

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, July 27, 2026, at 6:30 pm.

Attendance-

Jason Vicchiariello	1st Ward	Present
Colin O'Connell	1st Ward	Present
Misty Fuller	2nd Ward	Present
Maria Mazzara	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	Absent

Also present:

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

The meeting opened at 6:30 pm by Councilman-At-Large Michael Hockenberry.

Pledge of Allegiance- Councilman-At-Large Michael Hockenberry led all present in the Pledge of Allegiance.

Public Hearing -None

Presentations - None

Public Comment - Laura Meyer thanked everyone that participated in the Red, White and Blooms Contest. The next event is Bella Notte and will be held on August 8th, from 12 to 9 at Orange Square Park.

Executive Session - Motion to enter Executive Session at 6:32 pm under N.Y. Pub. Off. Law 105(f) for Personnel x5, Contractual x3 and Acquisition of Property, with an invite to S. Duryea, DPW Director, by C. O'Connell, second by J. Rhoades.

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

Motion to return from Executive Session at 7:13 pm by J. Rhoades, second by C. O'Connell.

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

Approval of Minutes -

- Motion to approve June 22, 2026, Common Council minutes by C. O'Connell, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve July 15, 2026, Special Common Council minutes by J. Rhoades, second by J. Dennison.
AYE: 5 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 3 (C. O'Connell, M. Fuller, M. Hockenberry) CARRIED

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

- Motion to declare a Type 2 Action under SEQRA for Proposed Local Law #3, Amending Article V1, Section C(6)-24 of the City Charter, tax sale redemption second by C. O'Connell.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED

- Motion to set a Public Hearing for Proposed Local Law #3, Amending Article V1, Section C(6)-24 of the City Charter, tax lien sale redemption for the August 24th Council Meeting at 6:31 pm, second by C. O'Connell.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to make an unlisted action under SEQRA and declare the Port Jervis City Common Council lead Agency for Proposed Local Law #4, Amending Chapter 535 of the City Code-Zoning to add Multiple dwellings to the accessory uses, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set a Public Hearing for Proposed Local Law #4, Amending Chapter 535 of the City Code-Zoning to add multiple dwellings to the accessory uses for the August 24th Council Meeting at 6:32 pm and that the Proposed Law be sent to Orange County Planning and Port Jervis Planning for their comments, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- The next code meeting is being rescheduled due to conflicts and should have a date shortly.
- Motion to accept the June Monthly Report, second by J. Dennison.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED

J. Vicchiariello - Police

- Motion to accept the Monthly Report, second by C. O'Connell.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- National Night Out will be held August 4th at the Elementary School. He thanked the School District for hosting the event this year.
- The next meeting is tentatively scheduled to be held on August 25th, 2026, at 6 pm in the Council Chambers.

C. O'Connell - Planning - The Board last met on July 21st.

- A Trade Shop was approved for 27 Railroad Avenue, with the construction of a pole barn.
- A renovation was approved for 11 Sussex Street for a mixed use building, with 1 commercial space and 2 one bedroom apartments. The historic Krauss Photo Sign will be preserved inside the new commercial space.
- The Public Hearing for a mixed use building at 37 & 39 Pike Street was extended to August 18th because the applicant was not present.
- A Pre-Submission was reviewed for the former Flo-Jean property on 1-7 Water Street. The proposal calls for 10 two family dwellings and a separate lot allowing the Creamery to remain. Flood plain dikes, storm drainage and site layout concerns must all be reviewed further. The proposal was continued to the August meeting.
- The next meeting is tentatively scheduled for August 18th, at 7pm in the Council Chambers.

C. O'Connell - Zoning - The Board has not met. The next meeting will be held on August 4th, at 7 pm.

C. O'Connell - Recreation-

- Summer Recreation programs at Church Street Park and The Youth Center are taking place now. Church Street Park is supervised Monday-Friday between 9 am- 3 pm. The Youth Center Recreation Room is open Monday-Friday 9 am- 4:30 pm. This Friday July 31 both Church St. Park and The Youth Center will close at 2 pm. On Friday, August 7 both locations will be open only 9 am- 12 pm.
- The Splash Pad at Church St. Park is open daily between 11 am- 7 pm.
- West End Beach is open 12 pm- 6 pm on Mondays, Thursdays and Fridays and 11 am- 6 pm on weekends. The beach is closed on Tuesday and Wednesdays. The beach closes for the season on August 20th.
- Two great field trips this summer. New York Mets Baseball Game this Friday, July 31, 2026. The cost is only \$95.00 per person. The Bronx Zoo Friday, August 14, 2026. Cost is only \$75 per person. We have a few seats left for both trips. Contact us to reserve your seats. recreationdirector@portjervisny.gov or 845-858-4045
- The next Recreation Commission meeting is scheduled for Wednesday, August 12, 2026 at 6:15 pm at the Youth Center.

M. Fuller- Finance -

- Motion to approve Accounts Payable in the amount of \$729,838.93 second by J. Rhoades
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to accept Resolution #52 of 2026, Establishing A Standard Work Day And Reporting For NYS Retirement System Benefits, second by J. Rhoades.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to accept Resolution #53 of 2026 Approving The Release Of The City Of Port Jervis Industrial Development Agency Funds From The City Bank Account To The New Agency Account, second M. Mazzara.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- The next Finance Committee meeting will be held August 19th, at 6 pm in the Council Chambers.

M. Mazzara - Tourism -

- The 5th Annual Bella Notte Italiana will be held August 8th from 12 to 9 in Orange Square Park.
 - Congratulations to this year's King of the Feast Joe & Rich Amato.
 - Entertainment includes: Angelo Coppola, Vittorio Di Carlo, Vanessa Racci, Anna's Italian Folk Dancers and a Meatball Eating Contest
- The Delaware River Cardboard Boat Regatta & Beach Paty will be held on August 22nd from 12 to 6 at West End Beach. Tourism applications are available at the City Clerk's Office and on the City's website at portjervisny.gov.
- The next Tourism meeting will be held August 11th at 7pm in the Council Chambers.

J. Rhoades - FEM -

- Motion for Tri-State Hose 6 to attend a Wet Down in Vails Gate on August 29th, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to appoint Todd Kowinsky a Probationary Drive for Tri-State Hose 6, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Resolution #54 Authorizing The Sale Of Surplus Property, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED

G. Oney, Jr. - IDA -Absent-No Report**G. Oney, Jr. - ADA - Absent-No Report****J. Dennison - CDA-**

- The PJCDA last met on July 22nd.
- Under Section 8, the agency received a SEMP Rating of 99%.
 - A briefing was held for 8 mainstream families.
- Under Small Cities all required grant financial status reports were submitted.
- The DRI Small Projects fund applications were launched and are due August 17th.
- The Jersey Avenue DRI is in planning and the RFP, for a design firm, will be advertised by the end of August.
- A PJCDA FOIL resolution and procedure was adopted.
- Executive Director Maginsky attended a three-day HUD training course on Fraud.
- The next PJCDA Meeting is scheduled for August 26th.
- Motion to adopt Resolution #55 of 2026 Authorizing The Submission Of A Consolidated Funding Application To The NYS Dept. of State To Fund A City Of Port Jervis Comprehensive Plan Update, second by S. Siegel.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Acknowledged our young female heroes for pulling a man to safety on the river.
- Thanked the 2 Police Officers for keeping their promise and showing up for kids in the 4th Ward.

S. Siegel -HOUSING and VETERANS-

- The Housing Authority last met on June 16th. The next meeting will be held on August 8th, at 6 pm at Hillside Terrace.
- The Senior Club meets on the 2nd and 4th Wednesdays at 1:00 pm at VFW 161. They now have a waiting list for new members.
- We are looking for Veterans without homes to be interviewed for Rumshock Veteran Village. Please call 845-248-1622 or 845-248-1743.
- There is a new Scam targeting Veterans. Scammers are sending out postcards claiming you are entitled to extra benefits or additional payments. They want you to call them and will ask for your personal information. Do not give out your information over the phone. The VA will not contact you by phone.
- PJTV23 is your Public Access TV Station. They tell our community's stories, cover local events and provide a platform for local voices. They are looking for volunteers.
- Quote of the day "Everybody is looking for instant success, but it doesn't work that way. You build a successful life one day at a time." Lou Holtz

M. Hockenberry - DPW

- Garbage and Recycling for the weeks of July 27 and Aug 3rd will be on its normal schedule.
- The garbage schedule is available on the city website at www.portjervisny.gov or by emailing the DPW office at dpwclerk@portjervisny.gov.
- Bagged leaves and brush will be picked up every Monday.
- City dump is open 7:15-11:30 am every Saturday for residents of Port Jarvis only. Dump tickets are available at the City Clerk's office.
- Blacktop repair in all wards is ongoing. If you see something that needs repair, please call DPW office at 845-858-4001.
- In-house line striping will continue.
- Street sweeping will continue in all wards.
- Main line sewer and catch basin maintenance will continue in all wards.
- Pike Street underpass maintenance and cleaning have started.
- Motion to approve Resolution #56 of 2026 To Hire Full-Time Laborers, second by J. Rhoades.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Resolution #57 of 2026 To Hire A Full-Time Laborer, second by C. O'Connell.
AYE: 7 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 1 (M. Fuller) CARRIED
- Motion to approve Resolution #58 of 2026 Promoting A Person To The Position Of Working Supervisor In The Dept. Of Public Works, second by M. Fuller.
AYE: 7 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 1 (J. Rhoades) CARRIED
- The next DPW meeting will be held on August 3rd at 6 pm in the Council Chambers.

M. Hockenberry -Mayor's Comments

- Appoint Lisa Perkowski to the Civil Service Commission effective July 27. Her term will expire May 31st, 2032.
- Accept the resignation of Mike Roberts from the Zoning Board
- Appoint Shawndelle Harts to the Zoning Board. Her term will expire January 31st, 2029.
- City Electronics Recycling event will be held on September 12th, residents must show ID.
- Motion to adopt Resolution #59 of 2026 Declaring Lead Agency Status For The Town Of Deerpark Land Acquisition Project, second by J. Dennison.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to adopt Resolution #60 of 2026 Adopting Gender-Based Violence In The Workplace Policy, second by J. Dennison. Will Frank stated this is needed to apply for certain grants and other things for NYS.
AYE: 8 ABSENT: 1 (G. Oney) NAYS: 0 ABSTAIN: 0 CARRIED
- Consideration for the Rosary Rally Event October 4th at 9:30 am. Motion by S. Siegel, second by J. Vicchiariello.

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

- Consideration of a Special event liquor permit for Rodies Rolling Bars for the Bella Notte Italian Festival on August 8th, motion by S. Siegel, second J. Dennison.

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

- Congratulations to Valarie Maginsky on being selected by the Orange County Partnership for Women of Achievement in Economic Development. Valerie has done a ton of work obtaining grants for the City, such as acquiring the watershed property, grants for the Fire Dept and other departments and downtown revitalization. Will Frank added that she will be getting her award on October 6th at the O. C. Partnership Breakfast.

7:59 pm - Motion to adjourn by S. Siegel, second by J. Dennison – 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 July 27, 2026 - 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: N.Y. Pub. Off. Law § 105 (f) – Personnel x5 (DPW open positions x4, Building Dept x1)
Contractual x3 (ToyX Contract, Outdoor Club Contract,
Acquisition of 13 Hammond St)

Approval of Minutes: June 22, 2026 – Common Council Meeting Minutes
July 15, 3036 – Special Common Council Meeting Minutes

Address Executive Session Material:

Regular Business:

CODE <i>Vicchiariello</i>	Report Consideration: Set Public Hearing for LL RE Amending Article VI, Section C6-24 Tax Sale Redemption Motion: 2nd: Vote: Consideration: Set Public Hearing for LL RE Amending Tri State Commerce District uses Motion: 2nd: Vote:
POLICE <i>Vicchiariello</i>	Report
PLANNING & ZONING <i>O'Connell</i>	Report
RECREATION <i>O'Connell</i>	Report
FINANCE <i>Fuller</i>	Report Consideration: Bills to be paid Motion: 2nd: Vote: Consideration: NYS Retirement Standard work day Motion: 2nd: Vote: Consideration: Transfer IDA funds/Close account Motion: 2nd: Vote:
TOURISM <i>Mazzara</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



FIRE

Rhoades

Report

Consideration: Engine 6 Event

Motion:

2nd:

Vote:

Consideration: Probationary Driver

Motion:

2nd:

Vote:

Consideration: Sell surplus fire equipment

Motion:

2nd:

Vote:

IDA/ADA

Oney

Report

CDA

Dennison

Report

Consideration: 2026 CFA Grant NYS DOS Update Comp Plan

Motion:

2nd:

Vote

HOUSING/VETERANS/

PJTV 23

Siegel

Report

DPW

Hockenberry

Report

MAYORS' COMMENTS

Mayor Cicalese

Report

Appointment: L Perkowski to Civil Service

Accept M. Roberts Resignation from Zoning

Appointment: S. Harts to Zoning

Consideration: Establish SEQRA Lead Agency For Latini Property Acquisition

Motion:

2nd:

Vote

Consideration: Approve Gender-Based Violence In The Workplace Policy

Motion:

2nd:

Vote

Consideration: Rosary Rally

Motion:

2nd:

Vote

Consideration: Special event liquor permit

Motion:

2nd:

Vote

Announcement: Electronics Recycling event 9/12/26 – must show ID

ADJOURNMENT



Public Comment Period # 1
Common Council Meeting Date: 7/27/2026

Name: Laura Meyer - Port Jervis Tourism
Topic: Tourism Events (for city use: Assigned Committee)

Name: _____
Topic: _____ (for city use: Assigned Committee)

Name: _____
Topic: _____ (for city use: Assigned Committee)

Name: _____
Topic: _____ (for city use: Assigned Committee)

Name: _____
Topic: _____ (for city use: Assigned Committee)

Proposed
LOCAL LAW NO. 3 OF 2026

**A LOCAL LAW OF THE CITY OF PORT JERVIS, COUNTY OF ORANGE,
AMENDING ARTICLE VI, SECTION C(6)-24 OF THE CITY CHARTER**

Be it enacted by the Common Council of the City of Port Jervis, County of Orange, State of New York, as follows:

Section 1. Statement of Intent

This Local Law is enacted to amend Article VI, Section C6-24 of the Charter of the City of Port Jervis to provide that interest payable upon the redemption of real property sold at a City Tax Sale shall be calculated solely upon the amount owed to the City at the time of the sale. It is the opinion of the Common Council that limiting interest in this manner will discourage excessive bidding at City Tax Sales, reduce the cost of redemption, and help prevent property owners from losing their homes.

Section 2. Charter Section C6-24 Amended

The City of Port Jervis Charter, Article IV, Section C6-24 entitled "Redemption from tax sale." is hereby amended as shown by the following underlined and bold language:

The owner of any real estate sold at a City Tax Sale, may redeem same from such sale at any time within two (2) years from the date of said sale by paying to the City Clerk-Treasurer for the use of the purchaser, his heirs or assigns, or, if the same shall have been redeemed by any other person than the owner thereof, then for the use of such person, such sum or amount as may have been paid for by the purchaser at or before the time of receiving his certificate, together with interest thereon only on the amount owed to the City at the time of the sale ~~from the date of said certificate~~ at the rate of twelve per centum (12%) per annum, and all other sums which he may have paid for taxes or assessments on said real estate, ~~together with interest thereon from the date of any such payments, at the rate of twelve per centum (12%) per annum.~~ In all cases of redemption it shall be necessary to pay, in addition to the amounts above provided for, the amount of any other tax or assessment which has been levied upon such property, subsequent to the sale thereof, and also the actual and necessary expenses which have been incurred by the purchaser in the service of notices herein provided to be given, in reference to the redemption of said property, and also any and all expenses incurred by the city in connection therewith since said sale; and on such payments' being made, the title acquired by such sale shall cease and determine. In computing interest upon any sum required to be paid to redeem any such parcel of land, interest shall be computed for no less a period than one (1) month. Where payments are made during any month of the period limited for redemption, interest shall be computed for the whole of that month. In case of the redemption of any land sold as herein provided, by the person who was the owner thereof at the time of the sale, the City Clerk-Treasurer shall give such owner a receipt for the amount paid by him to effect such redemption, and on the production thereof by

such owner to the County Clerk of Orange County, and the payment of his fees therefor, such Clerk shall cancel the certificate of sale by a proper entry upon the record of such certificate in his office. Said sale shall likewise be canceled by the City Clerk-Treasurer upon the record thereof kept in his office. In case such payment is made by the owner of said real estate, then and in the event all mortgages, judgments, decrees or claims which were a lien upon said real estate at the time the tax or assessment for which the sale has been made became a lien thereon, or which were liens at any time before such sale was made, shall be and remain liens upon said real estate, anything hereinbefore contained to the contrary notwithstanding.

Section 3. **Separability**

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Common Council of the City of Port Jervis hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 4. **Repeal**

All ordinances, local laws and parts thereof inconsistent with this Local Law are hereby repealed.

Section 5. **Effective Date**

This Local Law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

Proposed
LOCAL LAW NO. 4 OF 2026

**A LOCAL LAW OF THE CITY OF PORT JERVIS, COUNTY OF ORANGE,
AMENDING CHAPTER 535 OF THE CITY CODE-ZONING**

BE IT ENACTED BY THE COMMON COUNCIL OF THE CITY OF PORT JERVIS AS
FOLLOWS:

Section 1. Purpose

In connection with the continued utilization and effectiveness of the Comprehensive Zoning Plan for the City of Port Jervis, and in the interest of making additional space within the City available for residential use, the amendments to the City Zoning Code set forth in this Local Law have been established to permit multiple dwellings on certain lots located within the Tri State Commerce District.

Section 2. Amendment

The City of Port Jervis Code Chapter 535 Attachment 1 entitled "Table of Bulk Use Requirements" shall be amended by adding the term "Multiple dwellings (according to § 535-89)" to the Accessory Uses set forth in the Tri State Commerce District.

Section 3. Separability

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Town Board of the Town of Wallkill hereby declares that it would have passed this Local Law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 4. Superseding Provision.

To the extent that New York State Town Law fails to provide specific authority for this Local Law or the procedures necessary for its adoption, or otherwise appear to be in conflict with this Local Law or the procedures followed for its adoption, then such laws are hereby superseded by this Local Law pursuant to New York Municipal Home Rule Law and the common law of vesting.

Section 5. Repeal

All ordinances, local laws and parts thereof inconsistent with this Local Law are hereby repealed.

Section 6. Effective Date

This Local Law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

CITY OF PORT JERVIS

Accounts Payable

7/27/2026

1 General Fund	\$369,742.90
2 Water Fund	\$66,352.21
3 Sewer Fund	\$23,049.89
4 Capital Fund	\$240,239.01
5 Trust and Agency	\$4,759.97
6 IDA	\$25,694.95
Total	<u>\$729,838.93</u>

GENERAL, WATER & SEWER FUNDS

NYS Employee Health Insurance	\$ 352,917.97
Main Pool & Supply	\$ 4,988.50
Vehicle Service Group	\$ 9,291.34
CSEA Employee Benefit Fund	\$ 8,021.79

CAPITAL FUND

Callanan Industries Inc.	\$ 231,531.53
Carole Gallagher	\$ 2,450.00
Andrew Eberhardt	\$ 1,155.00

ROLL CALL VOTE

THE CITY OF PORT JERVIS
COMMON COUNCIL

The following was presented

By: Misty Fuller

Sec'd by: Jeff Rhoades

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	✓			
<i>Councilman</i> Mr. Vicchiariello	✓			
<i>Councilman</i> Mr. O'Connell	✓			
<i>Councilwoman</i> Ms. Mazzara	✓			
<i>Councilwoman</i> Ms. Fuller	✓			
<i>Councilman</i> Mr. Rhoades	✓			
<i>Councilman</i> Mr. Oney				✓
<i>Councilwoman</i> Ms. Dennison	✓			
<i>Councilman</i> Mr. Siegel	✓			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
STANDARD WORK DAY AND REPORTING FOR NYS RETIREMENT SYSTEM
BENEFITS**

WHEREAS, the City of Port Jervis Common Council recognizes the need to establish a standard workday for all elected and appointed positions within the City for NYS Retirement reporting purposes and to satisfy reporting requirements to the NYS Retirement systems with respect to time worked;

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Common Council of the City of Port Jervis hereby establishes a standard workday of 8 hours for all employees, elected and appointed officials, and it is further

RESOLVED, that all employees, elected and appointed officials who participate in the NYS Retirement system are required to submit timesheets of actual time worked and/or shall complete record of activities log for at least a three-month representative time period and submit same to the City Clerk for reporting purposes.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Misty Fuller

Sec'd by: Maria Mazzara

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	√			
<i>Councilman</i> Mr. Vicchiariello	√			
<i>Councilman</i> Mr. O'Connell	√			
<i>Councilwoman</i> Ms. Mazzara	√			
<i>Councilwoman</i> Ms. Fuller	√			
<i>Councilman</i> Mr. Rhoades	√			
<i>Councilman</i> Mr. Oney				√
<i>Councilwoman</i> Ms. Dennison	√			
<i>Councilman</i> Mr. Siegel	√			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
APPROVING THE RELEASE OF CITY OF PORT JERVIS INDUSTRIAL
DEVELOPMENT AGENCY ("AGENCY") FUNDS FROM THE CITY BANK
ACCOUNT TO THE NEW AGENCY ACCOUNT**

WHEREAS, the City of Port Jervis ("City") is currently holding funds for the City of Port Jervis Industrial Development Agency ("Agency") in one of its official bank accounts; and

WHEREAS, the Agency has established its own bank account at a local depository and has requested that the City release the Agency funds in the form of a check payable to the Agency,

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Common Council of the City of Port Jervis directs the City Clerk-Treasurer to issue a check made payable to the City of Port Jervis Industrial Development Agency in the amount of \$25,694.95, representing the balance of Agency funds on deposit in the City's bank account and to take all steps necessary to close said account.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer



PORT JERVIS FIRE DEPARTMENT

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

Telephone
(845) 858-4098

FAX
(845) 858-1064

Email
info@portjervisfire.org



First Assistant Chief
Jeffrey D. Lewis

Fire Chief
Anthony W. Fuller

Second Assistant Chief
Christopher D. Southard

Department Chaplain
Father Anthony Giacona

Department Secretary
William R. Werner

Department Treasurer
Robert A. Waligroski

Deputy Chief
James W. Rohner, Jr.

Deputy Chief
Frank W. Fuller, III

Deputy Chief
Keith K. Brown

7 July 2026

The 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: Event
Tri States Hose Company No. 6

Dear Mayor Cicalese and Members of the City Council,

It is hereby requested that the Tri States Hose Company No. 6 be permitted to attend:

A Wet Down in Vails Gate on 08/29/2026

This request was approved by the Board of Officers on 07/06/2026.

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
(845) 858-4098

FAX
(845) 858-1064

Email
info@portjervisfire.org



First Assistant Chief
Jeffrey D. Lewis

Fire Chief
Anthony W. Fuller

Second Assistant Chief
Christopher D. Southard

Department Chaplain
Father Anthony Giacona

Department Secretary
William R. Werner

Department Treasurer
Robert A. Waligroski

Deputy Chief
James W. Rohner, Jr.

Deputy Chief
Frank W. Fuller, III

Deputy Chief
Keith K. Brown

7 July 2026

The 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: Appointment of Probationary Driver
Todd R. Kowinsky

Dear Mayor Cicalese and Members of the City Council,

It is hereby requested that the below named firefighter be approved as a Probationary Driver for the Company stated:

Todd R. Kowinsky -Tri States Hose Company No. 6

Attached is a copy of the firefighter's Driver License duly issued by the . This information has been entered into the New York State, Department of Motor Vehicles, License Event Notification Service (LENS). This service will notify 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.

This request was approved by the Board of Officers on 07/06/2026.

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>



Resolution No.: 54 of 2026

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Jeff Rhoades

Sec'd by: Stanley Siegel

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	√			
<i>Councilman</i> Mr. Vicchiariello	√			
<i>Councilman</i> Mr. O'Connell	√			
<i>Councilwoman</i> Ms. Mazzara	√			
<i>Councilwoman</i> Ms. Fuller	√			
<i>Councilman</i> Mr. Rhoades	√			
<i>Councilman</i> Mr. Oney				√
<i>Councilwoman</i> Ms. Dennison	√			
<i>Councilman</i> Mr. Siegel	√			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
AUTHORIZING THE SALE OF SURPLUS PROPERTY**

WHEREAS, the Common Council of the City of Port Jervis previously declared certain equipment owned by the City and utilized by the City Fire Department as surplus property pursuant to a duly adopted resolution of the Common Council; and

WHEREAS, the Chief of the Fire Department has received bids from neighboring fire departments to purchase the aforesaid equipment, which sale may be accomplished without the need to engage in the public bidding process; and

WHEREAS, the Common Council, upon the recommendation of the City Fire Chief, deems it appropriate to accept the bid received for the aforesaid equipment as set forth below in order to recoup funds to be used for City Fire Department purposes.

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Mayor, Fire Chief or their designee is authorized to dispose of the surplus equipment as follows:

Resolution No.: 54 of 2026

<u>Equipment</u>	<u>Accepted Bid</u>	<u>Purchaser</u>
12 Scott SCBA Packs		
12 Scott 22 ½ Hour Bottles	\$3,800.00	Bovina Center Fire Department

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Jackie Dennison

Sec'd by: Stanley Siegel

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	√			
<i>Councilman</i> Mr. Vicchiariello	√			
<i>Councilman</i> Mr. O'Connell	√			
<i>Councilwoman</i> Ms. Mazzara	√			
<i>Councilwoman</i> Ms. Fuller	√			
<i>Councilman</i> Mr. Rhoades	√			
<i>Councilman</i> Mr. Oney				√
<i>Councilwoman</i> Ms. Dennison	√			
<i>Councilman</i> Mr. Siegel	√			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
AUTHORIZING THE SUBMISSION OF A CONSOLIDATED FUNDING
APPLICATION TO THE NEW YORK STATE DEPARTMENT OF STATE TO FUND A
CITY OF PORT JERVIS COMPREHENSIVE PLAN UPDATE**

WHEREAS, the City of Port Jervis has identified the New York State Department of State (“DOS”), Office of Planning, Development and Community Infrastructure, Smart Growth Community Planning Program Consolidated Funding Application (CFA) 2026-2027 RFA #26-OPDSG-18 as a possible grant funding source to support a City-wide comprehensive plan update; and

WHEREAS, this Smart Growth Community Planning Program will include consistency with ten DOS Smart Growth Principles (attached) and include attention to childcare needs; and

WHEREAS, this reimbursement grant project is estimated to cost up to \$140,300 with 85% grant funding and a 15% match as the City is eligible to be listed as a Disadvantaged Community applicant; and

WHEREAS, this grant application is due no later than 4:00 P.M., July 31, 2026; and

WHEREAS, the Port Jervis Community Development Agency (“PJCD”), a public benefit corporation, is extremely knowledgeable with respect to grant application submission procedures and grant program administration, and upon grant award, PJCD is identified as the grant manager for this project for a fee of up to 15% of the grant, or \$50,000 whichever is less; and

Resolution No.: 55 of 2026

WHEREAS, the Common Council has determined that it is in the best interest of the City to authorize PJCDA to prepare and submit the aforesaid grant application on behalf of the City,

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Common Council hereby approves a grant submission to the New York State Department of State, Office of Planning, Development and Community Infrastructure, Smart Growth Community Planning Program Consolidated Funding Application (CFA) 2026-2027 RFA #26-OPDSG-18, to fund a citywide comprehensive plan update that adheres to ten DOS Smart Growth principles (attached) which supports childcare solutions, no later than 4:00 P.M. on July 31, 2026, for up to \$140,300 of which 85% will be grant funding and 15% will be provided by the City as the required match; and it is further

RESOLVED, that the Common Council hereby authorizes and directs the Mayor, or his designee, including Valerie Maginsky, Executive Director, Port Jervis Community Development Agency, to execute documents and take all actions necessary to effectuate the intent of this resolution as well as the administration of the Grant upon its award.

PASSED AND ADOPTED on this 27th day of July 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

Smart Growth Principles:

V. REQUIREMENTS FOR SMART GROWTH PRINCIPLES

All comprehensive plans, area plans, and zoning regulations funded under this grant program are required to be consistent with the following DOS Smart Growth Principles:

- 1. Allow for and encourage neighborhoods with a mix of uses, such as residential, commercial and community spaces.** *Mixed-use neighborhoods encourage a range of diverse uses that allow people to easily access common needs and amenities. They are generally comprised of residential, commercial, civic, and recreational uses. These uses should be incorporated at a building, street, or neighborhood scale and should facilitate transportation options, like walking, biking, or public transportation.*
- 2. Enable a diverse mix of housing types, providing for opportunity and choice for people of all ages, abilities and incomes.** *A housing supply that meets needs of current and future residents regardless of income, ability, or age includes diverse types of housing, such as detached single-family, townhomes, apartments, accessory dwelling units, cooperative housing units, and other configurations of housing. Diverse housing types should be integrated into and across communities and neighborhoods.*
- 3. Prioritize infill and redevelopment of existing buildings to revitalize neighborhoods and downtowns, including areas around public transit.** *Infill development prioritizes the use of underutilized or vacant sites in existing neighborhoods. Such development should complement the surrounding built environment and increase density, add diverse uses, and encourage reinvestment.*
- 4. Provide well-planned, equitable, and accessible public spaces for people of all ages and abilities.** *Well-planned and designed public spaces, including parks, sidewalks, and buildings, should be designed to provide users of all ages and abilities with the opportunity to use and enjoy these community resources. Age-friendly public spaces should be distributed equitably across the community, extend beyond basic ADA compliance, and provide a range of options and amenities that enable diverse programming and activities.*
- 5. Encourage compact neighborhood design and concentrated development around existing infrastructure.** *Compact neighborhood design makes efficient use of existing infrastructure and enables easy access to common needs and amenities by locating development in existing neighborhoods. Development should facilitate walking, bicycling, and the use of public transportation.*
- 6. Preserve open space, agricultural resources and natural resources.** *Land preservation directs development toward areas that are already developed, minimizing encroachment on open space and natural resources. Such efforts include actively protecting farms, forests, wetlands, and other sensitive areas from development.*
- 7. Prioritize transportation options that are safe and accessible for everyone, including pedestrians, cyclists and public transit users.** *Safe, reliable, and diverse transportation options provide access to common needs and amenities for all ages and abilities. Transportation investments should prioritize pedestrian and bicycle infrastructure, as well as access to public transportation.*
- 8. Promote climate resiliency and adaptation, preferably through nature-based solutions,**

and reduce greenhouse gas emissions. *Nature-based solutions that restore and enhance natural features in the built environment build climate resiliency and reduce the risks associated with extreme weather and a changing climate. Additionally, efforts to reduce reliance on fossil fuels and promote clean energy and energy efficiency will contribute to long-term resilience.*

Environmental Protection Fund Smart Growth Community Planning Program 2026-2027 RFA #26-OPDSG-18

Page 8 of 20

9. Build on unique traits to create an attractive and welcoming community with a strong sense of place. *Each community has unique attributes, such as historic buildings, natural surroundings, local traditions, or small businesses. Highlighting and caring for these unique traits through good design and improvements to public spaces can create places that are welcoming, distinctive, and rooted in a local identity.*

10. Engage in an inclusive, collaborative public planning process that considers the needs and character of the community. *Successful community planning engages many different stakeholders, including historically underrepresented populations. Planning processes should be open, accessible, transparent, and welcoming, providing opportunities for public discussion.*

In addition to the DOS Smart Growth Principles, communities participating in the SGCP will be required to incorporate child care friendly practices into their planning and zoning projects. Child care friendly planning and zoning projects directly consider the needs and experiences of families and children and remove barriers to the expansion and creation of child care facilities and resources in municipal planning documents and zoning regulations. These activities may include but not be limited.

Source: The Regional Economic Development Councils (REDC) Consolidated Funding Application (CFA) Resources 2026 (book), pages 120-121

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Mike Hockenberry

Sec'd by: Jeff Rhoades

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	✓			
<i>Councilman</i> Mr. Vicchiariello	✓			
<i>Councilman</i> Mr. O'Connell	✓			
<i>Councilwoman</i> Ms. Mazzara	✓			
<i>Councilwoman</i> Ms. Fuller	✓			
<i>Councilman</i> Mr. Rhoades	✓			
<i>Councilman</i> Mr. Oney				✓
<i>Councilwoman</i> Ms. Dennison	✓			
<i>Councilman</i> Mr. Siegel	✓			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
TO HIRE FULL-TIME LABORERS**

WHEREAS, the City of Port Jervis is in need of full-time Laborers; and

WHEREAS, it is the opinion of the Common Council, based on the recommendation of the Director of the City Public Works Department that Daniel Hill, Rolf Newnam and Jared McCann are qualified to perform the duties required of the Laborer position,

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Common Council of the City of Port Jervis hereby appoints the following persons to the position of full-time Laborer in the City Department of Public Works at the salary specified the applicable collective bargaining agreement, subject to the submission and acceptance of all appropriate employment documentation as follows:

<u>Name</u>	<u>Effective Date</u>
Daniel Hill	August 10, 2026
Rolf Newnam	August 10, 2026
Jared McCann	August 17, 2026; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Mike Hockenberry

Sec'd by: Colin O'Connell

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	✓			
<i>Councilman</i> Mr. Vicchiariello	✓			
<i>Councilman</i> Mr. O'Connell	✓			
<i>Councilwoman</i> Ms. Mazzara	✓			
<i>Councilwoman</i> Ms. Fuller			✓	
<i>Councilman</i> Mr. Rhoades	✓			
<i>Councilman</i> Mr. Oney				✓
<i>Councilwoman</i> Ms. Dennison	✓			
<i>Councilman</i> Mr. Siegel	✓			
TOTAL	7		1	1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
TO HIRE A FULL-TIME LABORER**

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

WHEREAS, it is the opinion of the Common Council, based on the recommendation of the Director of the City Public Works Department that Shane Fuller is qualified to perform the duties required of the Laborer position,

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Common Council of the City of Port Jervis hereby appoints Shane Fuller to the position of full-time Laborer in the City Department of Public Works at the salary specified the applicable collective bargaining agreement, effective as of August 17, 2026, subject to the submission and acceptance of all appropriate employment documentation.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest:

Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

Resolution No.: 58 of 2026

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Mike Hockenberry

Sec'd by: Misty Fuller

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	√			
<i>Councilman</i> Mr. Vicchiariello	√			
<i>Councilman</i> Mr. O'Connell	√			
<i>Councilwoman</i> Ms. Mazzara	√			
<i>Councilwoman</i> Ms. Fuller	√			
<i>Councilman</i> Mr. Rhoades			√	
<i>Councilman</i> Mr. Oney				√
<i>Councilwoman</i> Ms. Dennison	√			
<i>Councilman</i> Mr. Siegel	√			
TOTAL	7		1	1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
PROMOTING A PERSON TO THE POSITION OF
WORKING SUPERVISOR IN THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, there exists a vacancy in the City of Port Jervis in the Department of Public Works for the position of Working Supervisor; and

WHEREAS, upon the recommendation of Steven Duryea, Director of Public Works, the Common Council has considered the promotion and appointment of Matthew Crowne from his current position of Laborer to fill the current vacancy, and

WHEREAS, it is the opinion of the Common Council that Matthew Crowne is qualified to serve as a Working Supervisor,

NOW, THEREFORE, BE IT HEREBY

RESOLVED, that the Common Council hereby appoints Matthew Crowne to the position of Working Supervisor in the City of Port Jervis Department of Public Works, effective August 3, 2026 and subject to the submission and acceptance of all appropriate documentation by the Orange County Department of Human Resources.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest: Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By: Mike Hockenberry

Sec'd by: Jackie Dennison

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	√			
<i>Councilman</i> Mr. Vicchiariello	√			
<i>Councilman</i> Mr. O'Connell	√			
<i>Councilwoman</i> Ms. Mazzara	√			
<i>Councilwoman</i> Ms. Fuller	√			
<i>Councilman</i> Mr. Rhoades	√			
<i>Councilman</i> Mr. Oney				√
<i>Councilwoman</i> Ms. Dennison	√			
<i>Councilman</i> Mr. Siegel	√			
TOTAL	8			1

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
DECLARING LEAD AGENCY STATUS FOR THE TOWN OF DEERPARK LAND
ACQUISITION PROJECT**

WHEREAS, the Common Council of the City of Port Jervis has acquired certain real property from the Latini Family through the Orange County Land Trust, Inc. which parcel of property is identified as are identified as Town of Deerpark SBL 35-1-7; and

WHEREAS, the property has been transferred from the Latini family to the Orange County Land Trust, Inc., from which the City will purchase the property. Ownership of the land by the City will help to ensure that this approximately 423.8 acres of undeveloped, forested real property located at 260 Martins Road in the Town of Deerpark, which directly abuts the existing municipal watershed will permanently preserve the land in its natural state, preventing commercial or residential development that could negatively impact municipal water supply reservoirs (Deerpark Dam, Brewer's Reservoir, and Mirror Lake). No physical construction, clearing, or infrastructure development is proposed as part of this transaction; and

WHEREAS, the Common Council has been previously approved for a matching grant under the NYS Water Quality Improvement Project (WQIP) Program in connection with the property acquisition project, and to proceed with the project, it is necessary for the Common Council to undertake an environmental review of the project; and

WHEREAS, the Common Council hereby initially determines that the aforementioned proposed project is a Type I action subject to the SEQRA regulations and determines that it will be the Lead Agency with respect to the consideration, review, and determination of significance of the proposed project pursuant to SEQRA regulations,

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Common Council of the City of Port Jervis hereby authorizes the appropriate City officials to execute any and all documents necessary to continue with the grant process pursuant to the NYS Water Quality Improvement Project (WQIP) Program in connection with the land acquisition project and designates City Community Development Director Valerie Maginsky to be the principal point of contact for the project.
2. In accordance with the provisions of § 617.6 of the regulations implementing the New York State Environmental Quality Review Act ("SEQRA"), (the "SEQRA regulations"), the Common Council hereby determines that the aforementioned proposed project is an action subject to SEQRA regulations.
3. The Common Council preliminarily classifies the aforementioned action as Type I pursuant to 6 NYCRR Section 617.4(b)(4) of the SEQRA regulations.
4. The Common Council determines that it is, and will be, the Lead Agency with respect to the consideration, review, and determination of significance of the proposed action pursuant to SEQRA regulations and any other regulations including the National Environmental Policy Act ("NEPA").
5. The appropriate City official shall notify all interested and involved agencies of the City's intent to act as Lead Agency hereunder.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest:

Bobbie Jo Muller

Bobbie Jo Muller, Deputy City Clerk-Treasurer

ROLL CALL VOTE

THE CITY OF PORT JERVIS
COMMON COUNCIL

The following was presented

By: Mike Hockemberry

Sec'd by: Jackie Dennison

Date of Adoption: July 27, 2026

Names	Ayes	Noes	Abstain	Absent
<i>Councilman at Large</i> Mr. Hockenberry	✓			
<i>Councilman</i> Mr. Vicchiariello	✓			
<i>Councilman</i> Mr. O'Connell	✓			
<i>Councilwoman</i> Ms. Mazzara	✓			
<i>Councilwoman</i> Ms. Fuller	✓			
<i>Councilman</i> Mr. Rhoades	✓			
<i>Councilman</i> Mr. Oney				✓
<i>Councilwoman</i> Ms. Dennison	✓			
<i>Councilman</i> Mr. Siegel	✓			
TOTAL	8			1

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS ADOPTING A
GENDER-BASED VIOLENCE IN THE WORKPLACE POLICY

WHEREAS, the Common Council of the City of Port Jervis has determined that it is necessary to adopt a Gender-Based Violence In The Workplace Policy as required by State Finance Law § 139-m, which mandates that entities bidding on state contracts must implement such a policy,

NOW THEREFORE, it is hereby

RESOLVED by the Common Council of the City of Port Jervis that the Gender-Based Violence In The Workplace Policy annexed hereto is hereby adopted; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

PASSED AND ADOPTED on this 27th day of July, 2026.



Attest:

Bobbie Jo Muller
Bobbie Jo Muller, Deputy City Clerk-Treasurer

City of Port Jervis
Gender-Based Violence and the Workplace Model
Policy for NYS Bidders

Purpose

Gender-based violence occurs within a broad spectrum of relationships; therefore, the City of Port Jervis (the “City”) will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. The City recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place.

The importance of a responsive gender-based violence workplace policy cannot be overstated. Studies show

stable employment increases survivor safety. It can offer survivors a “level of independence that lessens an abuser’s ability to control them as well as increase their ability to escape violence.” The Centers for Disease Control and Prevention estimates intimate partner violence, a form of gender-based violence, has a lifetime cost of \$1.3 trillion in lost productivity for both offenders and victims.

Important Note: *Gender-Based Violence does not need to occur in the workplace for the policy to apply.*

Employees who experience gender-based violence outside the workplace are still covered by the policy.

The City, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations, or collective bargaining agreements, designates and directs appropriate management, supervisory, and/or human resources staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions;
- II. Persons Covered by the Policy;
- III. Statement of Confidentiality;
- IV. Survivor Rights;
- V. Employer Responsibilities;
- VI. Non-Discrimination and Responsive Personnel Policies;
- VII. Non-Retaliation Policy;
- VIII. Workplace Safety Plans;
- IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence;
- X. Training;
- XI. Firearms (for applicable organizations);

XII. Violations of Policy.

I. Definitions

Unless otherwise noted, the Office for the Prevention of Domestic Violence (“OPDV”) defines the terms below for the purposes of this policy:

- a. **Gender-Based Violence:** Violence or threats that happen because of someone’s sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.
- c. **Sexual Violence:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.
- d. **Stalking:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.
- e. **Coercive Control:** An act or pattern of acts, threats, humiliation, and intimidation that is used to harm, punish, or frighten.
- f. **Sexual Harassment:** Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex, and:
 - i. unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment; or
 - ii. made, explicitly or implicitly, a term or condition of employment; or
 - iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

Anyone who experiences sexual harassment in the workplace can report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer’s policies.

- g. **Survivor-Centered:** An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.

- h. **Trauma-Informed:** An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.
- i. **Culturally Responsive:** A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

Important Note:

For more information on how to be survivor-centered, trauma-informed, and culturally responsive, refer to Introducing OPDV's Three Pillars: A Foundation to Serve Survivors of Gender-Based Violence.

j. **Victim of Domestic Violence – pursuant to NYS Social Services Law**

§ 459-a (1): Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and

- i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and
- ii. Such act or acts are or are alleged to have been committed by a family or household member.

k. **“Family or household members” means the following individuals pursuant to NYS Social Services Law § 459-a (2):**

- i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);
- ii. persons legally married to one another;
- iii. persons formerly married to one another, regardless of whether they still reside in the same household;
- iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;

- v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
 - vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
 - vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.
- l. **“Parent” pursuant to NYS Social Services Law § 459-a (2):** means a natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.
 - m. **Victim or Survivor:** A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.
 - n. **Perpetrator or Abusive Partner or Person who Causes Harm:** A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.
 - o. **Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”):** An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
 - p. **Workplace:** For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.
 - q. **Human Resources:** The department of the City responsible for workforce management. If no such department exists, the responsibilities of Human Resources fall on the employer.

- r. **Gender-Based Violence Liaison (GBVL):** Where possible, a designated employee(s) of the City who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Human Resources employee.
- s. **Local Service Providers:** An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

II. Persons covered by this policy

This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for The City in any official work capacity. Whenever possible, this policy also covers consultants, contractors, and other on-site providers.

III. Statement of Confidentiality

The City recognizes and respects the employee's right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee's written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the worksite. If such a situation arises, The City will:

- a. Inform the victimized employee of the actions The City will take.
- b. Share information only with the specific employees who need to know.
- c. Limit the information shared to only what is necessary.
- d. Consider requiring employees who receive this sensitive information to sign a confidentiality agreement, committing to use it only for its intended safety purpose.

IV. Survivor Rights

Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
 - i. Disclose or not disclose experiences or details of gender-based violence.
 - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
 - iii. Be free of discrimination and retaliation in seeking such accommodation.
 - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

V. Employer Responsibilities

- a. The City shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Human Resources department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, The City will designate at least one employee as its Gender-Based Violence Liaison (GBVL).
 - i. The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Human Resources employee.
- b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge, and any other frequently used areas.) The information should include:
 - i. Employee Assistance Program (EAP) information, if applicable,
 - ii. Human resources staff,
 - iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and
 - iv. Contact information for local gender-based violence programs.

- c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.
 - d. Offer support to those victimized through the following minimum steps:
 - i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.
 - ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
 - iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
 - iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.
 - v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.
 - vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.
 - e. Human Resources (and/or GBVLs)
The City Human Resources staff must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.
 - f. Supervisors
-

The City Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the Human Resources department and/or GBVL to receive referrals and resources as outlined above.

VI. Non-Discrimination and Responsive Personnel Policies

All City policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation.

Responsive personnel policies can increase the stability of gender-based violence survivors and help them navigate safety.

- a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;
 - i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.
 - ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.
 - iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.
 - iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.
 - v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.
 - vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.
- b. **Use of Safe Leave:** Under New York State Labor Law, employers in New York must allow any employee who has disclosed their status as a victim of gender-based violence (or disclosed that a family member is a victim of gender-based violence) and must be out of work for a reasonable time to use accrued sick leave, known as safe leave, for the purposes as outlined in Labor Law § 196-b(4).

- c. **Leave Options:** Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.
 - d. **Continuation of Benefits:** Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and City policy.
 - e. **Notice of Absence:** Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.
 - f. **Time Off for Legal Proceedings:** Employers are also required to grant time off, with prior day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.
 - g. **Privacy and Documentation:** There may be occurrences when an employee is absent due to incidents of gender-based violence where they are unable to follow City protocol to report the absence. In that situation, the employee may lack documentation, may be unable to obtain documentation, or may not want to share documentation containing confidential information. Under New York State Labor Law, an employer may not require the disclosure of confidential information relating to an absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing sick or safe leave.
 - h. **Changes to Benefits:** Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.
 - i. **Work Performance Impact:** The City recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, “off” hour shifts, etc.)
 - i. If performance is affected as a result of being a victim of gender-based violence, The City will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.
-

1. Employees should be made aware that not all employees' requests for assistance can be accommodated.
 - ii. OPDV is available for case-specific technical assistance as needed.
 - iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.
 - iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program, or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations, and City policy.
 - j. **Termination and Unemployment Eligibility:** If reasonable measures have been exhausted and the work performance issue remains and the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance, and The City shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.
 - k. **Protection Against Sexual Harassment:** Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law. Sexual harassment is a form of sex discrimination and is also prohibited under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.
 - i. Every New York State employer must have a policy on sexual harassment prevention, including a procedure for the receipt and investigation of complaints of sexual harassment.
 - a. **Reporting Discrimination or Harassment:** For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the employer.
 - i. Any complaint of potential discrimination, whether verbal or written, must be investigated.
-

- ii. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to *[person or office designated]*.
- iii. The City shall maintain the confidentiality of the complainant to the extent practical.
- iv. Any employee in NYS may file a complaint with the New York State Division of Human Rights.

VII. **Non-Retaliation Policy**

The City shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

The City will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Retaliatory practices may include, but are not limited to:

- a. Commencing discipline against victimized employees for actions taken to promote their safety
- b. Fewer promotions
- c. Inappropriate jokes
- d. Comments that communicate bias or minimization
- e. Excluding the employee from conversations, etc.
- f. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR, etc).

Retaliation may be carried out by anyone, not just the original perpetrator.

Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. If you believe you have been subject to retaliatory practices, please see Section XIV: Violations of Policy.

Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

VIII. **Workplace Safety Plans**

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, employers should be prepared to provide referrals to the local service provider and, when feasible, strategize with an employee-survivor if so desired by the victimized employee.

Employers shall have workplace safety response plans in place, including procedures for reporting to supervisors or contacting law enforcement, if necessary, should an event take place in the workplace.

- a. **Orders of Protection:** The City shall comply and assist with the enforcement of all known Orders of Protection (OP).
 - i. If requested by the victim or by law enforcement, The City will provide any relevant information regarding an alleged OP violation.
- b. **Disclosing an Order of Protection:** If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison,
other designated staff member, director of Human Resources, or a member of executive staff/management shall retrieve and present the order.
 - i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.
- c. **Developing a Safety Plan:** When requested by the victim, Human Resources staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace. Options may include, but are not limited to:
 - i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator;
 - ii. Allowing the employee to work staggered hours, an "off shift," or move to a different work location, either temporarily or permanently;
 - iii. Temporary reassignment of certain duties, such as overnight travel;
 - iv. Reassignment of parking space;
 - v. Providing employees with an escort for entry and exit from the worksite;

- d. If the circumstances indicate a need for The City to take steps to increase safety for the victim, other employees, and the workplace, the City should follow their internal protocols.

IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence

The City will hold accountable and shall subject to corrective or disciplinary action any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The following behaviors are prohibited under the policy:

- a. Using the authority of their employment and/or misusing any workplace resources in order to:
 - i. negatively impact any victim of gender-based violence;
 - ii. assist a perpetrator in locating a victim;
 - iii. assist a perpetrator in perpetrating any act of gender-based violence; or
 - iv. protect a perpetrator from receiving appropriate consequences.
- b. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

Disciplinary actions may include, but are not limited to:

- a. Administrative leave;
- b. Cease and desist memo;
- c. Removing/modifying the chain of supervision pending an official report;
- d. Relocation of the employee alleged to have abused to another work site;
- e. Surrender of work cell phone, laptop, etc.;
- f. Revocation of permanent employment status (reverting to contingent or probationary status);
- g. Termination.

X. Training:

Gender-based violence can be complex. To effectively respond to employee-survivors' needs in a survivor-centered, trauma-informed, and culturally responsive manner, bidders are encouraged to attend trainings offered by OPDV or local service providers, but are not required to do so.

XI. Firearms

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances.

Additionally, federal law contains prohibitions relating to shipping, transportation, or receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to

carry a firearm as part of their job-related duties are required to notify the City if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XII. Violations of Policy

Employers must investigate complaints of policy violations. Employers should outline in their policy any applicable steps for filing a grievance or complaint. Section VIII of the policy prohibits retaliation for filing a complaint.

Employees may also report alleged violations of the New York State Human Rights Law to the New York State Division of Human Rights (DHR). DHR is the state agency responsible for enforcing the New York State Human Rights Law. DHR reviews every report of discrimination filed with the agency. In every case where the alleged discrimination falls within the agency's jurisdiction, DHR will investigate and seek to hold violators of the law accountable. The discrimination reporting form and all related information can be found on [DHR's website](#).

Special Event Permit Application

New York State Liquor Authority

Landlord Authorization Form

Date(s) of event:

August 8, 2026

Name of Applicant:

Roadies Rolling Bars

Venue Name:

Bella Notte Italiana/Italian Festival

Venue Street Address:

6 North Broome Street

Venue City and zip code:

Port Jervis, NY 12771

By my signature, I acknowledge that I am the landlord/owner of the applied for premises, or that I am a duly authorized representative of the landlord/owner, to sign this landlord authorization form. I hereby grant permission for the sale or services of alcoholic beverages by the applicant for consumption on said property.

City of Port Jervis

Print Name of Landlord/Owner

Michael Hockenberry Councilman-At-Large

Print Your Name and Title

Michael Hockenberry 7/27/26

Signature & Date