

City of Port Jervis Finance Committee – Regular Meeting:

The regular meeting of the City of Port Jervis Finance Committee was held vis Zoom on Tuesday January 19,2022 at 6:00 p.m.

Attendance-

Elizabeth Miller	Chairwoman	Present
Misty Fuller		Present
Denis Livingston		Present
Stanley Siegel		Present

Also present were Council members Regis Foster, Mike Decker, Tim Simmons, Maria Mann, Mayor Kelly Decker, City Clerk Treasurer Laura Quick, and Tom Pritchard Deputy Frontier Communications.

Kelly Decker:

... Okay, good evening. This is the finance committee from the City of Port Jervis, this Wednesday, January 18th, 2022, 6:00 PM. I'll ask you all to mute your mics and rise for the pledge first, here's the flag behind me.

Denis Livingston:

Okay, great.

Kelly Decker:

Pledge of Allegiance to the flag, [inaudible 00:00:27].

Denis Livingston:

Liberty and justice for all. God bless America.

Kelly Decker:

Okay, we're going to do a roll call. It'll start off with Kelly Decker, Mayor of the City of Port Jarvis. Mr. Siegel.

Liz Miller:

Stanley, your microphone is muted still.

Stan Siegel:

Sorry about that. Thank you. Stan Siegel, Council at large.

Kelly Decker:

Thank you. Mr. Foster.

Regis Foster:

Regis Foster, First Ward Council and present.

Kelly Decker:
Chairwoman Miller.

Liz Miller:
Liz Miller. First Ward Council, present.

Kelly Decker:
Thank you. Ms. Fuller.

Misty Fuller:
Misty Fuller. Second Ward Council, present.

Kelly Decker:
Mr. Decker.

Mike Decker:
Mike Decker. Third Ward Council, present.

Kelly Decker:
Mr. Livingston.

Denis Livingston:
Denis Livingston. Third Ward Council, present.

Kelly Decker:
Mr. Simmons.

Tim Simmons:
Tim Simmons. Fourth Ward Council, present.

Kelly Decker:
Miss Newhauser.

Melissa Newhauser:
Melissa Newhauser. Fourth Ward Council, present.

Kelly Decker:
Miss Mann.

Maria Mann:
Maria Mann. Second Ward Council, present.

Kelly Decker:

Miss Quick.

Laura Quick:

Laura Quick. City Clerk Treasurer, present.

Kelly Decker:

Thank you, and Mr. Pritchard.

Thomas Pritchard:

I'm present.

Kelly Decker:

Just please say your name, so it can be recorded.

Thomas Pritchard:

Oh, I'm sorry. Tom Pritchard. Frontier communications.

Kelly Decker:

Thank you, we're transcribing. Okay. Ms. Miller, I handed over to you.

Liz Miller:

Doesn't look like we have anybody from the public. Is there anyone in the waiting room? No? Okay. So that being said, I'm going to turn it over to you, Tom, for a brief presentation. Thank you for being so willing to join us this evening.

Thomas Pritchard:

Yeah, no, absolutely. Thanks for having me. I don't necessarily have a PowerPoint, I didn't want this to turn into death by a PowerPoint, right. But I thought I'd give you guys just a quick overview of what Kelly, Laura, and I have been working through over the last couple of months. I think it originally started with kind of focusing on the phone system for the City of Port Jarvis and finding a different way to get you guys into a better solution and something that's a bit more flexible. And so that brought us into frontiers, voiceover IP solution, which is called unified communications by frontier.

Thomas Pritchard:

I think we've gotten to the point where I presented a proposal for the solution based on some rough numbers that I've been given, but I thought I'd just take a quick step back and just give a high level overview of what we discussed, if that makes sense to the group and what the solution is, what's included with it, and then how it, I think, it'll help you guys moving forward.

Thomas Pritchard:

So in this day and age, you've probably heard the term VoIP, cloud-based phone system or something along those lines, but essentially, this system will kind of get you guys away from on premise server and move everything into the cloud and make it a little bit more functional and easier to manage from an end user perspective. And the solution pretty much consists of three things. There's an online portal,

that's where the magic happens and we help you set that up and your admins will have access to that to make changes.

Thomas Pritchard:

Obviously there's a desk phone because you can't have a phone system without a desk phone. We use Yealink for that system and there's different options based on what you need. And then there's also a mobile application and that mobile application can sit on a smartphone, can sit on a tablet, it can sit on a desk, a mobile client, or a desktop client, I should say. And that mobile application holds your office phone number. So in the event that you're not in the office and you got your cell phone on you, you can continue to take calls as if you're in the office. You don't have to worry about call forwarding. It's a simultaneous ring type experience.

Thomas Pritchard:

So the solution is very straightforward, it's very simple. It does require a data connection to work. So it's something where you need to have a reliable internet connection coming into the locations. And after talking with Kelly, it sounds like you guys have that today. And so, in the event that you're in the office, you'd use the office data service. You know, if you ever decided to, if you needed to work from home or travel with it, you could unplug the phone, take it with you, plug it in at your home, and get the same experience that you would in the office at your house or your hotel room or wherever you are.

Thomas Pritchard:

So that's kind of the solution in a nutshell. I know it went pretty quick, I don't want to take up too much time, but are there-

Kelly Decker:

... Them that we will still have a couple copper lines for the police department and for OEM and for water plant, right?

Thomas Pritchard:

Oh yeah. Yep, absolutely. Yep, absolutely. And we've done the proposal, but I think we might still want to look just down through the master list again to make sure we didn't miss anything and make sure everything matches up and we're good to move forward. So, that's kind of the solution in a nutshell. Does anybody have any questions based on what I just said? I know it went pretty quick and it's pretty simple.

Tim Simmons:

Yeah, Tom, what kind of investment is the city looking at with this type of a system?

Thomas Pritchard:

Sure. That's a great question. So, from a pricing perspective, the system is broken down into... It's a license based system, which means that every person that has a direct phone number needs a license and that license is broken up into the two options, there's an executive and a basic. But based on the numbers that I was given that we put together, the cost of the solution today is about a thousand dollars a month. And there is an investment to have the solution professionally installed by frontier. That's how we can support it and maintain the integrity of the solution which has an investment of \$1,650. Now

that's based on the numbers, the amount of licenses that we started with, which was 60. Now, that might fluctuate a little bit once we kind of get to the finish line, but that's a general ballpark of where you'd be.

Stan Siegel:

But a \$1,650 is a one time deal?

Thomas Pritchard:

It's a time charge.

Stan Siegel:

All right.

Kelly Decker:

Just so you guys are aware, Laura, you have an approximate number of savings on this, right?

Tim Simmons:

Yeah, so that was my question. I was just going to ask.

Laura Quick:

Well, right now I calculated the savings to be about \$40,000 per year, but Tom and I want to go back through the invoices again and just to make sure that they didn't pick up any 911 lines accidentally, but we're looking somewhere, I would ballpark at around \$25,000 to \$30,000 a year to savings.

Tim Simmons:

Okay.

Thomas Pritchard:

But I do want to scroll back just to double check those figures, just to firm those up.

Regis Foster:

But it could be more, Laura.

Laura Quick:

I would say it wouldn't be any more than \$40,000. That would be the max.

Regis Foster:

Okay.

Tim Simmons:

So we're looking at a range of anywhere between \$25 to \$40 grand in savings?

Laura Quick:

Correct.

Tim Simmons:

Okay. What kind of a timeframe would it be to have it installed? I mean, to have it up and running and completely operational?

Thomas Pritchard:

Yeah, it usually takes anywhere air from 30 to 45 business days on the safe side with the amount of locations that you have and the site surveys that we do and all of the programming that's necessary into the phones to get everything installed. You know, we'd probably want to figure out a way to roll this out in stages, but that's a general ballpark of where we'll be.

Tim Simmons:

Yeah. That would be my next question. I mean, you would phase this in with... You know, I would assume probably X number of phones in this first phase and then move from there?

Thomas Pritchard:

Yeah, yeah. And I don't anticipate the phases being drawn out. I don't see it being like quarter one, quarter two, quarter three, it'd be a little closer together than that.

Tim Simmons:

Right. So as these were implemented, they would simply eliminate the old lines that we have?

Thomas Pritchard:

Yeah. The lines that you currently have will just transition over to the new platform.

Denis Livingston:

And there would be no break in service at all for any of our locations?

Thomas Pritchard:

That's correct, yeah.

Tim Simmons:

Now my last question, I don't want to belabor this. What kind of a... I don't even know how to phrase it really, right away. I mean, what kind of an obligation do we have to our present phone system provider? I mean, is there any kind of like a buyout clause, termination fee?

Thomas Pritchard:

No, there's nothing like that.

Tim Simmons:

Okay.

Stan Siegel:

I have a few questions. The police department, they're going to have some POTS lines?

Thomas Pritchard:

Yes. Yeah, we're going to keep those the way they are. Anything that deals with 911, and all the copper stuff, that's going to stay where it is.

Stan Siegel:

Okay, and I thought I saw a three year term. Is that correct?

Thomas Pritchard:

That's correct.

Stan Siegel:

So what happens if frontiers had a bankruptcy now? I know that this is big on me. They're out of bankruptcy now, what happens if they aren't successful and somebody else takes it over in that three years?

Thomas Pritchard:

That's a great question, that's above my pay scale. Let me write that one down and I can get back to you.

Stan Siegel:

All right. And the server is on your premise, not on ours, so we don't need backup power?

Thomas Pritchard:

Well, so yes and no. I mean, it's going to run off of your internet service. So, if your internet service goes down, the phones are going to go down. So that's where that mobile application will work because that mobile application is going to sit on your smartphone which I'm assuming is tied into probably a Verizon tower or maybe it's AT&T and those towers aren't going to go down. But yeah, from our perspective, our server won't go down but if you guys have power issues on your side or data connectivity issues on your side, that's going to affect the phone system.

Stan Siegel:

So we probably should have a backup to our router or whatever we have there, correct?

Kelly Decker:

No, no. So Stanley, what he's saying is, so my line by 4090 line will come right to my phone. So, if there's power down here or the Internet's down here, I'm still going to get it because I'm on a Verizon tower here in town. And I think it's a federal regulation that all of them have to be generated backups, right? That's why self service never goes down.

Thomas Pritchard:

Yep.

Stan Siegel:

Okay.

Kelly Decker:

So the phone actually gets transferred to, well, it's simultaneous with this.

Stan Siegel:

Okay, thank you.

Kelly Decker:

Anyone else?

Stan Siegel:

the 40K better than the 25K, by the way.

Thomas Pritchard:

Of course.

Tim Simmons:

So all the city numbers would remain the same, there'd be no changing over anything like that?

Thomas Pritchard:

Yes, sir. Everything, all that stuff stays the same.

Tim Simmons:

Okay.

Thomas Pritchard:

Yeah. Now the other thing too is when you guys make outbound phone calls to the public, do you mask that number.

Kelly Decker:

They all go to 4,000.

Thomas Pritchard:

Okay. Yeah. So, in the programming of this whole thing, we would program in that all outbound calls, regardless of what own number is, will show that 4,000 number.

Tim Simmons:

Okay.

Thomas Pritchard:

So in the event that if you guys have new users or you want to add more people into this system, as it grows, if we have to generate a number, don't worry about that because we can always mask that virtual number with your main number.

Kelly Decker:

Okay. So, Tom and Laura will get back to the drawing board on the specifics and then they'll come to us for consideration at that point.

Thomas Pritchard:

Yeah. And Stanley, I'll get back to you on the bankruptcy question. I don't anticipate that happening, they brought me onboard. I'm excited, ready to go.

Stan Siegel:

It's good to be the savior. I'm proud of you, Tom.

Thomas Pritchard:

Hey, that's what I'm here for.

Kelly Decker:

Thank you, Tom, we appreciate it.

Thomas Pritchard:

Yeah, no, thank you guys. Have a good night, we'll talk to you soon.

Liz Miller:

Thank you.

Thomas Pritchard:

All right, bye-bye.

Liz Miller:

Okay. So there's still nobody from public. There's no approval of minutes, we have no minutes. So I'd like to make a motion to go into executive session.

Kelly Decker:

I have a motion by Ms. Miller to go into executive session. I just want to add one more item. So we have the clerk treasurer, we're going to invite her in and she's going to give us a pitch. And then, also, I just want to bring up the Edmunds GovTech that was presented to us at our last council meeting in December, if you recall that.

Liz Miller:

Yes.

Kelly Decker:

So that's a motion by Ms. Miller. Do we have a second?

Denis Livingston:

Second.

Kelly Decker:

Second by Mr. Livingston. Discussion. All in favor?

Tim Simmons:

Aye.

Kelly Decker:

I'm going to stop the recording.

Speaker 14:

This meeting is being recorded.

Kelly Decker:

Laura, can you hear us?

Stan Siegel:

Is that me? But you should hear it, yeah.

Kelly Decker:

Yeah, I just want to make sure she can hear us. Laura, can you hear me?

Liz Miller:

You could have stepped out for second.

Kelly Decker:

Okay, could've. All right. I'll entertain a motion to come out of executive session.

Liz Miller:

I'll make a motion.

Kelly Decker:

A motion by Ms. Miller. Do I have a second?

Mike Decker:

Second.

Kelly Decker:

Second by Mr. Decker. Discussion. All in favor?

Mike Decker:

Aye.

Kelly Decker:

Opposed? Okay. Ms. Miller, you're go.

Liz Miller:

Oh Kelly, you have unmute Laura

Kelly Decker:

Got it.

Liz Miller:

Oh, there we go.

Kelly Decker:

Laura.

Laura Quick:

Hi.

Kelly Decker:

Laura, I will discuss with you personally, what we discussed in executive session, a resolution for Monday night.

Laura Quick:

Okay.

Liz Miller:

All right, so we have no new business unless I'm missing anything anybody needed, but besides that we have old business which is ARPA funds. So I don't have the information on that, so I'll turn it over to Kelly.

Kelly Decker:

Okay, all right. So just so you know that we received \$437,086 in ARPA funds last July. We're going to receive the same amount, this anticipated to receive the same amount this July. We have expended \$190,194 on overtime pay roll, that's people who are out on COVID and that we had to pay for, which we're allowed to do. That number won't be as great, or shouldn't be as great this year, we had a little burst in the last couple of weeks, but it seems to have calmed down and we spent \$200,000 on Tyler Technology right now of last year's ARPA funds, we have \$46,892 remaining.

Kelly Decker:

Now, there are many different things that we can use that money for, as a city. Listen, we're nowhere near when I sit at the mayor's conferences on Thursday. These guys have 12, 20, 18 million dollars to

spend, we don't have that. And they're pipe dreaming with a lot of their money, but the Town of Walkkill kind of opened a Pandora's box when they decided to take part of their ARPA funds and give a bonus to their employees. And the bonus averaged out to about \$7,500 for each employee.

Kelly Decker:

Obviously, we can't do that. They got much more than we did, but I did receive a letter from the CSEA president, just saying, "Hey, you know what, other cities, towns, and villages have done this, we worked through this pandemic. We had to take on a lot more responsibilities with keeping the city safe, clean, informed, taking care of tracking COVID purchases, sick hours employee, daily temperatures, exposures..." Things like that, and they would just like this council to consider to give them a bonus.

Kelly Decker:

I did run it by will, and I do have the ARPA plan that it is allowed and I did check with Walkkill and they did do the 75. They did a formula though. Like I said, I think they increased during COVID, they increased their hourly wage by \$3 an hour or something like that. Some municipalities have given flat fees and I tell you that some of the ones that got the big, big money said, "Nope, we're not given anything."

Kelly Decker:

So I just wanted to throw that out there. This could be discussed at next executive session for finance, but I just want you to be aware that we are being asked for that consideration. We have about a hundred employees in the city and just keep in mind of whatever it is would be times 100. And we're not getting much money, but there are things that we could use that money for in the infrastructure world.

Kelly Decker:

One of the things that I would like to look at as I did discuss with Mr. Duryea, as I discussed with Mr. Farr, the underpass is going to have a paint job. It's going to get some new lighting and they are going to where the state chipped away at the concrete, they were going to repatch all that concrete. That's money we can use our stuff. So, just an FYI.

Kelly Decker:

And that's all that I have.

Liz Miller:

Yeah, I think that's something we can discuss at the next finance meeting if that works for everybody.

Kelly Decker:

Okay.

Liz Miller:

That's all I have.

Kelly Decker:

Nobody from [inaudible 00:20:47].

Tim Simmons:

Can I ask two questions?

Kelly Decker:

Sure.

Tim Simmons:

One is perhaps Laura could answer this for me. Where do we stand with the collection of the money for the leased area to the hotel project?

Laura Quick:

So \$400 a month, what you're talking about?

Tim Simmons:

Yes, ma'am.

Laura Quick:

I just called. I sent him an invoice and I just called Corey to bring it to his attention that I did mail it out about a month ago or so, and then we haven't received anything in and he was going to contact his people to get that paid.

Tim Simmons:

Okay. Can you give us a ballpark of where they are in terms of, if up to date or in arrears or anything like that?

Laura Quick:

This was the first invoice they've received.

Tim Simmons:

Okay, all right. The other thing is when we're discussing the building officials report at one time, he had mentioned the amount of moneys that we've received from the Bon Secours project for permitting fees to the corner cornerstone, for those permitting fees and there was a dollar figure attached. Do we have a dollar figure for the permitting fees for the hotel project?

Laura Quick:

I would have to contact the building department. I'm really not sure.

Tim Simmons:

Okay, I didn't know if you had that information or if it would come from them. Okay, all right. I'd just kind of like to get them an idea of where we stand because that's revenue for the building department, correct?

Laura Quick:

Correct.

Tim Simmons:

Okay, so perhaps we can get some kind of an idea what that would be.

Laura Quick:

Sure.

Tim Simmons:

Okay, thank you. That's all I have.

Kelly Decker:

Hey Tim, Laurie could probably answer that like, almost immediately because they're the ones that send that invoice.

Tim Simmons:

Okay.

Kelly Decker:

Okay.

Maria Mann:

I have a question.

Kelly Decker:

Go ahead.

Maria Mann:

Okay. So Laura, you said that they just received an invoice, that it was their first invoice. And I'm a little confused because it was supposed to be, they've been using that property since last year, like how many months now?

Kelly Decker:

So, Robin never billed them.

Laura Quick:

I invoiced them as soon as I was made aware.

Kelly Decker:

So, Robin never sent an invoice and it was brought to our attention that they hadn't paid anything. So she created the invoice to pay.

Maria Mann:

Well, Robin never created the invoice, but there's other people in our clerk's office.

Kelly Decker:

Yeah, but they're not instructed to do so, there was no, see [crosstalk 00:23:51]. Normally, we've never leased property like this before. So the... What is it? The building department does the building permit, but they didn't go forward and do anything leasing because they don't deal with that. So it's just something that dropped through, but-

Maria Mann:

Our license agreement, right?

Kelly Decker:

Right.

Tim Simmons:

Right.

Stan Siegel:

So the last number I got was they owed us \$3,200 for 2021. So, that actually ends up in this year's pot instead of last year's pot. So in a way, it's a benefit if we get it.

Kelly Decker:

Oh, we're going to get, don't worry.

Maria Mann:

I mean, you can't blame them. I mean, because they didn't get billed for it.

Kelly Decker:

Right.

Stan Siegel:

Not blaming anybody. I'm just-

Maria Mann:

Oh no, I'm just saying like it's... Why they didn't get invoice, that's why I was curious.

Stan Siegel:

And Tim, I sent an email earlier to Jim Farr about the hotel thing. Oh, he left?

Kelly Decker:

No, he's there. He blacked out the room. Anything else? Okay. Want to entertain a motion to adjourn?

Denis Livingston:

Motion.

Stan Siegel:
Second.

Kelly Decker:
I'm sorry, who was that motion?

Liz Miller:
Denis.

Kelly Decker:
Denis, thank you. Second by Mr. Siegel.

Stan Siegel:
Good job, boys.

Maria Mann:
Thank you, everyone.

Liz Miller:
Thanks.

Kelly Decker:
Opposed?

Denis Livingston:
No Kelly, thank you.

Maria Mann:
Tim's going to come back [crosstalk 00:25:34] everybody gone. Goodnight.

6:29 PM Meeting Adjourned

City Clerk Treasurer