

# CITY OF PORT JERVIS

P.O. BOX 1002  
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PORT JERVIS, NEW YORK 12771



## Finance Committee Meeting January 19, 2023 6:00 pm

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

*Attendance: E. Miller, R. Foster, M. Decker, D. Livingston, M. Mann, T. Simmons, and M. Newhauser, S. Siegel, along with L. Quick*

### **Pledge of Allegiance**

**Public Comment:** *None*

**Approval of the Minutes:** *The December 2022 Finance Committee meeting minutes were approved.*

**Executive Session:** *The committee entered into executive session at 6:31pm with a motion by the chair and a second from D.L to discuss personnel. We exited at 6:52pm with a motion from D. Livingston and a second from S. Siegel*

### **New Business**

1. Accounts Payable Procedures
2. Purchase Order System
3. Check cutting/run procedures
4. City Credit Cards
5. Tourism Account & Peddler License Fees

*We discussed the current procedures (1-4) in the Clerk Treasurer's office. As we are transitioning software to Tyler Technology, some of these procedures will be streamlined and more efficient. For accounts payable, council members who audit, will now have digital files to look through and sign off on. A purchase order system will be used for what is included in department budgets – providing better tracking of expenditures. We are also looking to transition to purchase cards, that will not be tied to an individual but issued to signers. We also discussed the Tourism account and what funds from fees are given directly to the Tourism account.*

**Old Business:** *None*

**Public Comment:** *None*

**Adjournment:** *The meeting was adjourned at 6:53pm, motion by E. Miller, second by D. Livingston*