

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 August 12th, at 6:30 p.m.

Attendance-

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

Also present:

Deputy Clerk-Treasurer, Bobbie Jo Muller, William Frank, Esq.

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

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

Public Hearing - None

Presentation - None

Public Comment -

Laura Meyer (Tourism Chairwoman) – Extended an invite to the public for this Saturdays “Bella Notte” Italian Festival beginning at 6 pm at Orange Square Park. This is a free admission, free parking event.

Joan McBride – Inquired what “PJVAC” stands for. (Response – Port Jervis Volunteer Ambulance Corp). She requested that the “Chris Marion” Park sign that was taken down due to work being performed in Tri-States be put back up and noted his role in the City. She also inquired about the earth movement equipment at the old Spangenburg property. Mayor Cicalese reminded that this is Public Comment portion of the meeting, however he explained the equipment is being used for/by the PJ Volunteer Ambulance for their building.

Executive Session-6:34 pm

Motion by J Rhoades, second by C. O'Connell to enter executive session on Public Officers Law Article 7 –

- 105.1-f Contractual x3 (Clerk/Treasurer Vacancy, Outdoor Club of PJ & Turntable Property, Tax Certiorari)
- 105.1-f Personnel x2 (Building Dept, Police Dept.)
- 105.1-d Litigation x1

Mayor invited Lieutenant Chris Sargente into executive session.

AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

7:21 pm Motion was made by M. Hockenberry to return from executive session, second by J. Vicchiariello.

AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

Executive Session Material -

- Will Frank asked for a motion to settle litigation involving a police department matter. Motion by J. Vicchiariello, second by C. O'Connell.

AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes -

- Motion to Approve May 28, 2024, Common Council minutes by M. Hockenberry, second by J. Vicchiariello.

AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-**J. Vicchiariello - Code**

- The Code Committee last met on August 7th and discussed outdated fees.
- Motion to accept the Building Officials Reports for June and July, second by C. O'Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to accept the Fire Officials Report, second by M. Hockenberry.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- The next Code Committee meeting will be held on Sept. 4th at 6:30pm at the Council Chambers.

J. Vicchiariello - Police

- Motion to hire Alexis Barber as a full-time police officer. Start date to be determined by Chief Worden as Ms. Barber is currently in the Academy. Second by J. Rhoades.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve the July monthly and half year reports, second by C. O'Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Next meeting was moved due to a conflict and will be held on August 27th at 6pm.

C. O'Connell - Recreation-

- The West End Beach season will end Sunday August 18th. Swimming will be prohibited after August 18th.
- Church Street Playground supervised hours ended last Thursday, August 8th.
- To date, \$9,000.00 has been collected in parking fees at West End Beach.
- The lunch program runs from July 8 to August 7 with approximately 25 lunches served daily at 12pm at the Church Street Youth Center. Lunches are prepared by the Port Jervis School District and funded by the New York State Education Program.
- The bath house is inoperable due to damage sustained by a motor vehicle accident. Arrangements for Port-a-Potty's have been made to accommodate the season.
- The Youth center recreation room is open Monday to Friday from 9am to 4:30pm until August 23rd.
- The Recreation Dept. sponsored NY Mets Game is August 16th.
- There will be two free events at Riverside Park. On August 13th, musician Alyssa Goldstein will perform from 7pm to 9pm. On August 20th, "Arts in the Park", a variety of local artists will perform from 7pm to 9pm.
- River City Church is hosting a Back-to-School Book Bag Bash with an outdoor movie at Riverside Park on August 23rd. The "Book Bag Bash" starts at approximately 5pm and the movie starts around 8pm.
- The annual Jets game trip is scheduled for 9/29/2024.
- The next Recreation Committee meeting will be held on August 14th, at 6:15pm at the Youth Center.
- A "Buddy Bag" giveaway will be at 10am at Farnum Park. 24 book bags will be available and filled with school supplies on a first come, first serve basis.
- Motion to approve Resolution 2024-0812-058 to appoint Stephanie DeJesus as Part Time Substitute Youth Center Leader starting August 26, 2024, second by J. Vicchiariello.

AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

C. O'Connell - Zoning-

- The Zoning Board last met on August 6th.
- A use variance for 36-40 Center Street could not be approved because not enough members were present to vote. This will be revisited at a future meeting.
- The next meeting will be held on Sept. 3rd at 7pm.

C. O'Connell - Planning-

- The next Planning Board meeting will be held on August 20th at 7pm in Council Chambers.

M. Fuller - Finance -

- Motion to approve Accounts Payable Warrant for \$896,357.74, second by C. O'Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion for Resolution #2024-0812-057 To Authorize City Property/Liability/Automobile/Umbrella Insurance Policy Renewal with U.S. Specialty Insurance retroactive to 7/30/2024 through 7/29/2025 with a lowest quote amount of \$614,507.21, second by J. Rhoades
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve the Certificate of Adjusted Base Proportions Pursuant to Article 19, RPTL for the 2024 Assessment Roll, second by M. Hockenberry.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve the amendment to the Tyler Technologies Agreement dated 3/8/22 to remove My Civic Citizen Engagement & 311, Mobile Service Orders, and Accounts Receivable Online effective 3/8/2022. This will be a savings of \$29,000 per year. Second by S. Siegel.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve the Unified Court Agreement between the court and City of Port Jervis for cleaning and minor repairs to establish a renewal period of 4/1/24-3/31/25 in the 5 Year Term for \$28,812.00, second by J. Rhoades.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion for Resolution #2024-0812-059 to appoint Stacey Hosking as Full-Time Clerk Treasurer effective 9/3/2024 at an annual salary of \$98,000.00, second by J. Dennison.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Next Finance Meeting will be held on August 21st, at 6pm in the Council Chambers.

M. Mann - Tourism -

- Tourism has not met since the last Council Meeting.
- The Italian Festival will be held on August 17th from 3pm to 9pm at Orange Square Park.
- 31st Annual Fall Foliage Festival will be held September 22nd from 10am to 5pm. Applications are available at the City Clerk's Office and on the City website.
- The next Tourism Meeting will be held on August 14th at 7pm in Council Chambers.
- Motion to approve Tourism's application for Monsters on the Mountain on Oct. 12th pending approval of all department heads, second by C. O'Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Tourism's application for Christkindlmarkt on December 1st, which has been approved by all department heads, second by J. Rhoades.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

M. Mann - IDA-

- IDA has not met since their last meeting due to a lack of agenda items. There will not be a meeting this month.

J. Rhoades - FEM -

- Motion to nominate Justin T. Gibbs for active membership Maghogomock H&L #1, second by S. Siegel.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Maghogomock H&L #1 to attend a parade in Livingston Manor (Sullivan County) on Sept. 7th and Hampton Township (Sussex County) on Oct. 5th, second by S. Siegel.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- The next FEM meeting will be held on August 19th at 6:30pm in Council Chambers.

G. Oney, Jr. - ADA - Absent**J. Dennison - CDA-**

- Resolution 2024-0812-060 Acquisition of Professional Services for Development and Submission of a Railroad Crossing Elimination (RCE) Grant Application to the Department of Transportation, Federal Railroad Administration, second by S. Siegel.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Resolution 2024-0812-061 New York State Community Development Block Grant Agreement: IDA Program for the City of Port Jervis Titled: Reservoir 1 Spillway Rehab and Water Main Resiliency Planning – Resilient Investments Through Support and Capital (RISC), second by C. O’Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- The CDA last met on July 27th (*this is a mis-speak, correct date is July 31). The next meeting will be held on August 28th at 7pm at the Rec Center.

S. Siegel -HOUSING and VETERANS-

- The Port Jervis Housing Authority last met on July 29th.
- The next meeting will be held on August 27th, at 7pm at Hillside Terrace.
- The PJHA needs to replace the roofing on the buildings.
Discussion - Mayor Cicalese expanded upon this stating that the City appoints board members and the Housing Authority is essentially an entity of the City. 5 roofs need to be replaced under one project.
- Motion to waive the building permit fees for the roofing, second by M. Hockenberry.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- The next Senior Club meetings will be held on August 14th and August 28th at 1pm at Fellowship Hall in West End.
- The small houses for Veterans Rumshock Village are currently being built by BOCES. Councilman Siegel extended thanks and gratitude to BOCES for the great job they are doing.
- Motion to waive the building permit fees for the Veterans Village, second by J. Dennison.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Quote: “A good plan executed now is better than a perfect plan next week” by General Patton.

M. Hockenberry - DPW-

- Garbage, recycling, and paper pick up will be on the normal schedule for the weeks of August 12th and 19th.
- 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 throughout every ward.
- Citywide bagged leaf pickup is every Monday.
- There may possibly be a closure to Skyline Drive. A Nixle alert will go out as notification of this.
- Milling and Paving is ongoing in the second & fourth wards.

- Hydrant Flushing is in process in all wards.
- Motion for Resolution #2024-0812-062 To Approve Administrative Force Account Work Plan for Department of Public Works Employees DW-BIL-LSRL Inventory Project No. 19627, second by M. Fuller.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion for Resolution #2024-0812-063 Authorizing Execution of Agreement for Engineering Services for DW-BIL- Lead Service Line Inventory Project No. 19627. MHE Engineering was selected effective 8/12/2024, second by J. Rhoades.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to settle NYS 19A Dept. of Motor Vehicle Violation, second by J. Vicchiariello.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED

Mayor Cicalese -

- Appointed Nina Balsamo to fill a vacancy on the Civil Service Commission.
- National Night Out and Cruzin Port have been rescheduled for August 28th at approximately 5:00pm
- Thank you to Congressman Ryan for awarding \$825,000 towards a new Fire Apparatus.
- Bike4Chai Event to be held August 22nd, 2024, motion by J. Rhoades, second by C. O'Connell.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- New Voices Community Playwright to be held September 20th, 2024, motion by M. Hockenberry, second by S. Siegel.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- ACT's Country Jamboree Play to be held October 5th, 2024, motion by C. O'Connell, second by J. Vicchiariello.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- A Christman Carol Play to be held December 6th thru December 8th, 2024, motion by S. Siegel, second by J. Dennison.
AYE: 8 ABSENT: 1 (Oney, Jr.) NAYS: 0 ABSTAIN: 0 CARRIED
- Congratulations to Jeff Rhoades for being selected as Deputy Fire Co-Ordinator of Battalion 8.

8:03 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 August 12, 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 Contractual x 3 (Clerk Treasurer Vacancy, Outdoor Club of PJ & Turntable property, Tax Certiorari)
105.1-f Personnel x 2 (Building Dept, Police Dept)
105.1-d Litigation x 1

Approval of Minutes: May 28, 2024 - Common Council Meeting Minutes
~~June 10, 2024 - Common Council Meeting Minutes~~
~~June 24, 2024 - Common Council Meeting Minutes~~
~~July 22, 2024 - Common Council Meeting Minutes~~

Address Executive Session Material:

Regular Business:

CODE Report
Vicchiariello

POLICE Report
Vicchiariello

PLANNING & ZONING/RECREATION Report
O'Connell Consideration: Appoint Stephanie DeJesus as a substitute Youth Center Leader

Motion: 2nd: **Vote:**

FINANCE Report
Fuller Consideration: Bills to be paid **Motion:** 2nd: **Vote:**
Consideration: Insurance Renewal **Motion:** 2nd: **Vote:**
Consideration: Certificate of Adjusted Base proportions **Motion:** 2nd: **Vote:**

TOURISM/IDA Report
Mann Consideration: 10.12.24 - Monsters on the Mountain **Motion:** 2nd: **Vote:**
Consideration: 12.1.24 – Christkindlmarkt **Motion:** 2nd: **Vote:**

FIRE
Rhoades Report

ADA Report
Oney

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 <i>Dennison</i>	Report			
	Consideration: RISC Grant Agreement Execution	Motion:	2nd:	Vote:
	Consideration: Proposal for Professional Services - Port Jervis RR Crossing	Motion:	2nd:	Vote:
HOUSING/VETERANS <i>Siegel</i>	Report			
	PJHA Permit Fee Waiver Request	Motion:	2nd:	Vote:
	Rumshock Permit Building Permit Fee Waiver Request	Motion:	2nd:	Vote:
DPW <i>Hockenberry</i>	Report			
MAYOR'S COMMENTS <i>Mayor Cicalese</i>	Appoint Nina Balsamo to fill a vacancy on Civil Service Commission			
	Consideration: 8.22.24 – Bike4Chai Event	Motion:	2nd:	Vote:
	Consideration: 9.20.2024 New Voices Community Playwright	Motion:	2nd:	Vote:
	Consideration: 10.5.2024 Country Jamboree Play	Motion:	2nd:	Vote:
	Consideration: 12.6.2024 thru 12.8.2024 A Christmas Carol Play	Motion:	2nd:	Vote:
	National Night Out update			
	Cruizin Port update			

ADJOURNMENT



"For the Good of the City" Comment Period

Common Council Meeting Date: August 12, 2024

Name: Laura Meyer Address: _____ Email/Phone: floralawapj@yahoo.com
Topic: Bella Notte Italiana (for city use: Assigned Committee _____)

Name: Jane McBride Address: _____ Email/Phone: jmcbride@frontiernet.net
Topic: General question (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
FILL OPEN PART- TIME SUBSTITUTE YOUTH CENTER LEADER POSITION

WHEREAS, the City of Port Jervis is in need of a part-time substitute Youth Center Leader position and:

WHEREAS, Stephanie DeJesus has applied for said position and appears qualified to perform the duties required of said position;

NOW, THEREFORE ,BE IT RESOLVED, that the Common Council of the City of Port Jervis hereby appoints Stephanie DeJesus as a part-time substitute Youth Center Leader at an hourly rate of \$16.60. Start date of August 26, 2024. This will be after she completes her seasonal position as seasonal Recreational Leader on August 23, 2024.

Motion by: C. O'Connell

Second by: J. Vicchiariello

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

DATED: August 12, 2024


Deputy City Clerk Treasurer

CITY OF PORT JERVIS

Accounts Payable

8/12/2024

1 General Fund	\$823,521.82
2 Water Fund	\$4,526.02
3 Sewer Fund	\$2,012.90
4 Capital Fund	\$5,675.16
5 Trust and Agency	\$60,621.84

Total	<u>\$896,357.74</u>
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GENERAL, WATER & SEWER FUNDS

Marshall & Sterling Insurance	\$614,507.21
Orange & Rockland & PJ Solar	\$29,760.10
Cargill (Deicer)	\$9,971.05
Magna 5	\$9,776.00

CAPITAL FUND

MHE Engineering	\$5,262.00
Santa Cruz Gunlocks LLC	\$413.16

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
AUTHORIZE CITY PROPERTY/LIABILITY/AUTOMOBILE/UMBRELLA INSURANCE POLICY
RENEWAL

WHEREAS, The City of Port Jervis Common council recognizes the need to have adequate insurance protection, and

WHEREAS, U. S. Specialty Insurance was the lowest quote with a term of July 30, 2024 to July 29, 2025 in the amount of \$614,507.21.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Port Jervis hereby ratifies the Mayor's action in binding the City's general liability insurance coverage through U.S. Specialty Insurance retroactive to July 30, 2024 through the policy period of July 29, 2025.

Motion by: M. Fuller

Second by: J. Rhoades

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

DATED: August 12, 2024


Deputy City Clerk Treasurer

* RP-6703
* NEW YORK STATE OFFICE OF REAL PROPERTY SERVICES
* 16 SHERIDAN AVENUE, ALBANY, NY 12210-2714

07/05/24

CERTIFICATE OF ADJUSTED BASE PROPORTIONS PURSUANT TO ARTICLE 19, RPTL
FOR THE 2024 ASSESSMENT ROLL

* Approved Assessing Unit	331300
* Name of Portion	City of Port Jervis
* Reference Roll	2023 <i>prior</i>
* Levy Roll	2024 <i>current</i>

DETERMINATION OF PORTION CLASS NET CHANGE IN ASSESSED VALUE DUE TO PHYSICAL AND QUANTITY CHANGE EQUALIZATION CHANGES AND COMPUTATION OF CLASS CHANGE IN LEVEL OF ASSESSMENT FACTOR

Schedule A: Assessed Values and Physical Changes					
(A) Total Assessed Value on the Reference Roll Excluding Special Franchise	(B) Total Assessed Value of Physical and Quantity Increases between the Reference Roll and Levy Roll	(C) Total Assessed Value of Physical and Quantity Decreases between the Reference Roll and Levy Roll	(D) Net Assessed Value of Physical and Quantity Changes	(E) Surviving Total Assessed Value on the Reference Roll	
Class			(B-C)	(A-C)	
* Homestead	122,138,594	458,275	175,850	282,425	121,962,744
* Nonhomestead	60,068,241	1,891,950	461,000	1,430,950	59,607,241
<hr/>					
Schedule B: Equalization and Assessment Factor					
(F) Total Assessed Value of Equalization Increases between the Reference Roll and Levy Roll	(G) Total Assessed Value of Equalization Decreases between the Reference Roll and Levy Roll	(H) Net Equalization Changes	(I) Change in Level of Assessment Factor		
Class		(F-G)	(H/E)+1		
* Homestead	153,800	160,475	(6,675)	0.99995	
* Nonhomestead	381,722	356,622	25,100	1.00042	

COMPUTATION OF PORTION CLASS ADJUSTMENT FACTOR						
Section II	(J) Taxable Assessed Value on the Levy Roll Excluding Special Franchise	(K) Taxable Assessed Value on the Levy Roll at the Reference Roll Level of Assessment (J/I)	(L) Assessed Value of Special Franchise on the Levy Roll at the Reference Roll Level of Assmnt (K+L)	(M) Total Taxable Assessed Value on the Levy Roll at the Reference Roll Level of Assessment (K+L)	(N) Taxable Assessed Value on the Reference Roll	(O) Class Adjustment Factor
Class						(M/N)
Homestead	119,309,294	119,315,824	0	119,315,824	119,150,094	1.00139
Nonhomestead	57,826,226	57,801,886	15,386,696	73,188,582	68,190,678	1.07329
COMPUTATION OF ADJUSTED BASE PROPORTIONS						
Section III	(P) Current Base Proportions	(Q) Current Base Proportions adjusted for Physical and Quantity Changes (P*O)	(R) Adjusted Base Proportions	(Q/sum of Q)		
Class						
Homestead	43.13114	43.19113		41.43905		
Nonhomestead	56.86886	61.03695		58.56095		
Total	100.00000	104.22809		100.00000		

I, the Clerk of the Legislative Body of the approved assessing unit identified above hereby certify that the legislative body determined on 8/12/2024 specify date) base percentages, current percentages and current base proportions as set forth herein for the assessment roll and portion identified above.

Bobbie Jo Muller
Signature

Deputy City Clerk Treasurer
Title

8/14/2024
Date

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
FILL OPEN FULL-TIME CLERK TREASURER POSITION

WHEREAS, the City of Port Jervis is in need of a full-time Clerk-Treasurer; and

WHEREAS, it is the opinion of the Common Council that Stacey Hosking qualified to perform the duties required of the Clerk-Treasurer position,

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Common Council of the City of Port Jervis hereby appoints Stacey Hosking to the position of full-time Clerk-Treasurer at an annual salary of \$98,000.00, effective as of September 3, 2024, subject to the submission and acceptance of all appropriate employment documentation.

Motion by: M. Fuller

Second by: J. Dennison

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

DATED: August 12, 2024


Deputy Clerk-Treasurer



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
Anthony W. Fuller

Fire Chief
Keith K. Brown

Second Assistant Chief
Jeffrey D. Lewis

Department Chaplain
Father Anthony Giacona

Department Secretary
William R. Werner

Department Treasurer
Robert A. Waligroski

Deputy Chief
James W. Rohner, Jr.

Deputy Chief
Jeffrey S. Rhoades

Deputy Chief
Frank W. Fuller, III

5 August 2024

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

RE: Nomination for Active Membership
Justin T. Gibbs

Dear Mayor Cicalese and Members of the City Council,

It is hereby requested that the below named person be approved for active membership into the Port Jervis Fire Department in the Company stated:

Justin T. Gibbs - Maghogomock Hook Ladder Company No. 1

The members of the Board of Officers of the Port Jervis Fire Department approved this application on 08/05/2024 and by the prospective member's Company on the date as stated on the individual's application.

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>





PORT JERVIS FIRE DEPARTMENT

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



Telephone
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info@portjervisfire.org

First Assistant Chief
Anthony W. Fuller

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Second Assistant Chief
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Department Chaplain
Father Anthony Giacona

Department Secretary
William R. Werner

Department Treasurer
Robert A. Waligroski

Deputy Chief
James W. Rohner, Jr.

Deputy Chief
Jeffrey S. Rhoades

Deputy Chief
Frank W. Fuller, III

5 August 2024

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

RE: Events
Maghogomock Hook & Ladder Company No. 1

Dear Mayor Cicalese and Members of the City Council,

It is hereby requested that Maghogomock Hook Ladder Company No. 1 be permitted to attend the following events:

**Parade in Livingston Manor (Sullivan County) on 09/07/2024, and
Parade in Hampton Township (Sussex County) on 10/05/2024**

These events were approved by the Board of Officers this evening.

Respectfully submitted,

William R. Werner
Department Secretary

Approved: ☐ Disapproved: ☐ Date: _____ Initials: _____



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RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS

ACQUISITION OF PROFESSIONAL SERVICES FOR DEVELOPMENT AND SUBMISSION OF A RAILROAD CROSSING ELIMINATION (RCE) GRANT APPLICATION TO THE DEPARTMENT OF TRANSPORTATION, FEDERAL RAILROAD ADMINISTRATION

WHEREAS, as a financially stressed non-entitlement community with two of three census tracts eligible for federal Equity and Justice 40 consideration, the City of Port Jervis continuously seeks grant funding to advance projects important to the health and welfare of its citizens; and

WHEREAS, the railroad tracks that openly bisect the city present safety issues as they allow for free movement of pedestrians between the City's downtown with its businesses, services, employment and residents and the Delaware river section with its riverside residents and its largest 40-acre park; and

WHEREAS, future development of each area is confined by lack of a formal, safely designed and managed, pedestrian crossing with emergency vehicle access, ideally located at Fowler and 4th Street; and

WHEREAS, the federal Department of Transportation, the Federal Railroad Administration, has opened a Notice of Funding Opportunity for the FY 2023-FY 2024 Railroad Crossing Elimination (RCE) Program with funding awards totaling up to \$1,148,809,580; and

WHEREAS, "The purpose of the RCE Program is to fund highway-rail or pathway-rail grade crossing improvement projects that focus on improving the safety and mobility of people and goods"; and

WHEREAS, to apply for a RCE grant to develop a pedestrian crossing that allows for emergency vehicle access at Fowler and 4th St, a professional service is necessary; and

WHEREAS, Colliers Engineering & Design, a well-known engineering firm in rail design, has provided a three step proposal to the City which includes Grant Assistance, Topographic and Right-of-Way Establishment Survey, and Pedestrian Rail Crossing Design, for a base of \$37,200, plus incidentals;

NOW THEREFORE, be it resolved that the Common Council of the City of Port Jervis, hereby approves the Collier Engineering & Design proposal to provide all identified tasks to the level necessary for the development of a robust Port Jervis grant application to be submitted no later than September 23, 2024, 11:59 p.m. to the Department of Transportation, the Federal Railroad Administration, FY 2023-FY 2024 Railroad Crossing Elimination (RCE) Program at a base of \$37,200, plus incidentals, and it is

FURTHER RESOLVED, that Mayor Cicalese, or other designee, is authorized to execute any and all documents in connection with this agreement.

Motion by: J. Dennison

Second by: S. Siegel

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

DATED: August 12, 2024


Bobbie Jo Muller, Deputy City Clerk Treasurer

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS**NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT:
IDA PROGRAM FOR THE CITY OF PORT JERVIS TITLED: RESERVOIR 1 SPILLWAY REHAB
AND WATER MAIN RESILIENCY PLANNING - RESILIENT INVESTMENTS THROUGH SUPPORT
AND CAPITAL (RISC)**

WHEREAS, as a financially stressed non-entitlement community, the City of Port Jervis continuously seeks grant funding to advance projects important to the health and welfare of its citizens; and

WHEREAS, the spillway from Reservoir 1 and the 24" water main which runs underneath, are in need of rehabilitation; and

WHEREAS, New York State Homes & Community Renewal, Office of Resilient Homes and Communities, has offered a Resilient Investments Through Support and Capital (RISC) technical support grant of community Development Grant Funds worth up to \$200,000 to initiate the planning documents which will form the basis for future grant applications to address this rehabilitation project; and

WHEREAS, City staff, engineering and consultant's time and input will be a necessary and approved in-kind match; and

WHEREAS, the proposed agreement has been reviewed and commented upon by City legal counsel;

NOW THEREFORE, be it resolved with the understanding that the currently proposed timeline will be amended, the Common Council of the City of Port Jervis, hereby approves execution of this agreement with the New York State Homes & Community Renewal, Office of Resilient Homes and Community Renewal of the New York State Community Development Block Grant Agreement IDA Program for the City of Port Jervis titled: Reservoir 1 Spillway Rehab and Water Main Resiliency Planning – Resilient Investments through Support and Capital (RISC), and it is

FURTHER RESOLVED, that Mayor Cicalese, or other designee, is authorized to execute any and all documents in connection with this agreement.

Motion by: J. Dennison

Second by: C. O'Connell

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

DATED: August 12, 2024


Bobbie Jo Muller, Deputy City Clerk Treasurer

RESOLUTIONS OF THE COMMON COUNCIL
to Approve Administrative Force Account Work Plan
for Department of Public Works Employees
DW-BIL-LSRL Inventory
Project No. 19627

WHEREAS, by a DWSRF/BIL Funding Award Letter dated March 29, 2024, the NYSDOH notified the City that it is eligible to receive a BIL-LSLR Grant Award of up to \$1,874,266 for the City to conduct an up-to-date inventory of all drinking water service lines within the City's drinking water system in order to determine the material composition of each drinking water service line and to identify all service lines that are composed of lead or are downstream from other lead lines; and

WHEREAS, the Project is designated as DWSRF-BIL-Lead Service Line Inventory Project No. 19627; and MHE Engineering was selected to be the Project Engineers; and

WHEREAS, in order to accomplish the inventory work, the Engineers require the assistance of certain DPW Staff to research and to review DPW water system records and other City records and also to make proper notifications to water customers about customer surveys, about planned site inspections, about hydro-vacuum excavations and about other important Project information; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby approves the attached Administrative Force Account Work Plan which authorizes the additional work of and payment to the DPW Staff designated in the Plan for the approximate periods of time during the four phases of this Project; and

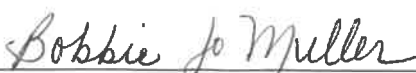
BE IT FURTHER RESOLVED, that certified copies of these Resolutions and the attached Administrative Force Account Work Plan shall be submitted to the NYSEFC for its review and processing for the closing of the NYSEFC Project Financing Agreement; and the City Clerk shall retain in her records the original Resolutions and the attached Administrative Force Account Work Plan.

Motion by: M. Hockenberry

Second by: M. Fuller

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

DATED: August 12, 2024


Deputy City Clerk Treasurer

Administrative Force Account Work Plan
DPW Staff
City of Port Jervis
DWSRF-BIL-LSLR Inventory Project No. 19627
Adopted: August 12, 2024

The Common Council of the City of Port Jervis is aware that several employees of the Department of Public Works shall be required to perform additional administrative services for the BIL-LSLR Inventory Project No. 19627 and that their services will be required beyond the regular City office hours for approximately the number of hours during Phases 1, 2, 3 and 4 of the Project, as described below.

Under the direction of the DPW Director and in cooperation with the Project Engineers, up to three DPW Administrative Assistants and up to two DPW Laborers and the Water Maintenance Supervisor are authorized by the Common Council to perform additional administrative services for the City's BIL-LSLR Inventory Project No. 19627, when these employees are unable to complete these administrative services during the regular work day.

The administrative services of the Administrative Assistants, the Laborers and the Water Maintenance Supervisor shall include:

1. During Phase 1, under the direction of the DPW Director, the Administrative Assistants shall review DPW files and records and pertinent files and records in the Clerk's Office in order to find additional information regarding the age, the location, the installation, the physical composition or other information regarding the drinking water service lines within the City water system.
2. As directed, the Administrative Assistants shall coordinate with the Project Engineers regarding their research, and they will provide the records and information to the Engineers in the form that is requested.
3. During Phase 2 of the Project, the Administrative Assistants shall assist the Project Engineers with addressing, mailing and/or emailing surveys regarding water service lines and connections to each water customer. If necessary, the Administrative Assistants will assist with the collection or forwarding of the survey responses to the Project Engineers.
4. During Phase 3, the Administrative Assistants shall assist the Project Engineers to notify some customers that the Project Engineers are planning visits to their homes or businesses to perform actual inspections of their service line connections, because prior research and surveys have not revealed the composition of their service lines. The Administrative Assistants shall prepare written notices, and the methods used for delivery of these notifications may vary according to the circumstances of each customer.
5. During Phase 4, the Administrative Assistants shall assist the Project Engineers to notify some customers that the Project Engineers have planned for a contractor to perform a hydro-vacuum excavation at the curb box for the service line in order to expose both the City-owned line and the customer-owned service line and to identify the material composition. The Administrative Assistants shall

prepare written notices, and the methods used for delivery of these notifications may vary according to the circumstances of each customer.

6. Under the direction of the DPW Director, during Phases Two, Three and Four the DPW Laborers shall be employed to deliver the surveys and to deliver the written notices to customers in accordance with the customers' circumstances and to assure actual notice
7. During Phase 3 and Phase 4, the Water Maintenance Supervisor shall accompany the Engineers to the places selected for customer site inspection and to the places planned for hydro-vacuum excavation to inform the customers that the City's DPW has authorized the inspection or the excavation that is to be conducted.

8. PROJECT No. 19627 ADMINISTRATIVE FORCE ACCOUNT PLAN BUDGET

Activity	Personnel	Estimate d # of Services	Est. Time per Service (Hr.)	Estimate d Hours	\$/Hr.	\$ Total Cost
City Records Review	COPJ DPW Staff Admin. Assistants	3300	0.15	495	\$65	\$32,175
Survey Notices & Delivery to Customers	COPJ DPW Staff Admin. Assistants & Laborers	3300	0.2	660	\$65	\$42,900
Home Inspections, Notices & Delivery	COPJ DPW Staff Admin. Assistants & Laborers	805	0.2	161	\$65	\$10,465
Accompany Engineer to Inspection	COPJ DPW Staff Water Maintenance Supervisor	805	0.5	402.5	\$65	\$26,163
Hydrovac Excavation Notices & Delivery	COPJ DPW Staff Admin. Assistants & Laborers	1208	0.2	241.6	\$65	\$15,704
Hydrovac Excavation Accompany Engineer	COPJ DPW Staff Water Maintenance Supervisor	1208	0.5	604	\$65	\$39,260
					TOTAL	\$166,667

RESOLUTIONS OF COMMON COUNCIL
Authorizing Execution of Agreement for Engineering Services for
DW-BIL-Lead Service Line Inventory Project No. 19627

WHEREAS, by Resolutions adopted on August 14, 2023, the Common Council approved that the Clerk Treasurer, the DPW Director and the Environmental Attorney begin the NYS SRF A/E Procurement process and publish the Request For Qualifications Notice to solicit Proposals from Engineering Firms that have suitable qualifications and could be retained as Project Engineer to research, plan, design and construct the City's DWSRF-BIL Lead Service Line Inventory Project No. 19627, that will be funded with a \$1,819,675 BIL-LSLR Grant that was awarded by the NYSDOH/NYSEFC; and

WHEREAS, the Clerk Treasurer oversaw the procurement and has executed the NYS EFC Certification for Architectural/Engineering Services Procurement for Federally Funded Projects which is attached to these resolutions; and

WHEREAS, the Common Council has selected MHE Engineering, D.P.C., 33 Airport Center Drive, Suite 202, New Windsor, NY 12553 ("MHE") as the Project Engineer for the BIL-LSLR Inventory Project No. 19627; and

WHEREAS, MHE's engineering services for BIL-LSLR Project No. 19627, as described in the attached Agreement for Engineering Services, provide that the Project Engineer, in cooperation with City personnel in the Department of Public Works, shall produce an up-to-date inventory that determines and documents the material composition of each drinking water service line within the City's water system for the purpose of identifying all service lines that are composed of lead or are downstream from other lead lines; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby approves the terms of the Agreement for Engineering Services Between the City of Port Jervis and MHE Engineering, D.P.C. For Professional Services Related to BIL-LSLR Project No. 19627, that is dated to be effective on August 12, 2024; and which includes the Exhibits to Agreement Between Owner and Engineer for Professional Services; and a complete copy of the Agreement is attached to these resolutions; and

BE IT FURTHER RESOLVED, that the Mayor or the Deputy Mayor or his designee, is hereby authorized and directed to execute on behalf of the City of Port Jervis at least two originals of the attached Agreement for Engineering Services; and the City Clerk Treasurer shall retain at least one fully executed Agreement for the City Clerk's records and she shall make copies of the Agreement as needed by the NYSDOH and the NYSEFC to complete the grant funding process.

Motion by: M. Hockenberry

Second by: J. Rhoades

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

DATED: August 12, 2024


Deputy City Clerk Treasurer