktacular 10/26/24, second by C. O'Connell.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Whoville 12/15/24, second by J. Rhoades.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- The next Tourism Meeting will be held on October 9th at 7pm.

M. Hockenberry - IDA

- The IDA has not met.

J. Rhoades - FEM -

- The next FEM meeting will be held on October 21st, at 6:30pm.

G. Oney, Jr. - ADA -

- The next ADA meeting will be held on October 7th at 5:30pm.

J. Dennison - CDA-

- The CDA last met on August 28th.
- The next meeting will be held on Sept. 25th at 7pm.

HOUSING and VETERANS- No Report

M. Hockenberry - DPW-

- Garbage, recycling, and paper pick up will be on the normal schedule for the weeks of Sept. 23rd and Sept. 30th.
- The 2024 Garbage schedule is available on the city website at www.portjervisny.gov or by emailing the DPW office at dpwclerk@portjervisny.gov
- Compost pile and City Dump is now open every Saturday from 7:15am to 11:30am.
- Street sweeping is ongoing and citywide bagged leaf pickup is every Monday until completion.
- Orange Square Pavilion construction has started. This is through a CREST Grant.
- Guard rail installation on Sky Line Drive will begin the week of the 23rd.
- In-house black top has begun in all wards to repair potholes and ditches.
- October 19th the City will be having an Electronics drop off day at the transfer station complex between the hours of 9am and 3pm.
- Motion to amend the start date of DPW Seasonal Laborer, Aidan McBride from Sept. 16th, retroactive to Sept. 10th, 2024, second by J. Rhoades.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED

D. Cicalese - Mayor

- Motion to approve Rotary Rally to Pray Event 10/6/24 by M. Hockenberry, second by C. O'Connell.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Rick Drew Holiday Parade 12/8/24, changing the route to start in Matamoras and end in Port Jervis, by J. Rhoades, second by J. Vicchiariello.
AYE: 6 ABSENT: 3 (Fuller, Mann, Siegel) NAYS: 0 ABSTAIN: 0 CARRIED
- The October 14th Common Council Meeting will be moved to October 15th in observance of Columbus Day.
- Congressman Pat Ryan will have mobile office hours in the Port Jervis City Council Room on Monday, Oct. 7th from 11am to 1pm.
- Orange County Board of Elections will host a Voter Registration Event on October 10th from 9am to 4pm in the Council Room.
- Reminders: School taxes are paid at the school administration building.

- City Water/Sewer bills will go out on October 1st and are due by October 31st.
- Congratulations to the PJ Raiders on their decisive win of the Bell Game. Proud of the coaches and the players.
- Thank you to Laura Meyer and her staff and volunteers on an amazing job of organizing the Fall Foliage Festival. It was the best and largest Festival to date.

7:44 pm - Motion to adjourn by M. Hockenberry, second J. Rhoades - all in favor.

Respectfully,
Bobbie Jo Muller
Deputy 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 September 23, 2024 - 6:30 pm Regular Session:

Pledge of Allegiance

Roll Call

Public Hearing: NONE

Presentation: None

Public Comment: 5-minute limit per person

BASED ON PUBLIC OFFICERS LAW ARTICLE 7

Executive Session: 105.1-f Personnel x 1 (Police)
105.1-h Contractual x 1 (Sale of City owned property)

Approval of Minutes: August 26, 2024 - Common Council Meeting Minutes
September 9, 2024 - Common Council Meeting Minutes

Address Executive Session Material:

Regular Business:

CODE <i>Vicchiariello</i>	Report Consideration: Sale of City Owned Properties Procedure Consideration: Update Fire Inspection applications	Motion: Motion:	2nd: 2nd:	Vote: Vote:
POLICE <i>Vicchiariello</i>	Report Consideration: New York State DCJS LETECH Grant - surveillance camera upgrades Consideration: Police Chief to attend IACP training conference	Motion: Motion:	2nd: 2nd:	Vote: Vote:
PLANNING & ZONING/RECREATION <i>O'Connell</i>	Report			
FINANCE <i>Fuller</i>	Report Consideration: Bills to be paid Consideration: PD server replacement Consideration: First Responder Grants Consideration: RBT funding Consideration: Payroll services	Motion: Motion: Motion: Motion: Motion:	2nd: 2nd: 2nd: 2nd: 2nd:	Vote: Vote: Vote: Vote: Vote:
TOURISM/IDA <i>Mann</i>	Report Consideration: Downtown Spooktacular 10.26.24 Consideration: Whoville 12.15.24	Motion: Motion:	2nd: 2nd:	Vote: Vote:
FIRE <i>Rhoades</i>	Report			
ADA <i>Oney</i>	Report			

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



CDA Report
Dennison Consideration: Railroad Crossing Elimination Grant **Motion:** **2nd:** **Vote:**

HOUSING/VETERANS Report
Siegel

DPW Report
Hockenberry

MAYOR'S COMMENTS Consideration: 10.6.24 Rotary Rally to Pray **Motion:** **2nd:** **Vote:**
Mayor Cicalese Consideration: 12.8.24 Rick Drew Holiday Parade **Motion:** **2nd:** **Vote:**
Announcement: The 10/14/14 CCM will be moved to 10/15/24 due to Columbus Day
Announcement: Pat Ryan Mobile Office Hours 10/7/24 11am-1pm
Announcement: OC BOE Voter Registration Event 10/10/24 9am-4pm
Reminders: School taxes are paid at the school administration building.
City Water/Sewer bills will go out October 1st and are due by October 31st.

ADJOURNMENT



"For the Good of the City" Comment Period

Common Council Meeting Date: September 23, 2024

Name: Laura Meyer **Address:** _____ **Email/Phone:** _____
Topic: Port Jervis Tourism (for city use: Assigned Committee) _____
Fall Foliage Festival

Name: Joan McBride **Address:** _____ **Email/Phone:** _____
Topic: PAYROLL, ORANGE SO. (for city use: Assigned Committee) _____

Name: _____ **Address:** _____ **Email/Phone:** _____
Topic: _____ (for city use: Assigned Committee) _____

Name: _____ **Address:** _____ **Email/Phone:** _____
Topic: _____ (for city use: Assigned Committee) _____

Name: _____ **Address:** _____ **Email/Phone:** _____
Topic: _____ (for city use: Assigned Committee) _____

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS

**UNITED STATE DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD
ADMINISTRATION FY 2023-FY 2024 RAILROAD CROSSING ELIMINATION PROGRAM GRANT
APPLICATION**

WHEREAS, the City of Port Jervis has a long sought safe public pedestrian passage across the railroad tracks that bisect the city; and

WHEREAS, the U.S. Department of Transportation Federal Railroad Administration’s Notice of Funding Opportunity for the FY 2023-FY 2024 Railroad Crossing Elimination Program, with a closing date of 11:59 9PM September 23, 2024, allows for Track 1 – Planning Grant submissions; and

WHEREAS, the city is an eligible disadvantaged community applicant under the federal Justice40 initiatives; and

WHEREAS, the total cost of this planning project is estimated at \$199,500, with the grant to pay for 80% and the city to commit to the resulting match of 20% totaling \$39,900 from which previously paid engineering fees may be able to be subtracted from the match requirement;

NOW THEREFORE, be it resolved that the Common Council of the City of Port Jervis, hereby approves the submission of a Track 1 Planning grant totaling \$199,500 (80% grant, with a City funded 20% match), for a public pedestrian crossing, to the U.S. Department of Transportation Federal Railroad Administration for the FY 2023-FY 2024 Railroad Crossing Elimination Program, no later than 11:59 PM September 23, 2024; and it is

FURTHER RESOLVED, that Mayor Cicalese, the Port Jervis Community Development Agency executive director, Colliers Engineering & Design or other designee, is authorized to execute any and all documents in connection with the application.

Motion by: J. Dennison Second by: J. Vicchiarillo

Jason Vicchiarillo	1 st Ward	AYE
Colin O’Connell	1 st Ward	AYE
Maria Mann	2 nd Ward	ABSENT
Misty Fuller	2 nd Ward	ABSENT
Jeffrey Rhoades	3 rd Ward	AYE
Gerald Oney	3 rd Ward	AYE
Jacqueline Dennison	4 th Ward	AYE
Stanley B. Siegel	4 th Ward	ABSENT
Michael Hockenberry	Councilman-At-Large	AYE

DATED: September 23, 2024


Bobbie Jo Muller, Deputy City Clerk-Treasurer

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
AUTHORIZE DISCIPLINARY ACTION

WHEREAS, The City of Port Jervis Common Council recognizes the need to investigate charges against a member of the police department, and

WHEREAS, the Chief of Police needs to be authorized to investigate such charges.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Port Jervis hereby authorizes the Chief of Police, pursuant to Civil Service Law Section 75, to prefer disciplinary charges against a member of the police department, employee #358, if the Chief believes that the charges are warranted after conducting an investigation into the allegation(s).

Motion by: J. Vicchiariello

Second by: C. O'Connell

Jason Vicchiariello	1st Ward	AYE
Colin O'Connell	1st Ward	AYE
Maria Mann	2nd Ward	ABSENT
Misty Fuller	2nd Ward	ABSENT
Jeffrey Rhoades	3rd Ward	AYE
Gerald Oney, Jr.	3rd Ward	AYE
Stanley Siegel	4th Ward	ABSENT
Jacqueline Dennison	4th Ward	AYE
Michael Hockenberry	Councilman-At-Large	AYE

DATED: September 23, 2024



Deputy City Clerk Treasurer

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CITY OF PORT JERVIS

Accounts Payable

9/23/2024

1 General Fund	\$422,101.67
2 Water Fund	\$67,622.89
3 Sewer Fund	\$13,974.70
4 Capital Fund	\$21,154.08
5 Trust and Agency	\$6,776.59
Total	<u><u>\$531,629.93</u></u>

GENERAL, WATER & SEWER FUNDS

NYS Employee Health Insurance	\$ 321,118.43
Orange County Landfill (2 months)	\$ 55,743.79
Orange & Rockland/Port Jervis Solar	\$ 42,324.24
Siemens Industry	\$ 10,400.00

CAPITAL FUND

Sauschuck Maintenance	\$ 3,250.00
Farr Engineering	\$ 13,403.28
Dick's Concrete	\$ 550.80
Carole Gallager ESQ	\$ 3,950.00