

# CITY OF PORT JERVIS

P.O. BOX 1002  
20 HAMMOND STREET  
PORT JERVIS, NEW YORK 12771



## Finance Committee Meeting

**June 21, 2023 6:00 pm**

*The meeting was called to order by chair, E. Miller at 6:00pm.*

**Attendance:** E. Miller, M. Newhauser, T. Simmons, Mayor Decker, S. Siegel, M. Mann. Also: L Quick  
From Public: J. Smith

## Pledge of Allegiance

**Public Comment:** None

## Approval of the Minutes: April 19<sup>th</sup> 2023 Finance Committee Minutes

*The minutes were approved with a motion by E. Miller and a second from D. Livingston*

**Executive Session:** *Executive session was added re: Personnel x1 – We entered into executive, with City Clerk Treasurer, L. Quick, invited in at 7:03pm with a motion by D. Livingston and a second from E. Miller. We exited Executive at 7:19pm with a motion from E. Miller and a second by D. Livingston*

## New Business

### 1. Credit Card Policy

*We have moved our provider and now use TD Bank for credit cards - unlike in years past, the cards are not connected to the City and not the individual. There were concerns about having a back-up in case the mayor is unavailable – we decided to adjust the limits, look for an alert on the phone for usage, and add the Council-at-Large. Department Heads can sign out the Clerk Treasurer's card. This new policy would help monitor, track, and limit spending.*

### 2. Utility Billing

*The council is exploring methods of billing with our new system. We are looking into post-billing instead of pre-billing. This discussion is ongoing.*

### 3. Emergency Ramp – 208 E. Main Street

*We will need to RFP this – we did get a verbal from the Assistant from the DPW that it would likely cost \$21,600 to remove the old ramp.*

### 4. Elks Brox Campground Update Request

*In order to open – we must comply with the County's health and sanitation updates. This requires \$7,000 from contingency.*

### 5. Public Assembly Rentals

*The decision was made to charge for use of our podium, tables and chairs for events. \$2 per chair, \$5 per table, and \$20 for the podium.*

**Old Business:**

1. Promenade

*An additional discussuon was had about the upkeep and maintenance (weeding) of the promenade. There were concerns that the money allocated to this (\$1,500) was utilized in the early months of spring, with much left to do. A group of volunteers with local business donations has been working on this area. This conversation is ongoing.*

2. Audit

*We were given an update on the audit – we will discuss this at the next meeting as well.*

**Public Comment:** *None*

**Adjournment:** *The meeting was adjourned at 7:19pm with a motion by E. Miller and a second by D. Livingston*