

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 April 24, 2023, at 6:30 p.m.

Attendance-

Regis Foster	1st Ward	Present
Elizabeth Miller	1st Ward	Present
Maria Mann	2nd Ward	Present
Misty Fuller	2nd Ward	Absent
Denis Livingston	3rd Ward	Present
Michael Decker	3rd Ward	Absent
Timothy Simmons	4th Ward	Present
Melissa Newhauser	4th Ward	Present
Stanley Siegel	Councilman-At-Large	Present
Mayor Decker	Mayor	Present

Also present :

City Clerk-Treasurer Laura Quick, Valerie Maginsky, CDA, Corporation Counsel William Frank, Esq.
The meeting opened at 6:30 pm by Councilman-At-Large Siegel.

Pledge of Allegiance-

Mayor Decker led all present in the Pledge of Allegiance to the Flag.

Public Hearing- 6:31 pm CDBG 938PR4-20 Trenchless 2. Presented by Valerie Maginsky, Executive Director PJCDA

- Robert Waligroski - questioned where the \$87,237 unreimbursed expenses from the Trenchless Grant would cause a negative fund balance.
- Joan McBride - Can you do a third phase without finishing the second phase.

6:48 pm A motion was made by D. Livingston to close the public hearing second by S. Siegel
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

Public Comment-

- Laura Meyer - remind everyone that the city-wide yard sale will be held on May 6.
- Joan McBride - questioned will there will be a new sign in the Chris Marion Memorial park, the signs have not been put back up since the upgrades. Concerned about the money coming out of Contingency Fund, thought it was for an emergency which to her would be a flood or fire. Asked if there could be an appropriation status into the minutes. Question to Stan Siegel why he wants the condos and where on the river front he wants them so badly. Mr. Siegel responded it would bring in new residents and enjoy the river and the greens around the river.

Executive Session- 6:54 pm

A motion was made by T. Simmons second by R. Foster to enter executive session based on Public Officers Law Article 7

- 105.1f - Personnel (x2)
- 105.1-h Acquisitions (x3)

AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

7:23 pm A motion was made by T. Simmons to return from executive session second by R. Foster
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes-

- Motion to approve March 27, 2023 minutes D. Livingston second R. Foster.
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

Executive Session Material-

- Motion to approve provisional announcement of the Human Resources Coordinator position for 30 days and hiring is subject to examination by S. Siegel second E. Miller.
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-

R. Foster - ADA -The next ADA committee meeting May 1, 2023 5:30 pm

E. Miller - Finance

- Motion to approve Accounts Payable Warrant. Second by D. Livingston
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve March 15, 2023 committee meeting minutes second S. Siegel.
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Procurement Policy second D. Livingston
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

The next Finance meeting will be on April 19, 2023 at 6:00pm

M. Fuller - FEM-

- William Frank , ESQ - I had a discussion with Warwick School district to serve the Cit of Port Jervis Fire apparatus. Any results from the discussion will be forwarded to the Counsel

M. Mann - Tourism-

Thank you, Mayor

4/24/2023

Tourism last met on April 12th. The citywide yard sale will be held on Saturday May 6th from 9 to 4 with a rain date set for Sunday May 7th. There will be no fee to participate, sign ups or maps this year. The tourism board will continue to advertise the yard sale as they have done in the past. The board discussed several upcoming events Fabulous 50's will be held on Sunday June 4th from 12 to 6pm at Riverside Park and the Italian festival Bella Notte Italiana will be held on Saturday August 12th at Orange Square Park from 3 to 9pm. Returning for a special performance will be Sal the Voice Valentinetti. Applications to participate as a vendor are available on the city's website as well as the city clerk's office. They had several special guests. Cory Puopolo attended with some ideas on a New Year's Eve event possibly with vendors, entertainment and having an Erie bell ball drop. Also, members of the Tri State Chamber attended looking to possibly partner with the tourism board on future events. The next tourism meeting will be held on Wednesday May 10th at 7pm here in the council chambers. Members of the public are welcomed and encouraged to attend. Anyone with any further inquiries may email tourism chair Laura Meyer at tourism@portjervisny.gov

M. Mann - IDA-

IDA has not met since their last meeting. Their next meeting will be held on Monday May 15th at 6:00pm here in the council chambers.

Mayor Decker -Planning -

The next big project is the Dicks concrete project. Traffic will only be for emergency egress on Ryan Street.

M. Decker -Zoning -

D. Livingston - DPW-

- Motion to approve April 3, 2023 minutes second M. Newhauser
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to de-obligate CDBG 938PR4-20 Trenchless 2 grant R. Foster. Valerie Maginsky to notify agencies.
AYE: 6 ABSENT: 2 (Fuller, Decker) NAYS: 1 (Mann) ABSTAIN: 0 CARRIED
- Garbage and recycling on the week of April 24th will be on its normal schedule. The week of May 1st garbage and recycling will be on its normal schedule. The week of April 24th and the week of May 1st paper pickup will be on its normal scheduled day.
- The 2023 Garbage schedule is available on the city website at www.portjervisny.gov or by emailing the DPW office at dpwclerk@portjervisny.gov .
- Compost pile will be open every Saturday from 7 a.m. to 11:30 a.m. (tree limbs cannot be over 3 inches in diameter)
- Bag Leaves and brush will be picked up every Monday until finished.
- Door tags for updated city recycling rules have been distributed.
- City wide Street sweeping has begun.

D. Livingston - CDA

The CDA will meet on April 26, 2023 at the Pike Street location.

T. Simmons - Code-

- Motion to set May 8, 2023 at 6:31pm public hearing for Local Law 2 2023 Amend Chpt 535 Bottles/MV Sales , City to declare Type 2 SEQR, refer to Orange County Planning for 239-m referrals second S. Siegel
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set May 8, 2023 at 6:41pm public hearing for Local Law 3 2023 Amend Chpt 535 Pet Grooming, refer to Orange County Planning for 239-m referrals second D. Livingston.
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set May 8, 2023 at 6:46pm public hearing for Local Law 4 2023 Amend Article 5 Audit claims second E. Miller.
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

The next Code meeting will be May 3, 2023 at 6:30pm

M. Newhauser - Recreation-

- Motion to hire Aidan Addy and Austin Wilson as Seasonal Recreation - second D. Livingston
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- The 29th Delaware River 5K Run and Walk is set for Sunday May 7, 2023. Runners will start at 9:00 am with walkers to follow. This is a change from our original start time- after discussing with the Police Department we all felt it would be safer for all participants if walkers started after runners. . You can register online at runsignup.com (then search Delaware River Run). Race day registration will also be available. Don't miss out on this fun and fast 5K! This is one of the longest running 5K races in Orange County!
- Join us on May 20, 2023 as we taste and judge pizza from NY, NJ and PA on our Tri-State Pizza Tour and Challenge. We will start the day at the Youth Center in Port Jervis NY at 11:00 am. Then board the bus as we travel to Montague NJ, Milford PA, Westfall PA, Matamoras PA and finish up back in Port Jervis NY. We plan on enjoying 8 different pizza places. After each stop we will rate the pizza. At the end of the day we will tally the rating sheets and announce our winner! Cost- \$45 per person- this includes pizza, water, and transportation to each pizza place. Age restrictions apply- must be 16 or older to attend. Anyone in High School must have an

adult with them. Very limited seats left! Sign up early. Contact PJ Rec at 845-858-4045 or email us at recreationdirector@portjervisny.gov.

- The Youth Center is open Monday-Friday between 3 pm- 6 pm. Our next Teen Night will be held on Friday May 5 between 6 pm- 9 pm. Teen Night is for Middle School and High School students only.
- Parks are now open for the season. Please remember NO DOGS allowed in the parks. Dogs are permitted in the Dog Yard, Mike McCarthy walkway, D & H Trail, and the Watershed Trails. Dogs must be leashed at all times. Also, if you see anything that the Rec. Dept. needs to address please contact the Recreation office at 845-858-4045.
- The next Recreation Commission meeting is scheduled for this Wednesday May 10 at 6:15 pm at the Youth Center.

S. Siegel - Housing/Veterans

- Housing will meet on April 25, 2023 at Hillside Terrace.
- More vaccines are now free with Medicare Part D
- Honor flights are on April 14 and April 20. For information visit www.hvhonorflight.com
- Orange County Veterans will hold a spring picnic on May 6, 2023 at 11am - 3pm.

Public Comment -

- Joan McBride - Minutes are not being done in a timely manner.

Mayor Decker - Police -

- Chaplin Tom Zahradnik is relocating to Syracuse NY. We thank him for his service to our Police Department.
 - The Department will be participating in the "No empty Chair " campaign.
 - The Department will be participating in "Operation Safe Stop" on April 27, 2023.
 - Motion to approve March 2023 Monthly Report by R. Foster second D. Livingston
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
 - Motion to approve resolution rejecting Gun Range Bids by S. Siegel second M. Newhauser
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
 - Motion to change police residency limits from 15 miles to 30 miles. Discussion: D. Livingston - It is difficult to find recruits inside 15 miles. S. Siegel - there are good qualified candidates within the 15 mile radius. William Frank - This is not a change to the Charter can be done by resolution no need for Local Law.
- S. Siegel - NO R. Foster - NO M. Fuller - ABSENT M. Mann - NO E. Miller - YES M. Decker - ABSENT
D. Livingston - YES T. Simmons - NO M. Newhauser - YES

Mayor Decker -

- Motion to approve Civil Service Software Contract R. Foster second E. Miller
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to approve Port Jervis entrance signs \$1,400 from contingency by E. Miller second T. Simmons
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED
- Arbor Day Celebration on April 29, 2023 at 11am

Motion to adjourn at 7:59 pm. Motion: T. Simmons Second S. Siegel
AYE: 7 ABSENT: 2 (Fuller, Decker) NAYS: 0 ABSTAIN: 0 CARRIED

Respectfully,
Laura Quick
City Clerk Treasurer

City of Port Jervis
CDBG Grant Number 938PR4-20 (Trenchless #2)
Public Hearing #2 - April 24, 2023
Presented by Valerie Maginsky, Executive Director, PJCDA and Project Administrator

However, due to delayed development of a financial plan and acceptable engineering reports, this loan is now expected to close by or before September 30, 2023.

In the meantime, an EFC WIIA grant of some \$4.5 million that will reduce the \$20 million loan was awarded to the city. Both the EFC hardship loan and WIIA grant are to be closed at the same time.

Compared to the city's water fund, the city's sewer fund was severely underfunded. In 2023, sewer fees were increased to address this imbalance and prepare for repayment of the expected EFC Hardship loan after the 5-year draw was completed.

To line every day with its one set of equipment, the DPW calculated it needed an average 6-person crew. Instead of six positions, two were approved. With that amount of labor, along with all the other fair-weather projects on the DPW's list, preceded each time by a day of preparation, instead of lining 5-days a week, they were only able to line two days a week.

In late summer, 2022, the city's 13-year vacuum truck, used to clean the lines before liner installation, completely broke down. Replacement was estimated at some \$630,000. Funds were sought but were not obtained.

After discussion with Homes and Community Renewal, current grant funds were approved and utilized for a vacuum truck rental. They could not be used to purchase a new vacuum truck or any other equipment.

At the same time, the closest lining material vendor closed their facility near Scranton and moved it just outside NYC, almost doubling travel time. The city's refrigerated truck used for material transport could only hold 1-2 shots of material, further constraining lining to at best, to twice a week.

Payment documentation was collected and one reimbursement for \$87,190.23 was completely processed in late fall 2022. Another was planned towards the end of the project.

This public hearing is the second one required. It was not held earlier as the threshold to hold the second public hearing was after 60% of the project funds had been expended. By December 2022, less than 20% had been utilized.

Given the low usage, inquiries regarding the discussion of a grant extension were delayed by HCR until, "later in the project."

On March 13, 2023, a conference call was held with Charles Phillion and Ben Mattison of NYS HCR, Carole Gallagher, city environmental attorney and lead for the closure of the EFC loan and WIIA grant, William Frank, Corporation Counsel, Steven Duryea and Wayne Addy, DPW Director and Assistant Director, Laura Quick, City Clerk Treasurer, Councilwoman Miller, and Valerie Maginsky, PJCDA, grant administrator and James M. Farr, project engineer.

Through that discussion it became apparent that an extension was not possible and that a de-obligation of the current balance of the CDBG with no "black mark" against the city was Homes and Community Renewal's best offer. To follow, the city was welcomed to apply for relining funds in a future CFA grant round.

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, April 24, 2023 - 6:30 pm Regular Session:

Pledge of Allegiance / Roll Call

Public Hearing: CDBG 938PR4-20 "Trenchless 2"
Presentation: NONE
Public Comment: 5-minute limit per person

BASED ON PUBLIC OFFICERS LAW ARTICLE 7

Executive Session: 105.1-f -- Personnel (x2)
105.1-h -- Acquisitions (x3)

Approval of Minutes: March 27, 2023 -- Common Council Meeting Minutes
April 10, 2023 -- Common Council Meeting Minutes

Address Executive Session Material:

Business:

Foster: (ADA) - ADA Update
Miller: (FINANCE) - Bills to be Paid: Motion: Miller; 2nd
Finance Update:
Resolution Consideration: Procurement Police Motion: Miller; 2nd
FEM Update:
Fuller: (FEM) - Tourism / IDA Update:
Mann: (TOURISM/IDA) - Planning / Zoning Update:
M. Decker: (PLANNING/ZONING) - Public Works Update:
Livingston: (DPW/CDA) - Consideration: Trenchless 2 de-obligation Motion: Livingston; 2nd
Code Update:
Simmons: (CODE) - Consideration: Set PH for LL 2: Amend 535 Bottles/MV Sales Motion: Simmons; 2nd
Consideration: Set PH for LL 3: Amend 535-4 Pet Grooming Motion: Simmons; 2nd
Consideration: Set PH for LL 4: Amend Article 5 Audit Claims Motion: Simmons; 2nd
Recreation Update:
Newhauser: (RECREATION) - Housing/Veterans Update:
Siegel: (HOUSING/VETERANS) -

Public Comment: 5-minute limit per person

Mayor Decker: (POLICE) - Police Update:
Consideration: March Monthly Police Report Motion: ;2nd
Consideration: Reject Gun Range Building Bids Motion: ;2nd
Consideration: Change Police Residency limits 15 to 30 miles Motion: ;2nd
Consideration: Civil Service Portal Software Motion: ;2nd
Consideration: Port Jervis Welcome/Banach/Softball Replace Motion: ;2nd

Adjournment: Motion: ;2nd

CITY OF PORT JERVIS
PUBLIC HEARING

Date 4/24/23 Dept _____

Laura Meyer
Name

4 Lincoln St
Address or Phone Number

Yvette Martinez
Name

28 Hamilton St
Address or Phone Number

Jackie Smith
Name

3 Stoll St
Address or Phone Number

Thomas Burnaby
Name

14 Patterson St
Address or Phone Number

Tobias Wobeganski
Name

2 Willard St
Address or Phone Number

J. Maganski
Name

246 W. Main St, PJ NY 12771
Address or Phone Number

Jean McBride
Name

9 Myrtle Ave, PJ NY 12771 845-856-8091
Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

Name

Address or Phone Number

City of Port Jervis
CDBG Grant Number 938PR4-20 (Trenchless #2)
Public Hearing #2 - April 24, 2023
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City of Port Jervis
CDBG Grant Number 938PR4-20 (Trenchless #2)
Public Hearing #2 - April 24, 2023
Presented by Valerie Maginsky, Executive Director, PJCDA and Project Administrator

In 2014, under an Order on Consent, the City entered into an agreement with the New York State Department of Environmental Conservation to reduce the inflow and infiltration of its over 100-year-old, approximately 30-mile long wastewater system.

To prepare for this project, with the help of a 2015 NYS Environmental Facilities Corporation (EFC) grant of \$100,000, an engineering report was produced.

Using that report for reference, in 2018 and completed in 2020, the city was awarded its first two-year New York State Homes and Community Renewal (NYS HCR) Community Development Block Grant (CDBG) project number 938PR138-18 for \$750,000.

CDBG's are reimbursement grants. The City pays the bills, collects the documentation, and submits for reimbursement of eligible expenses.

Locally known as Trenchless 1, these funds were used for equipment purchases, training of the city's DPW personnel on that equipment and the material to be used in the relining of the wastewater system. The DPW and City were to provide \$300,000 of in-kind labor and services. With this grant over two years, the DPW installed a total of 8,421 linear feet into city sewer lines.

In 2021, the city was awarded a second two-year CDBG, this time, for \$1 million for the purchase of materials for the continuation of the relining of the city's wastewater system. Again, the DPW and City were to provide \$300,000 of in-kind labor and services. With contract initiation on May 13, 2021, the contract's termination date is coming up on May 12, 2023.

Initiation and progress on Trenchless 2 were delayed for multiple reasons including the ramifications of Covid, personnel changes, labor and funding shortages, weather constraints, machinery breakdowns and the delay of co-funding projects.

While the City continued to be buffeted by the effects of the Covid pandemic which included additional costs, labor constraints, and supply chain shortages.

There were personnel changes in the City Clerk Treasurer, DPW Director and Assistant DPW Director positions.

Grant administration was initially slated for a consultant under competitive bid, and due to NYS Homes and Community Renewal guidance changes, administration was moved to the city's subrecipient, the Port Jervis Community Development Agency (PJCDA).

In 2021 there was no grant project engineer, and city funds were used by the DPW to line 4,339 linear feet.

James M. Farr was approved as project engineer in 2022 and then grant funds came into use.

The 2020-2021 Common Council planned for the early closing of a \$20M EFC hardship loan to provide funds for an additional set of equipment, materials and labor for the relining project. These funds would have accelerated the use of Trenchless 2 monies.

City of Port Jervis
 CDBG Grant Number 938PR4-20 (Trenchless #2)
 Public Hearing #2 - April 24, 2023
 Presented by Valerie Maginsky, Executive Director, PJDA and Project Administrator

To assist the city in a de-obligation, considering the grant application budget listed administration at \$5,000, Charles Phillion agreed to accept the previously submitted reimbursement of \$87,190.23 as administration. Otherwise, according to the new rules, a claw-back may have been considered. With this accommodation, no other reimbursement requests would be considered.

With that understanding, the numbers are as follows:

\$ 1,000,000.00	Original Grant
\$ (87,190.23)	Reimbursed
<hr/>	
\$ 912,809.77	To be De-Obligated
\$ 174,428.00	Total City Expenses
\$ (87,190.23)	Reimbursed
<hr/>	
\$ 87,237.77	Un-reimbursed from City Funds

Later in this meeting, the decision to de-obligate the balance of funds, which totals \$912,809.77, will be before the Council.

In the yet to be announced Consolidated Funding Application round, should the Council be interested, an application for Trenchless 3 may be considered. If past practice is followed, if awarded, the contract would run from early 2024 through early 2026. A request would be based on what could be utilized within a two-year period. Again, if awarded, grant monies could replace loan monies.

This future application would require completion and inclusion of an Environmental Review Record, which could be forwarded from last year's application. Additionally, in-kind contributions and proof of continued progress typically improve scoring.

Please be advised that based on the DPW's current 2023 project list which includes two months of working on Pike St. sidewalks, and then black topping for two-to-three weeks, relining, if it occurs, may be performed in August/September with a natural close in October. This anticipated schedule results from current labor and funding levels.

In 2022, in spite of the vacuum truck breakdown, the city's DPW lined an additional 9,997 linear feet, bringing the overall total to 4.31 miles completed and some 25.69 miles to go.

CITY OF PORT JERVIS

Accounts Payable

4/24/2023

1 General Fund	\$404,966.08
2 Water Fund	\$66,902.72
3 Sewer Fund	\$15,857.58
4 Capital Fund	\$64,534.43
5 Trust and Agency	\$57,345.96
Total	<u>\$609,606.77</u>

GENERAL, WATER & SEWER FUNDS

Orange & Rockland/PJ Solar	\$45,984.87
NYS Employees Health Insurance	\$288,306.98
Gary Myers Excavation	\$24,376.00
CSEA Employee Benefit	\$7,240.39

CAPITAL FUND

MHE Engineering	\$30,014.49
Carole Gallagher ESQ	\$9,850.00
NY Fire Equipment LLC	\$10,638.30

CITY OF PORT JERVIS

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



Finance Committee Meeting

March 15, 2023 6:00 pm

Attendance: E. Miller, R. Foster, M. Fuller, M. Mann, M. Decker, D. Livingston, M. Newhauser, T. Simmons, S. Siegel, Mayor Decker, L. Quick, K. Brown, A. Fuller

Pledge of Allegiance

Public Comment: None

Approval of the Minutes:

Executive Session: 1. Personnel

We entered into executive session at 7:00pm with a motion by E. Miller and a second by M. Fuller. Exited at 7:16pm with a motion by M. Fuller and a second by D. Livingston.

New Business

1. Audit Interviews

Interviewed two clients after receiving three responses to our RFP. One declined to interview. The two clients were RBT and PK O'Connor Davies.

2. Contingency Balance & Monies Allocated

We discussed what monies have been allocated to date for contingency spending. At the meeting, there was \$117,951.43 left in our contingency line. More updated financials will be discussed at the April Finance meeting.

3. Transfer Station (Rate Increase & Possible Summer Dump Tickets)

The county send a letter notifying us of a tipping rates increase. After speaking with other council members, it was noted that this is often sent out after our budget is done. Single Stream recycling was increased to \$120 per ton compared to \$110 in 2022. Municipal Solid Waste was increased to \$128.25 per ton compared to \$121.25 for 2022.

4. Signage for Littering

Discussion was had about no littering signs for the entrances in the city. At a cost of around \$155 each.

5. Promenade Clean Up

A discussion was had about who will maintain the plants and greenery around the promenade. The Garden Club offered to help with clean up, but we are still looking at costs and methods to purchase plants, etc.

Old Business:

1. Trenchless 2/EFC Progress

Notification was given that it was decided to deobligate this grant as we do not have the manpower to spend the allotted funds.

Public Comment:

Adjournment: *The meeting was adjourned at 7:16pm with a motion M. Fuller and a second by D. Livingston*

ROLL CALL VOTE

**THE CITY OF PORT JERVIS
COMMON COUNCIL**

The following was presented

By E. Miller

Sec'd by D. Livingston

Date of Adoption 4/24/23

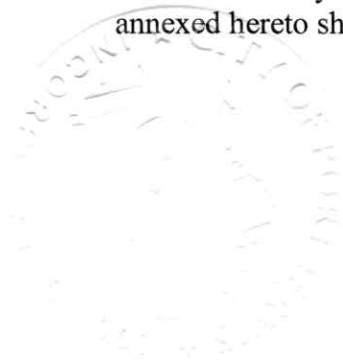
Names	Ayes	Noes	Abstain	Absent
<i>Councilwoman at Large</i> Mr. Siegel	✓			
<i>Councilman</i> Mr. Foster	✓			
<i>Councilwoman</i> Ms. Fuller				✓
<i>Councilwoman</i> Ms. Mann	✓			
<i>Councilwoman</i> Ms. Miller	✓			
<i>Councilman</i> Mr. Decker				✓
<i>Councilman</i> Mr. Livingston	✓			
<i>Councilman</i> Mr. Simmons	✓			
<i>Councilwoman</i> Ms. Newhauser	✓			
TOTAL	7			2

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
APPROVING AN UPDATED PROCUREMENT POLICY**

WHEREAS, the Common Council of the City of Port Jervis has determined that it is necessary to set forth certain updated operating policies and procedures with respect to procurement of goods, commodities and services within the City,

NOW THEREFORE, it is hereby

RESOLVED by the Common Council of the City of Port Jervis that the Procurement Policy annexed hereto shall become effective immediately.



CITY OF PORT JERVIS

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



Planning Board Minutes
April 18, 2023, at 7:00PM

Members – T. Vicchiarello – Chair, S. Addy, J. Butto, D. Cicalese, H. Dunn, D. Schields: **Also Present** – G. Plotsky, Atty., L. Powrie, BD, M. Decker Council Liaison

Absent - T. Fuller, T. Sexton, ZBA

Public Hearing: none

Board questions: none; Public comment: none

Motion to close public hearing: T. Fuller, 2nd D. Schields, 5 aye, 0 nay, 0 abstain

Call Meeting to Order: 7:00 PM

Pledge of Allegiance: T. Vicchiarello

Approval of the Minutes: Motion to approve February minutes by Mr. Fuller, seconded by Mr. Butto 5 Aye, 0 nay, 0 abstain (H. Dunn arrived after vote)

Motion to accept July 2022 minutes by D. Cicalese, 2nd D. Schields 6 aye, 0 na, 0 abstain

Motion to table March 2023 minutes by D. Cicalese, 2nd S. Addy 6 aye, 0 na, 0 abstain

Pre-submission: Sketch Plan Review: Treetop Comp. 123 Ryan Street & 59 Route 209; SBLs: 24-1-2.1, 24-1-3.1, 24-1-9, 24-1-12, 24-1-8, 24-1-7. Plan update by Jim Ulbric. Resubmission to satisfy Engineer's questions. Set back from D&H Canal being reviewed and studies will be updated in the future.

Board Comments: For references, an explanation of the process was given to the public by the chairman. Plans for pre-submission are not ready at this time. Concerns brought up and reiterated, Ryan St. entrance will be gated and used for emergencies only. Small pedestrian gate will be included. The Ryan St setback is 130'. No blasting is to occur. Run offs will have less water use than Dick's current has. Separate pages in the plans for 209 entrance/exit. Extensive study by DOT had been done and is filed with Orange County. Presubmission will also go to OC. Long form environmental Impact filed and being reviewed. Questions regarding traffic at or about the intersection of Hamilton St. and Kingston Ave. brought up and on down further to East Main St, Jersey Ave, and into Tri-State. Police Department will provide a list of intersections that would be impacted.

Public Comment: Carol Zalic of Lane St. expressed concerns of traffic, pond water, the dead end remaining. Again the setback was reiterated of 130', there will be green landscaping to camouflage the site.

Treetop will return to the Planning Board when more definitive information can be presented.

Old Business: 157 Ball St. has applied for an extension.

Motion to grant extension: S. Addy, 2nd D. Cicalese, 6 aye/0 na/ 0 abstain

Romschock Project: Phase 2 moving forward

New Business: none

Code Enforcement Report: L.Powrie provided updated building department business.

Zoning Board Report: T. Vicchiarello gave an update.

Council Liaison Report: Mr. Decker provided council updates and reports.

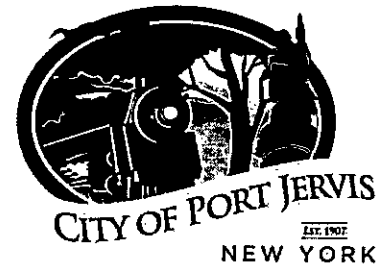
Adjournment: 7:21pm Motion to adjourn by D.Cicalese, 2nd D.Schiels 6 aye, 0 na, 0 abstain

The next regular meeting is tentatively scheduled for 7:00 pm, May 16, 2023.

CITY OF PORT JERVIS

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

DPW Meeting Minutes
March 6, 2023



Steven Duryea-DPW Director
Wayne Addy-Asst. DPW Director

Denis Livingston- Chairman DPW Committee
Regis Foster -Member
Melissa Newhauser – Member
Mike Decker – Member

Meeting called to order at 6:00 PM by Chairman Denis Livingston
Pledge of Allegiance
Public Comment: none
Public Hearing: none

Attendance:

Misty Fuller-present Maria Mann – Present Kelly Decker - Present
Michael Decker-present Denis Livingston – present Timothy Simons - Present
Melissa Newhauser-present Wayne Addy - Present

NEW BUSINESS

Wayne reported on:

- Breakroom construction is ongoing and should be completed in two weeks.
- Electric service across Pike Street to be installed on April 4th.
- Street sweepers are out in all wards. Going very well due to using all salt.
- Leaf pickup has started and will continue being picked up every Monday until finished.
- Brush pile is open every Saturday Morning, no branches over 3 inches in diameter.
- Hydrant flushing has begun and will continue until all are flushed.
- Blacktop patching will start in the next two weeks.
- Landfill coupons, further discussions will follow.
- City wide cleanup, Wayne will follow up with ideas and costs.
- Interviews are being conducted for new hires.
- New regulations on recyclables.

Mr. Simmons discussed sidewalk washing by the Fire Department. Burning riverbank from West End beach to Kolmar entrance. DPW employees parking in fire company lot.

Mrs. Mann asked about possibly planning another day to hand out recycling cans.

OLD BUSINESS: none

No Public Comment: none

Next DPW Meeting will be Monday May 1, 2023 at 6:00 PM in the Council Chambers

Mike Decker made a motion to adjourn at 6:30 PM.

Seconded by Melissa. Newhauser.

All voted in favor.

City of Port Jervis Police Department to participate in the 2023 GTSC “No Empty Chair” Teen Driving Safety Campaign

April 24, 2023 – April 28, 2023

Each year, thousands of high school students across New York State look forward to attending their prom and graduation ceremony. For parents, siblings, educators and the community, these memorable moments become meaningless when a child dies in a car crash.

Regrettably, this scenario happens all too often and law enforcement is tasked with making the difficult “knock on the door”. In an effort to reduce these tragedies, the Governor’s Traffic Safety Committee (GTSC) has launched the “No Empty Chair” educational campaign. The theme is to symbolize the missing high school senior on graduation day.

Officers from the Port Jervis City Police Department will be joining police officers across New York State to participate in the 2023 Governor’s Traffic Safety Committee “No Empty Chair” Teen Driver Safety Initiative during the week of April 24, 2023 – April 28, 2023, designed to improve young driver safety and awareness.

Police patrols will focus on a different traffic safety threat each day of the week including cell phone use and texting while driving, speeding in school zones, seat belts and child restraints, graduated driver license provisions and underage drinking and impaired driving in the vicinity of schools and roadways commonly traversed by high school students.

Dedicated overtime enforcement to address this initiative is financed under a 2023 Police Traffic Services (PTS) grant obtained through the Governor’s Traffic Safety Committee.

As the end of the school year is approaching, police are encouraging parents, guardians, and others to please take the time to speak with your teenaged drivers about safe and responsible driving behaviors to help keep our roadways safe. We pledge that our officers will be out there enforcing the vehicle and traffic laws over the next few months focusing our efforts to keep our young drivers and our roadways safe.

The men and women of the Port Jervis City Police Department wish our High School Students the best of success in their academic pursuits and a safe and healthy future. Make smart decisions, don’t drink and drive or get into a car with a driver who has been drinking and most importantly, please drive carefully and safe – you have bright futures ahead.

Monday, April 24, 2023 – Speeding in School Zones: Concentration: Young Drivers, Speeding and Speeding in School Zones

Speeding General Statistics

- 35% of male drivers and 18% of female drivers (ages 15–20 years) who were involved in fatal crashes were speeding at the time of the crash in 2020.
- Speeding increases the stopping distance required to avoid a collision even as it reduces the amount of time a driver needs to avoid a collision (called the 3-second rule). It also increases the likelihood that the crash will result in injury.

Risk to Child Passengers from Teen Driver: General Statistics

- The presence of teen or young adult passengers increases the crash risk of unsupervised teen drivers. This risk increases with each additional teen or young adult passenger.

Tuesday, April 25, 2023 – Seatbelts and Child Restraints: Seat Belt Use General Statistics

- For adults and older children, using seat belts correctly and consistently is the most effective way to reduce injuries and save lives in crashes. Seat belts are designed to help keep occupants inside vehicles and lower the risk of being ejected if a crash occurs.
- Seat belts reduce serious crash-related injuries and deaths by about half.
- Among teen drivers and passengers 16–19 years of age who were killed in car crashes in 2020, 56%† were not wearing a seat belt at the time of the crash

Wednesday, April 26, 2023: Cell Phone Use and Texting General Statistics

- Distraction negatively effects driving performance for all drivers but can be especially dangerous for young, inexperienced drivers. Even though teens recognize that talking or texting on a cell phone or using social media apps while driving is unsafe, they often engage in these behaviors while driving.
- Results from the 2019 national Youth Risk Behavior Survey revealed that, among U.S. high school students who drove, 39% texted or e-mailed while driving at least once during the 30 days before the survey.
- Crash risk is four times higher when a driver uses a cell phone, whether or not it's hands-free.
- Distraction was a key factor in 58 percent of crashes involving drivers ages 16 to 19, according to an analysis of video footage of 1,691 moderate-to-severe crashes 6 seconds before they occurred.
- Typing text messages reduces drivers' capability to adequately direct attention to the roadway, to respond to important traffic events, and to control a vehicle within a lane and with respect to other vehicles.

Operation Safe Stop Education and Enforcement Day is Thursday, April 27, 2023.

On April 27, 2023, Officers will partner with the Port Jervis City School District, Quality Bus and law enforcement officers around the state to participate in Operation Safe Stop Day. During "Safe Stop," police officers will be deployed in marked and unmarked patrol units on selected bus routes that have a history of illegal passing complaints.

WHAT IS OPERATION SAFE STOP?

Operation Safe Stop seeks to promote school bus safety through education and enforcement efforts. Operation Safe Stop is a cooperative project supported by the New York State Governor's Traffic Safety Committee, the New York State Education Department, the New York Association for Pupil Transportation, the New York State School Bus Contractors Association, the student transportation industry and state, county, city and local law enforcement agencies.

DID YOU KNOW?

An estimated 50,000 motor vehicles illegally pass New York State school buses every day.

THE LAW SAYS:

- It is illegal - and very dangerous - to pass a stopped school bus when the large red lights located on top of the bus are flashing. Flashing lights mean the bus is picking up or discharging students.
- You must stop whether you are approaching the school bus from the front or overtaking it from the rear.
- You must always stop for flashing red lights, even on divided and multilane highways and on school grounds.

- The first-time fine for illegally passing a school bus is a \$250 to \$400 fine, 5 points on your license, and/or possibly 30 days in jail.
- Worse yet, the memory of hitting or killing a child may be one you carry for the rest of your life!

REMEMBER:

Yellow lights mean the bus is going to stop. Slow down!

Red lights mean students are getting on or off the bus.

STOP! STOP! STOP!

The goal of Operation Safe Stop is to proactively educate motorists about the dangers of passing stopped school buses.

Please help do your part to keep our children safe.

Friday April 28, 2023: Underage Drinking and Impaired Driving: General Statistics

- Drinking any amount of alcohol before driving increases crash risk among teen drivers.
- Teen drivers have a much higher risk for being involved in a crash than older drivers at the same blood alcohol concentration (BAC), even at BAC levels below the legal limit for adults.
- Drinking alcohol is illegal for people less than 21 years of age, as is driving after drinking any amount of alcohol. Despite this, in 2020, 29 % of drivers aged 15–20 who were killed in fatal motor vehicle crashes had been drinking.

Parents, Guardians, Friends and loved ones of a teen aged driver; You can make a difference and help keep our young drivers safe!

These traffic safety messages will be promoted by Port Jervis High School in their daily announcements during this campaign.

The CDC offers an excellent program called “Parents Are the Keys to Safe Teen Drivers” which can be accessed at <https://www.cdc.gov/parentsarethekey/agreement/index.html>.

Have regular conversations about safety, practice safe driving behaviors together, and lead by example! This role modeling will go a long way in ensuring your teen makes smart decisions when they get behind the wheel.

Create a Parent-Teen Driving Agreement that clearly identifies the rules of safe driving behaviors along with your expectations and limits. To download a copy of the CDC’s Parent-Teen Driving Agreement, click on the following link: https://www.cdc.gov/parentsarethekey/pdf/PATK_2014_TeenParent_Agreement_AAP-a.pdf

Your proactive actions can help reduce crashes and save a life!

For additional resources please refer to the below links:

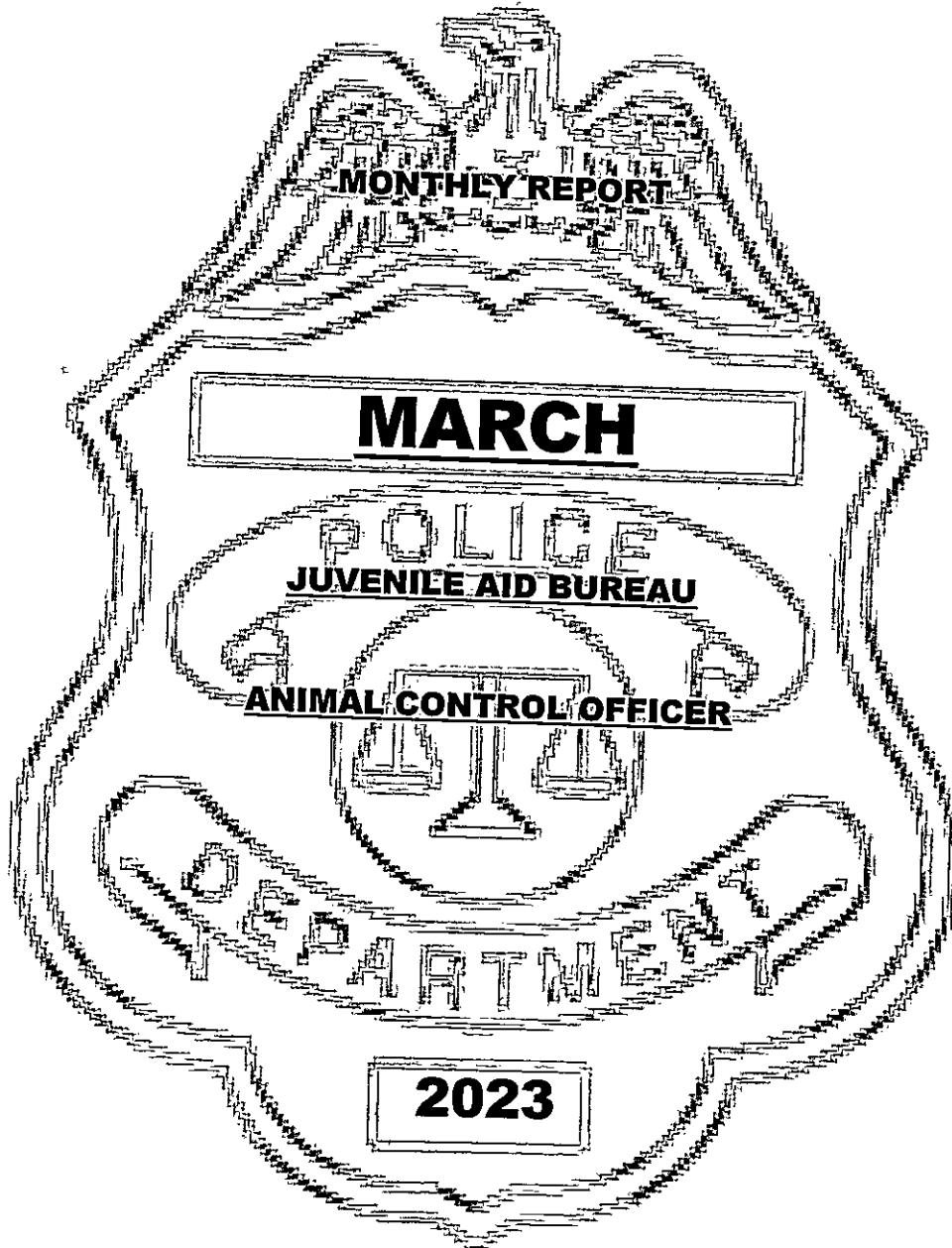
<https://trafficsafety.ny.gov/no-empty-chair>

<http://www.teendriversource.org/>

<http://www.madd.org/drunk-driving/about/drunk-driving-statistics.html>

2023

PORT JERVIS POLICE DEPARTMENT



City of Port Jervis Police Department
Office of the Chief of Police

Chief of Police

WILLIAM WORDEN

20 Hammond Street
Port Jervis, NY 12771

Tel : (845) 856-5101
Fax: (845) 858-4078

E-mail: pjpolice@citlink.net

MONTHLY REPORT FOR THE MONTH OF MARCH , 2023

	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>
TOTAL INCIDENTS FOR THE MONTH	860	2,347
TOTAL TRAFFIC STOPS	142	297
TOTAL TICKETS ISSUED FOR THE MONTH	199	544
TOTAL AUTO ACCIDENTS FOR THE MONTH	21	56
TOTAL MILEAGE ON PATROL VEHICLES	9,830	27,191
USE OF FORCE REPORTS FILED	4	8
TOTAL DOMESTICS FOR THE MONTH	37	95
ANIMAL CONTROL COMPLAINTS	13	49
PRISONERS DETAINED LOCALLY	9	35
TOTAL ARRESTS FOR THE MONTH	81	214

**SEE ATTACHED REPORTS:
JUVENILE AID BUREAU
ANIMAL CONTROL OFFICER**

REPECTFULLY SUBMITTED,

William Worden

**WILLIAM J. WORDEN
CHIEF OF POLICE**

REPORTED OFFENSES IBR SUBMISSION

OFFENSE	Jan	Feb	Mar	Total
11B-Forcible Sodomy	0	0	1	1
120-Robbery	0	1	1	2
13B-Simple Assault	14	15	16	45
13C-Intimidation	1	4	0	5
220-Burglary/Breaking and Entering	0	5	2	7
23C-Shoplifting	1	2	1	4
23D-Theft from a Building	0	2	3	5
23F-Theft from a Motor Vehicle	1	0	0	1
23H-All Other Larceny	5	7	6	18
240-Motor Vehicle Theft	0	0	2	2
250-Counterfeiting/Forgery	0	1	0	1
26C-Impersonation	0	1	0	1
26F-Identity Theft	6	0	1	7
280-Stolen Property Offenses	1	1	2	4
290-Destruction/Damage/Vandalism of Property	5	8	11	24
35A-Drug/Narcotic Violations	24	8	12	44
35B-Drug Equipment Violations	2	2	1	5
370-Pornography/Obscene Material	0	0	1	1
520-Weapon Law Violations	1	1	7	9
90C-Disorderly Conduct	0	0	2	2
90D-Driving Under the Influence	4	17	11	32
90J-Trespass of Real Property	3	1	3	7
90Z-All Other Offenses	10	8	12	30
999-Do Not Count	0	1	2	3
Total	78	85	97	260

MOTOR VEHICLE ACCIDENTS

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PROPERTY DAMAGE (PDAA)	20	50
PERSONAL INJURY (PIAA)	1	3
PERSONAL INJURY (PEDESTRIAN)	0	3
PERSONAL INJURY (FATAL)	0	0
	<hr/>	<hr/>
TOTAL	21	56

TICKET SUMMARY

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
PARKING TICKETS ISSUED	5	40
TRAFFIC TICKETS ISSUED	194	504
	<hr/>	<hr/>
TOTAL	199	544

PARTIAL TICKET BREAKDOWN

<u>TRAFFIC OFFENSE</u>	<u>TICKETS ISSUED THIS MONTH</u>
SPEEDING	14
NO/EXPIRED INSPECTION	28
EQUIPMENT VIOLATIONS	17
UNLICENSED / SUSPENSIONS	51
REGISTRATION VIOLATIONS	15
DISOBEY TRAFFIC CONTROL DEVICE	13
ALCOHOL RELATED	12