

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, 20 Hammond Street, Port Jervis, New York on Monday November 22,2021 at 6:30 p.m.

Attendance-

Dominick Santini	1st Ward	Arrived at 6:46 pm
Regis Foster	1st Ward	Present
Chandler Campbell	2nd Ward	Absent
Maria Mann	2nd Ward	Present
Gerald Oney JR	3rd Ward	Present
Kristin Trovei	3rd Ward	Present
Stanley Siegel	4th Ward	Present
Timothy Simmons	4th Ward	Present
Lisa Randazzo	Councilwoman-At-Large	Present
Kelly Decker	Mayor	Present

Also present City Clerk Treasurer Laura Quick, Deputy Clerk Treasurer Bobbi Jo Muller, and Corporate Counsel Will Frank and Stephanie Tunic.

Meeting opened at 6:30 pm by Mayor Decker.

Pledge of Allegiance-

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

Public Hearing: Joint City of Port Jervis and Town of Deerpark Annexation.

Attended by Town of Deerpark Councilmen Arthur Trovei, David Dean, Kenneth Smith and Alan Schock.

1. Mayor Kelly Decker Opening Comments-

This is a project that has started in 2017 and has come to fruition as two property owners expressed interest in redeveloping properties in the Town of Deerpark. A light industrial park is proposed at the Quarry site while retail dining and lodging uses are proposed at the Interchange site. At the Quarry site, the development scenario consists of 10 parcels, six of the parcels are being annexed two parcels are already in the City of Port Jervis. The annex parcels being annex from the town will be used as an access site are part of the development scenario that are being annexed. There a total of 116 .8 acres in size locate on the northwest side of NYS RTE. 209 . The Quarry site will be added to the City's light industrial zoning district . As far as the Interchange site, development scenarios consist of two parcels, the southern parcel is part of the annexation while the northern part is not being annexed as it is already in the City of Port Jervis. The Interchange site will be added to the City's neighborhood mixed use zoning district and it will consist of businesses.

Are there any comments from the City Council? No Comments

Any comments from the Town of Deerpark Board? No Comment

Any comment from the public? No comment

2. Corporate Council Will Frank Comments-

There are a few things we need to say for the record. Elements that have to be examined in terms of whether or not to move forward with the annexation are covered General Municipal Law Article 17. And what has to be considered by both Boards is whether or not the overall annexation is in the public interest. That is the over arching theme of the reason to do an annexation. Is to consider if it is in the public interest to do so. That includes the interest of the Town, City and involved School districts. Those have to be the considerations Those are the procedures in which members of the public can speak out and object to the annexation if they so choose. Those are things that if there are any comments on that, or feed back to the City Council or Town Board, if they believe it is not in the overall interest, they can provide written comments, oral testimony of evidence here at the Public Hearing, that is why it was noticed so people do have the opportunity to come and do so. We don't have any but there may be people considering that tonight. Those are things that have to be considered by both the Council and Board. Have to examine whether there is any debt associated with this property. So, before the annexation is finalized there will have to be an analysis of any debt. Which we will do collectively between myself and town attorney for Deerpark. Within 90 days after the hearing, the governing board of each of the governments will each meet to make a determination by majority vote on whether or not to move forward with the annexation or whether they choose not to. And if that happens, each of the Council and Board will have to separately adopt resolutions. We already have the draft environmental impact statement from Barton & Loguidice, that was jointly commissioned and that has been provided to everyone. I believe that has already been acted on and accepted - correct? Mayor Decker - Correct. So the SEQR aspects of this proposed action have been observed. We do need to give notice to both school Boards. Mayor Decker - There is one school Board. There is also the aspect for the tax sharing agreement that is going to have to be finalized between the two jurisdictions. There is a draft tax sharing agreement which will need to be updated and the tax split. There will be different assessments since it is going into Port Jervis. So, the assessments maybe a little bit different and will probably take a couple of years to get the rolls changes. So, this is why will have the tax sharing agreement. Mayor Decker - We do not want to scare the developers that are here. It is not going to take a couple of years for development. I will be a couple of years for the paperwork not for the development. Corporate Counsel - Those are just some of the general comments that I wanted to put on the record and make sure that they are properly considered at the time that the vote is taken by both the Council and the Board. And I would like to check with Town attorney Plotsky if he would like to add anything he is welcome to do so. Or anybody from the Town of Deerpark.

3. Glen Plotsky - Town of Deerpark Attorney-

Mr. Frank you said it very well. We do have to finalize the Tax sharing agreement, We also have to finalize the aspect to which the Town of Deerpark will be responsible for the roads even though they will be in the City of Port Jervis. That will in part justify the tax sharing agreement. There is an expectation that the County moves slower than the two municipalities which will explain the time period for the assessments to change or for the records to be straightened out. I believe the Town of Deerpark is looking forward to the City of Port Jervis to make this happen finally.

4. Mayor Kelly Decker-

We will leave the Joint Public Hearing open until the December 13th meeting for written comment at this point. So the Council is aware if there are no written comments this Council will move forward and then it will be up to the Town of Deerpark at that point.

Motion to close the public hearing but leave written comment open until December 12, 2021.

Motion by Simmons Second by Trovei.

AYE: 8 ABSENT: 2 (Campbell, Santini) NAYS: 0 ABSTAIN: 0 CARRIED

Motion by Town of Deerpark- Motion by Dean Second by Trovei

AYE: 4 ABSENT: 0 NAYS: 0 ABSTAIN: 0 CARRIED

Public Presentation: Rumshock Veterans Foundation – Requested a Postponement until January 10,202

Public Comment: Laura Meyer had a public comment

6:47 pm - Motion requested by Mayor Decker to enter into Executive Session for Article 7 105.1h and 105.1e. Motion by Foster Second by Randazzo

AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

6:48 pm - Motion requested by Mayor Decker to include new Council members Fuller, Miller, Decker, Newhouser, and Livingston. Motion by Siegel Second by Simmons

AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

7:32pm Motion requested by Mayor Decker to return from Executive. Motion by Foster Second by Randazzo

AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes:

- A. September 27,2021 Common Council Meeting Motion by Siegel Second by Foster
AYE: 7 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 1 (Santini) CARRIED
- B. September 29,2021 Special Common Council Meeting - Annexation Motion by Oney Second by Foster
AYE: 7 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 2 (Santini, Siegel) CARRIED
- C. October 12,2021 Motion by Foster Second by Siegel
AYE: 7 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 1 (Oney) CARRIED
- D. October 25,2021 Motion by Siegel Second by Foster
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

Executive Session Material:

- E. Sale of 14 Franklin Street in the amount of \$200,000 Motion by Siegel Second by Simmons
Discussion: Trovei - All properties are listed with local Real Estate agents and are available to view
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- F. Sale of 38 Railroad Circle in the amount of \$60,000 Motion by Simmons Second by Randazzo
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-**1. Foster - Police/ADA**

- A. Motion to approve LT Fitzpatrick sell back 10 vacation days and 6 personal holidays and Chief Worden to sell back 10 Vacation days and 6 personal holidays . Second by Oney
 AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- B. Next Police meeting December 16,2021 at 6:00pm
- C. Next ADA meeting December 6,2021 at 6:30pm

2. Santini - Code:

- A. Code met November 10, 2021 and discussed changes to the Smoke and Vape Code
- B. Discussed adding Pole building to all of the Zoning Codes
- C. Next Code meeting is December 1,2021 6pm Chambers

3. Randazzo - Recreation

- A. Reported on Recreation activities
- B. Next meeting January19, 2022 at 6:30pm at the Youth Center
- C. Motion to approve John Faggione buyback of 5 vacation days and roll over 3 days into 1st Quarter 2022 .
 Second by Oney
 AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

4. Mann - Tourism/IDA

- A. Tourism last met on November 10,2021
- B. Christkindlmarket will be held Sunday November 28th from 10am to 5pm
- C. Annual Holiday Lighting has two categories Traditional and Festive. Applications are available on the City website and at the Clerk's office. Judging December 15,2021
- D. Next Tourism meeting December 14, 2021 7pm
- E. Next IDA meeting is 2022

5. Trovei- Finance/CDA

- A. CDA met remotely on November 17, 2021 at 7pm Ms. Trovei could not attend and will report a t a later time.
- B. Next CDA meeting is Wednesday November 17th at 7pm held remotely.
- C. Finance Committee met November 17,2021 at 6pm . Discussed the Tyler and Edmonds Software RFP's . The committee accepted the Tyler Technologies RFP at an estimated cost \$200,000 using ARPA funds and an estimated yearly charge of \$84,000. We also discussed Iron Mountain Shredding services quote. Budget workshop #1 was directly after the meeting. Next workshop is November 29,2021 at 630pm
- D. Motion by Trovei to pay the bills. Second by Randazzo
 AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- E. Motion to approve Tyler Technologies RFP using ARPA funds. Second Randazzo
 AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- F. Motion to approve up to \$1,000 for Iron Mounting Shredding services to be used for records retention shredding at 14 Franklin Street warehouse. Second Randazzo
 AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

6. Oney -DPW

- A. Discussed garbage, recycling, and leaf pickup schedules for the Thanksgiving Holiday
- B. Next meeting December 6, 2021

7. Simmons- Planning/Zoning

- A. Planning met on November 16, 2021- Public Hearing for Soul Purpose Aesthetic for 85-89 Jersey Ave.
- B. Planning will meet on December 21, 2021
- C. Next Zoning Board meeting is December 7, 2021

8. Siegel - FEM/ Housing

- A. Fire Emergency Management will meet on November 15,2021 at 6:30pm
- B. Motion to approve FEM minutes from November 15,2021. Second by Simmons
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- C. There is no meeting in December. The next meeting is January 17, 2022
- D. A letter came out announcing the new officers
- E. Housing Authority next meeting November 23,2021 at Hillside Terrace

9. Randazzo

Public Comment: - None

10. Mayor

- A. The Civil War monument will be rededicated after the Veterans Parade during the ceremony.
- B. Sunday, December 5th 49th Annual Rick Drew Holiday Parade. Line up at 1pm, step off at 2 pm. Heads down Hammond Street to Fowler to Jersey, merge on Front, over the underpass, through the underpass and Pike Street south over the bridge
- C. Motion to accept the request to move the H2H race to April 24, 2022. Motion by Trovei Second by Santini
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED
- D. Motion to approve Stone Challenge #4 from Outdoor Club November 13, 2022. Motion by Randazzo Second by Trovei
AYE: 8 ABSENT: 1 (Campbell) NAYS: 0 ABSTAIN: 0 CARRIED

Saturday, November 27th 6:00pm – Tree Lighting, Santa and Mrs. Claus arrival at the Promenade.

Sunday, November 28th 10:00am – 5:00pm – Christkindlmarkt

Sunday, December 5th 49th Annual Rick Drew Holiday Parade. Line up at 1pm, step off at 2 pm. Heads down Hammond Street to Fowler to Jersey, merge on Front, over the underpass, through the underpass and Pike Street south over the bridge

Saturday, December 18th – 1:00pm – 4pm Santa Travels through the city with the Police, Fire and Outdoor Club

Happy 90th Birthday George Belcher

7:58pm Motion to adjourn . Motion by Trovei Second by Simmons
AYE: 8 ABSENT: 1 (Santini) NAYS: 0 ABSTAIN: 0 CARRIED

Respectfully,
Laura Quick

City Clerk Treasurer

8th Annual

Christkindlmarkt Sunday, Nov. 28th

10 to 5:00

Historic Downtown Port Jervis

Christkindlmarkt is a German Themed Holiday Market associated with the celebration of Christmas during the 4 weeks of Advent. The outdoor market consists of food, crafts, seasonal items & gifts.

* There are 87 vendors participating at the event.

11 - Food Vendors

53 - Street Market Vendors

23 - Erie Trackside Vendors

- * Hilby the Skinny German Juggle Boy
- * Jingleheimer German Band
- * Germania Almrausch Dancers
- * Tuba Christmas

Distilleries, wood crafts, soap makers, mittens, pet gifts, garden accessories, coffee beans, hot cocoa bombs, candy, Advent Calendars & more

* Salvation Army will be ringing their bell at the event.

* Toys for Tots will be collecting unwrapped toys & books.
* The Santa Train is coming to Port Jervis
Dec. 12th 2-5 at the Historic Turntable
86 Pike Street

Mayor

From: John Fitzpatrick
Sent: Wednesday, November 10, 2021 11:17 AM
To: William Worden; Mayor; Regis Foster
Subject: RE: Accrued Leave Time Memo

Hi Mayor, hi Regis,

Chief and I are together and wish to ask that we can sell back 10 vacation days and we always sell back the 4 ph's that we are allowed contractually but would like to add 2 phs.

We request to carry any remaining leave time (vac, personal, chart) to be used in the first quarter.

Thank you for your consideration.

John

From: William Worden <williamworden@portjervisny.gov>
Sent: Friday, November 5, 2021 8:50 PM
To: Mayor <mayor@portjervisny.gov>; Regis Foster <regisfoster@portjervisny.gov>
Cc: John Fitzpatrick <johnfitzpatrick@portjervisny.gov>
Subject: Accrued Leave Time Memo

Mayor, Regis,

Please see the attached memo request from Lt. Fitzpatrick and I regarding difficulty in scheduling and taking leave time in 2021.

Please contact John or I if you should wish to meet and discuss our request.

We truly appreciate your consideration of our request and assistance during this most difficult year.

-Bill

William J. Worden, MPA

Chief of Police

Port Jervis Police Department

20 Hammond St

Port Jervis, NY 12771

Office: (845)856-5101

Fax: (845)858-4078

www.portjervispolice.com

"All the great things are simple, and many can be expressed in a single word: freedom, justice, honor, duty, mercy, hope" –Winston Churchill

CODE COMMITTEE
City of Port Jervis
Common Council Chambers
November 10th, 2021 – 6:03pm

Dominick Santini
Committee Chairman

Jim Farr
Building Official

Kristin Trovei
Chandler Campbell
Stanley Siegel
Committee Members

Pledge of Allegiance:

Roll Call: Mr. Santini – Mrs. Mann – Mr. Farr – Mr. Simmons – Mr. Siegel – Mayor Decker

Public Comment: N/R

Old Business:

1. Smoke and Vape Signage – Language will be added, and a draft will be presented at the next council meeting.

New Business:

1. Pole Buildings Zoning - Mr. Farr reviewed current code and it is his opinion that pole buildings should be allowed throughout the city, regardless of zone.
Committee discussed size restrictions and deleting the section in its entirety. Mr. Simmons suggested getting the opinions of the zoning board members before moving forward.

Building Officials Report: Attached

Mr. Farr provided the committee with an update on all major projects, including Dunkin Donuts, 100 Pike St – retaining wall repair, Bon Secours, Front St Hotel.

Mayor Decker noticed trees that are being cut down are being left with several feet high stumps. He asked Mr. Farr to investigate. Mr. Farr stated he would attempt to get compliance from residents as he doesn't think the code has any laws regarding tree height.

Mr. Siegel read a letter from residences on Hudson Street (attached) voicing their concern regarding the property located at 34 Hudson Street.

Mr. Siegel suggested the building department send follow up notices to violators as he thinks it could help during court proceedings.

Mr. Farr ensured Mr. Siegel that his office does send follow-up notices.

Committee discussed the property in length and Mr. Farr will investigate and keep the committee updated on all court appearances.

Mr. Siegel asked Mr. Farr to inspect a garage roof on Seward Ave.

Mr. Siegel inquired if shipping containers could be utilized as sheds, Mr. Farr stated yes, nothing in code prohibits it.

Committee discussed a potentially hazardous property located in the 4th ward.

Public Comment: *About Topics Covered in Tonight's Meeting:* N/R

Meeting adjourned at 6:46 PM.

Next Scheduled Code Meeting: **December 1st, 2021 @ 6:00 pm - Council Chambers**

Clerk Treasurer

From: John Faggione
Sent: Monday, November 22, 2021 11:55 AM
To: Chandler Campbell; Mayor
Cc: Clerk Treasurer
Subject: Recreation update

Recreation update- November 22, 2021

1. The Youth Center Recreation Room is open 11:30 am-6:00 pm tomorrow- November 23. The Youth Center will be closed November 24-26 for Thanksgiving.
2. The Recreation Department is holding a Toy Drive for the holiday season. NEW toys can be dropped off at the Youth Center weekdays between 3 pm- 7pm starting Monday November 29. All toys collected will go directly back to children of the tri-state community. The toy drive will run through December 17. Please help us help those in need this holiday season. Thank you. If you can donate and need a special date or time call the Recreation office at 845-858-4045 and we will arrange it.
3. Our popular Busy Bodies program will be returning in January 2022. Busy Bodies is an arts and crafts class for children in grades K-2. This is a free class that is held Saturday mornings at the Youth Center. Classes will start January 15. Registration for this program will be held in December and January. More information to follow in December.
4. We are also working on youth basketball clinics this winter for children in grades 3-6. Clinics will be held in January, February and March. More information to come in December.
5. There is no Recreation Commission meeting in December. The next meeting will be on Wednesday January 19, 2022 at 6:30 pm at the Youth Center.

John Faggione

Director of Recreation- City of Port Jervis

Office-845-858-4045

Fax-845-858-4016

Facebook- PORT JERVIS RECREATION

Instagram- pjrecreation



CITY OF PORT JERVIS
NEW YORK

Mayor

From: John Faggione
Sent: Wednesday, November 17, 2021 3:35 PM
To: Mayor
Subject: 2021 unused vacation days

Mr. Mayor,

At the end of this year I will have 8 unused vacation days left. I am asking approval to carry over 3 days to 2022 and be paid for 5 days. Thank you for your consideration.

John

John Faggione

Director of Recreation- City of Port Jervis

Office-845-858-4045

Fax-845-858-4016

Facebook- PORT JERVIS RECREATION

Instagram- pjrecreation



CITY OF PORT JERVIS
NEW YORK

CITY OF PORT JERVIS

Accounts Payable

11/21/2021

Council Meeting

1 General Fund	\$361,138.71
2 Water Fund	\$62,064.64
3 Sewer Fund	\$13,539.17
4 Capital Fund	\$45,568.23
5 Trust and Agency	\$0.00
Total	<u>\$482,310.75</u>

GENERAL, WATER & SEWER FUNDS

NYS Employees Health Insurance	\$233,078.90
Orange & Rockland/PJ Solar	\$28,325.88
Orange County Landfill	\$23,184.73
Global Montello (gas & diesel)	\$13,785.89

CAPITAL FUND

Glenco Supply	\$31,739.60
Vicaretti & Sons	\$3,850.00
Chemung Supply Corp	\$2,638.16

Mayor

To Finance
Edmunds

From: Clerk Treasurer
Sent: Friday, November 5, 2021 1:33 PM
To: Council
Subject: Software RFP results
Attachments: Port Jervis NY Final RFP Draft - EGT.pdf; Copy of Port Jervis RFP Specification Checklist # 2 (1).xlsx; Port_Jervis_NY_Incode_10_From Tyler Technologies.PDF; Port Jervis RFP Specification Checklist - TYLER TECHNOLOGIES.xlsx; QUO-PortJervisNY Munis 10.29.21.pdf

Good afternoon,

Attached are the results from our latest RFP for the Financial Software system. We received three responses. Attached are the responses from Tyler Technologies (the software we preview), Edmunds, and Minis.

Munis- This software was developed for Agencies that are much larger than ours.

Edmunds – As you will notice on the Excel sheet checkoff lists, Edmunds does not offer comparable functions to Tyler Technologies. Edmunds also uses third party vendors to connect to their software. For example – The payroll module connect to Paychecks Inc and we have to pay the fees to Paychecks Inc

Results:

	<u>Tyler Tech</u>	<u>Edmunds</u>
General & Technical	100/100	93/100
General Ledger	91/91	79/91
Accounts Payable	126/126	114/126
Bank Reconciliation	30/30	29/30
Budgeting	27/27	27/27
Misc AR	74/74	73/74
Cashiering	58/58	58/58
Utility Billing	280/280	280/280
Service Orders	32/32	31/32
Payroll	171/171	168/171
Human Resources	119/119	98/119
Employee Self service	39/39	27/39
Position Budgeting	14/14	8/14
Grand Total	1,161	1,085



Port Jervis, NY

Request for Proposal

Finance, Tax, Utility, and Payroll ERP

November 4, 2021

John Wray
Regional Sales Director
JWray@edmundsgovtech.com

Bob Edmunds
VP of Sales & Marketing
bjedmunds@edmundsgovtech.com

301 Tilton Road, Northfield, NJ 08225
www.EdmundsGovTech.com
888-336-6999 / Fax 609-645-3111

Cost Summary

Investment Summary

Software Services - Subscription	\$52,584.00
Hosting Services	\$7,800.00
Professional Services - Implementation	\$33,000.00
Conversion Services	\$54,500.00
Total Proposed Year 1 Cost:	\$147,884.00

Payment Terms

Any annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

The term of the support agreement is 36 months commencing upon 90 days after the Effective Date.

All one-time Professional Services Fees: 100% will be due upon receipt of the invoice.

All invoices are payable with Net 30 terms.

**Please return executed Sales Orders
via DocuSign or Email to:**

Edmunds GovTech
SalesOrders@EdmundsGovTech.com
P: 888.336.6999 | F: 609.645.3111
www.EdmundsGovTech.com

Cost Summary

Professional Services - Implementation	One-Time Fees
Standard AR/Business Licensing Implementation	\$2,500.00
Standard Finance Implementation I	\$7,250.00
Standard Personnel Implementation I	\$8,750.00
Standard Tax Implementation I	\$6,750.00
Standard Utility Implementation I	\$7,750.00
	One-Time Fees:
	\$33,000.00

Conversion Services	One-Time Fees
Finance - Chart of Accounts	\$1,500.00
Finance - COA Transaction Summary Balances	\$7,500.00
Finance - Fixed Assets	\$1,500.00
Finance - Vendor Master File	\$2,500.00
Payroll - Employee Master File	\$5,000.00
Payroll - Employee Pay History - Summary	\$7,500.00
Tax - Real Property Master File	\$4,500.00
Tax - Transaction History - Summary	\$7,500.00
Utility - Master File	\$5,000.00
Utility - Transaction History	\$12,000.00
	One-Time Fees:
	\$54,500.00

Software Services - Subscription	Annual Fees
AR & Business Licensing II - 3 Year	\$3,000.00
Employee Self-Service - 3 Year	\$3,000.00
Finance Super Suite - 3 Year	\$8,000.00
Human Resources - 3 Year	\$5,000.00

Cost Summary

Software Services - Subscription	Annual Fees
Payroll II - 3 Year	\$8,000.00
Real Property Tax Billing - 3 Year	\$8,000.00
Resident Self-Service - 3 Year	\$3,000.00
Utility Billing & Collections - 3 Year	\$8,000.00
WIPP - Tax - 3 Year	\$1,792.00
WIPP - Utility - 3 Year	\$1,792.00
Work Orders - 3 Year	\$3,000.00

Annual Fees: \$52,584.00

Hosting Services	Annual Fees
Hosting (Level II)	\$7,800.00

Annual Fees: \$7,800.00



ORIGINAL

City of Port Jervis Finance, Tax and Utility ERP System Proposal

Thursday, November 4, 2021

Weston Anderson - Account Executive
5519 53rd Street, Lubbock, TX 79414
Phone: 720.933.7514
Email: Weston.Anderson@tylertech.com





Sales Quotation For:
 City of Port Jervis
 PO Box 1002
 Port Jervis NY 12771-0134

Quoted By: Weston Anderson
 Quote Expiration: 2/12/22
 Quote Name: Saas Quote

Tyler Annual Software - Saas

Description	List Price	Discount	Annual
Incode 10 Financial Management Suite			
Incode			
Core Financials	\$ 18,001	\$ 1,800	\$ 16,201
Benefits Enrollment	\$ 5,775	\$ 578	\$ 5,197
Personnel Management (Includes Position Budgeting)	\$ 13,500	\$ 1,350	\$ 12,150
Employee Self Service (Employee Portal)	\$ 0	\$ 0	\$ 0
ESS Time and Attendance	\$ 4,950	\$ 0	\$ 4,950
Incode 10 Customer Relationship Management Suite			
Incode			
Utility CIS System - Water/Gas	\$ 10,285	\$ 1,029	\$ 9,256
Accounts Receivable Online Component	\$ 1,200	\$ 0	\$ 1,200
Accounts Receivable	\$ 2,829	\$ 283	\$ 2,546
Cashiering	\$ 3,665	\$ 367	\$ 3,298
Utility Billing Online Component (Based on # of Accts (\$.48 x # of Accts)	\$ 1,596	\$ 0	\$ 1,596
Mobile Service Orders	\$ 965	\$ 97	\$ 868

Incode 10 Tax Management Suite			
Property Tax Management	\$ 11,510	\$ 1,151	\$ 10,359
Property Tax Online	\$ 600	\$ 0	\$ 600
MYCivic			
MYCivic Citizen Engagement & 311	\$ 8,000	\$ 0	\$ 8,000
Tyler Content Management			
Tyler Content Manager Standard Edition	\$ 8,127	\$ 813	\$ 7,314

TOTAL: \$ 91,003 **Term # of Years:** 3 **Discount:** \$ 7,468 **Annual:** \$ 83,535

Tyler Annual Services

Description	List Price	Discount	Annual
Incode			
Other Services			
Tyler U	\$ 2,903	\$ 0	\$ 2,903
TOTAL:	\$ 2,903	\$ 0	\$ 2,903

Tyler Fees per Transaction

Description	Unit Price	Discount	Net Unit Price
Incode			
Incode 10 Customer Relationship Management Suite			
IVR Solution for Utility Billing	\$ 1.25	\$ 0.00	\$ 1.25
Notifications for Utility Billing	\$ 0.10	\$ 0.00	\$ 0.10

Services

Description	Hours/Units	Price	Discount	Extended Price	Maintenance
Incode 10 Financial Management Suite					
Professional Services	344	\$ 44,720	\$ 0	\$ 44,720	\$ 0
Accounts Payable Data Conversion	1	\$ 2,000	\$ 0	\$ 2,000	\$ 0
General Ledger Data Conversion	1	\$ 750	\$ 0	\$ 750	\$ 0
Personnel Management -Payroll History Data Conversion	1	\$ 1,000	\$ 0	\$ 1,000	\$ 0
Accounts Payable History Data Conversion	1	\$ 1,000	\$ 0	\$ 1,000	\$ 0
General Ledger History Data Conversion	1	\$ 750	\$ 0	\$ 750	\$ 0
Financials Project Management	1	\$ 2,000	\$ 0	\$ 2,000	\$ 0
Personnel Management Data Conversion	1	\$ 2,250	\$ 0	\$ 2,250	\$ 0
Incode 10 Customer Relationship Management Suite					
Professional Services	224	\$ 29,120	\$ 0	\$ 29,120	\$ 0
Customer Relationship Management Suite Project Management	1	\$ 1,600	\$ 0	\$ 1,600	\$ 0
Utility Billing Data Conversion	1	\$ 6,000	\$ 0	\$ 6,000	\$ 0
Incode 10 Tax Management Suite					
Professional Services	76	\$ 9,880	\$ 0	\$ 9,880	\$ 0
Property Tax Management Data Conversion	1	\$ 2,000	\$ 0	\$ 2,000	\$ 0
Tax Management Project Management	1	\$ 1,250	\$ 0	\$ 1,250	\$ 0
MyCivic					
Professional Services	44	\$ 5,720	\$ 0	\$ 5,720	\$ 0
MyCivic Project Management	1	\$ 250	\$ 0	\$ 250	\$ 0
Tyler Content Management					
Professional Services	40	\$ 5,200	\$ 0	\$ 5,200	\$ 0
TOTAL:		\$ 115,490	\$ 0	\$ 115,490	\$ 0

Summary	One Time Fees	Recurring Fees
Total Saas		\$ 83,535
Total Tyler Services	\$ 115,490	\$ 2,903
Summary Total	\$ 115,490	\$ 86,438
Contract Total	\$ 201,928	

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	List Price	Discount	Extended Price	Maintenance
Incode 10 Financial Management Suite					
Incode					
Accounts Payable Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
General Ledger Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
Personnel Management History Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
Accounts Payable History Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
Benefits Enrollment	16	\$ 2,080	\$ 0	\$ 2,080	\$ 0
Core Financials	140	\$ 18,200	\$ 0	\$ 18,200	\$ 0
ESS Time and Attendance	32	\$ 4,160	\$ 0	\$ 4,160	\$ 0
General Ledger History Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
Personnel Management Data Analysis	4	\$ 520	\$ 0	\$ 520	\$ 0
Personnel Management	132	\$ 17,160	\$ 0	\$ 17,160	\$ 0
Sub-Total	344	\$ 44,720	\$ 0	\$ 44,720	\$ 0
Incode 10 Customer Relationship Management Suite					
Accounts Receivable	12	\$ 1,560	\$ 0	\$ 1,560	\$ 0
Cashiering	32	\$ 4,160	\$ 0	\$ 4,160	\$ 0
Utility Billing Data Analysis	12	\$ 1,560	\$ 0	\$ 1,560	\$ 0
Utility CIS System - Water/Gas	164	\$ 21,320	\$ 0	\$ 21,320	\$ 0
Mobile Service Orders	4	\$ 520	\$ 0	\$ 520	\$ 0
Sub-Total	224	\$ 29,120	\$ 0	\$ 29,120	\$ 0

Incode 10 Tax Management Suite						
Property Tax Management	60	\$ 7,800	\$ 0	\$ 7,800	\$ 0	\$ 0
Property Tax Management Data Analysis	16	\$ 2,080	\$ 0	\$ 2,080	\$ 0	\$ 0
Sub-Total	76	\$ 9,880	\$ 0	\$ 9,880	\$ 0	\$ 0
MyCivic						
MyCivic Citizen Engagement & 311	44	\$ 5,720	\$ 0	\$ 5,720	\$ 0	\$ 0
Sub-Total	44	\$ 5,720	\$ 0	\$ 5,720	\$ 0	\$ 0
Tyler Content Management						
Tyler Content Manager Standard Edition	40	\$ 5,200	\$ 0	\$ 5,200	\$ 0	\$ 0
Sub-Total	40	\$ 5,200	\$ 0	\$ 5,200	\$ 0	\$ 0
TOTAL:	728	\$ 94,640	\$ 0	\$ 94,640	\$ 0	\$ 0

Comments

Accounts Payable conversion includes Vendor Master records, current fiscal year transactions, and unlimited history.
 General Ledger conversion includes Chart of Accounts, current fiscal year transactions, and unlimited history.

Mayor

From: Clerk Treasurer
Sent: Tuesday, November 16, 2021 1:01 PM
To: Mayor
Subject: FW: shredding quote

Up to \$1,000⁰⁰

From: Renee Wittman <renee.wittman@ironmountain.com>
Sent: Tuesday, November 16, 2021 12:56 PM
To: Clerk Treasurer <ClerkTreasurer@portjervisny.gov>
Subject: shredding quote

Hi Laura,

It was good talking with you today. We can provide the offsite shredding service pickup of 16 (65 gallon) bins for: Up to 13 bins: \$649 and then \$40 per additional bin.

The other option is a box pickup of up to 100 boxes: \$659 and then \$5 per additional box

Please let me know if you have questions, or when you are ready to setup the service.

Thank you!

Renee Wittman
Business Development Associate
Iron Mountain
Office: 610-495-3419
Email: Renee.Wittman@IronMountain.com
IronMountain.com

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CITY OF PORT JERVIS, NY

Department of Public Works
1 Franklin Street, Port Jervis, NY 12771

John (Jack) R Farr
Director

(845) 858-4006
Facsimile

(845) 858-4000
Telephone

Common Council Update

November 22nd, 2021

1. **Garbage and recycling will be on its normal schedule Monday, Tuesday. On Wednesday we will pick up the 3rd and 4th ward garbage, Please have it out by 7am. 4th ward papers will be collected on Monday the 29th of November.**
2. The leaf pile and brush pit are open on Saturday's from 7:15am until 11:30am.
3. Leaf Pickup will continue Mondays and if needed Tuesdays. Bulk leaf pickup will continue until all of the leaves are collected. To expedite removal please bag your leaves in biodegradable or compostable bags.
4. The next DPW meeting will be Monday December 6th, 2021 at 6pm in the Council Chambers.



**CITY OF PORT JERVIS, NEW YORK
PLANNING BOARD
November 16, 2021
7:00pm
Meeting Minutes**

In Attendance: T.Vicchiarello, Planning Board Chair, G.Belcher, J.Butto, D.Cicalese, H.Dunn, A. Foster, D.Schiels

Additional Attendees: L.Powrie, BD, G.Plotsky, T.Simmons-Council Liaison

Absent: T.Sexton, ZBA

Public Hearing: Soul Purpose Aesthetics, 85-89 Jersey Ave; SBL: 18-3-9; Conditional use permit for a personal service store. ZD: NMU. Joe Curtis spoke obo Andrea Martini. Lash & Skin care business. Hours of operation Mon. - Fri., 8:00 am - 8:00 pm, 4 employees, maximum parking 4, ADA parking available and will be shown on an amended/updated site map, no change to lighting or signage, trash into common dumpster.

Board Comments: none

Comments from all the Department heads were as follows:

Fire Inspector, Fire Chief, DPW, Police Chief, & Building Dept all approved of the project.

Public Comment: none

Motion to close public hearing: G.Belcher, 2nd D. Schields, 6 yes/ 0 no/ 0 abstain

Call Meeting to Order: 7:07 pm

I. Approval of Minutes: Motion to approve Oct. 2021 minutes with correction: D. Schields, 2nd G.Belcher 6 yes/ 0 no

II. Discussion of Public Hearing:

Motion to name City of Port Jervis Lead Agent under SEQR G.Belcher, 2nd D.Schiels, 6 yea/ 0 no, approved

Additional comments on the application: ADA parking to be clearly marked on the map

Motion to approve with amendment to site map: D.Schiels, 2nd G.Belcher, 6 yes/ 0 no

III. Pre Submission(s): none

IV. Old Business: **45 Front Street; Conditional Use; SBL: 18-2-9;** Fire Inspector requested a new site plan. Mr. Wang addressed the changes shown to the revised site plans. shows 6 units of approx. 600 sq ft each on the 2nd & 3rd floors. Washer and dryer in each unit. Trash held in a dedicated enclosed trash receptacle with adequate space for all units. With no green space, singles or couples only, no children. 1st floor will be reserved for retail space, hours of operation to be 8am-10pm, 5 employees, no change to the lighting out front. Additional lighting in the rear but will not obstruct traffic. Gas line in the front will need to be addressed and corrected for aesthetics and safety purposes. The building is already sprinkled. Revised plan shows entry & exit to be from the rear of the building. Clean up the exterior and secure the front wall of the building. Add utilities and combine both the previous plan and the revised plan for an updated version for signing.

Department Comments: FD, FI, Building, DPW, PD all approved

Board Comments: none

Port Jervis as the Lead Agent under SEQR was previously approved.

Motion to accept the application as advertised, D.Cicalese, 2nd . Belcher, 6 yes, 1 no, approved

Recommended to revisit the application in one year (November 2022)

- V. New Business: none
- VI. Zoning Board Report: Mr. Simmons gave a report
- VII. Code Enforcement: L.Powrie provided updated building department business
- VIII. Council Liaison Report: Mayor Decker provided council updates and report
- IX. Adjournment: 7:29 pm Motion: D.Cicalese, 2nd H.Dunn, 6 yes/ 0 no/ 0 absent, approved

The next regular meeting is tentatively scheduled for **7:00 pm, December 12, 2021**

Respectfully submitted, J.Schiels



FIRE & EMERGENCY MANAGEMENT COMMITTEE

- MINUTES -

Common Council Chambers

Monday, November 15, 2021 – 6:30pm

Fire Chiefs

Dominic Cicalese
Anthony Fuller
Keith Brown

Committee Chairman

Stanley Siegel

Committee Members

Maria Mann
Dominic Santini
Timothy Simmons

Emergency Management

Thomas Vicchiariello

Current Covid 19 restrictions will be in place

Call to Order: 6:30pm

Pledge of Allegiance:

Roll Call:

Members Present: Stanley Siegel, Maria Mann, Timothy Simmons, Regis Foster,
Dominic Cicalese, Keith Brown, Tony Fuller, Tom Vicchiariello, Mayor Decker

Others present: Incoming Council Members; Misty Fuller, Mike Decker, Denis Livingston,
and Melissa Newhauser

Public Comment:

(5 minute limit per person) None

Fire Chief's Report:

Old Business:

- Bail Out training is ongoing and well attended.
- We closed out the DEC Forestry Grant of \$3000.00.

New Business:

- Fire Chief nominations are this Thursday, November 18 at the Fire Museum.
New hours are 12 noon to 8pm.
- PJFD will co-host the 2021 Santa Run with the PJPD on December 18th.
- Santa Claus will arrive on November 27th with the assistance of Engine 2.
- The new Chief's vehicle is now in service.
- The preconstruction meeting for Engine 1 fire apparatus is scheduled for January 22, 2022.
The delivery would be in the 1st quarter of 2023 due to a 16-18 month build schedule.
- The "Blue Hydrants" are Out of Service for the winter months.
- There was a discussion about the Fire Chief position. It appears that at some point due to the complexity, requirements and time required that the position is becoming too much for a volunteer part time job.
- PESH, as NY is not an NFPA state, is getting involved with the water rescue operations.
Soon, divers will have to have Public Safety Diver Certification, which the training is demanding, expensive and difficult for volunteers.
- The transition of power has begun with Chief Cicalese turning over the command to Keith Brown on January 1, 2022
- A discussion of the budget started but will be continued at the Budget Hearing on Wednesday, November 17, 2021.
- Last Monday the chiefs spent the day with the NY DEC on the mountain and trails to familiarize them with the area.

Emergency Management Report:

Old Business:

- None

New Business:

- O&R held their latest CRT drill remotely. There is a new contact in O&R that does not seem to be totally familiar with our needs, at this point. We are still awaiting information and some forms.
- During the last storm the river rose to 15' 3" which is higher than most storm related levels but we were not in any real danger at that level. There was some conversation about what the true level of concern should be and when to close the river gates. More research will be needed. There also was a discussion about the NWS Upton and Scranton offices communication with each other.
- Eagle Creek, owners of Rio Dam, didn't seem to manage the water levels dam properly.

Vehicle Maintenance:

Apparatus Updates:

- Annual Pump Maintenance has been completed.
- Truck 827, a KME which is only 8½ years old, has more significant and expensive to repair problems. There are now problems with the turntable and the outriggers are still a concern. There was a brief discussion of using the balance of the bond for the repairs and possibly selling it toward the purchase of a different brand.
- Engine 2 has an inconsistent air leak concern that is difficult to diagnose since it comes and goes.

Other:

- There will not be a December meeting. The next meeting will be January 17, 2022
- We thanked Chief Cicalese for his time effort and dedication as Chief and providing information at the F&EM meetings. We all wished him all our best since this is his last meeting as Fire Chief.

Public Comment:

(5 minute limit per person) None

Adjournment: 7:06pm

Next F&EM Meeting January 17, 2022 at 6:30pm, in the Council Chambers.



PORT JERVIS FIRE DEPARTMENT

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



Telephone
(845) 856-4100

FAX
(845) 858-1064

Email
info@portjervisfire.org

First Assistant Chief
Keith K. Brown

Fire Chief
Dominic M. Cicalese

Second Assistant Chief
Anthony W. Fuller

Department Chaplain
Rev. Matthew C. Newcomb

Department Secretary
William R. Werner

Department Treasurer
Robert A. Waligroski

Deputy Chief
Joseph J. Kowal, Sr.

Deputy Chief
James W. Rohner, Jr.

Deputy Chief
Jeffrey S. Rhoades

6 December 2021

Honorable Mayor Kelly B. Decker and
Members of the City Council
14-20 Hammond Street
Post Office Box 1002
Port Jervis, New York 12771

RE: Election of Officers
Port Jervis Fire Department

Dear Mayor Decker and Members of the City Council,

On 11/18/2021 nominations for officers of the Port Jervis Fire Department were held. None of those officers nominated face any opposition.

This evening, at the regular meeting of the Board of Officers of the Port Jervis Fire Department, those authorized voting members, voted to accept the nominations and elect the following members for their 2022-2023 term of office and their respective position:

Fire Chief Keith K. Brown;
First Assistant Chief Anthony W. Fuller;
Second Assistant Chief Jeffrey D. Lewis;
Department Secretary William R. Werner; and
Department Treasurer Robert A. Waligroski

Therefore, we ask that the Common Council ratify tonight's vote and approve those members for their 2022-2023 term of office, and to also waive the otherwise required Department elections scheduled for 12/16/2021.

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>



Mayor

From: DeJay Birch <dejaybirch@gmail.com>
Sent: Thursday, November 11, 2021 10:37 AM
To: DPW Director
Cc: John Faggione; Mayor; Assistant DPW Director; William Worden; Michael Ward
Subject: Re: Mountain Bike Event Approved for May 13-15 2022

Hello All,

I was contacted by the director of the H2H race series to be informed that another race was going to be held on the April 10th date. So he asked if I could change my date for the Point Peter Pounder to April 24th. This date will work for myself and the Outdoor Club. Will it work for the city?
Please let me know.

Thanks a Ton for your support
DeJay Birch



CITY OF PORT JERVIS

P.O. BOX 1002
20 HAMMOND STREET
PORT JERVIS, NEW YORK 12771
(845) 858-4000

2020 APPLICATION FOR PUBLIC ASSEMBLY PERMIT

Pursuant to provisions of Chapter — "Public Assembly" of the City of Port Jervis City Code, the following application is made. Completed application shall be submitted to the City Council, City of Port Jervis, at least thirty (30) days for 1-49 persons, sixty (60) days for 50-100 persons, ninety (90) days for 100-250 person, or one hundred twenty (120) days for over 250 persons prior to the date of the gathering.
There is NO fee for this permit

Please note: Certificate of Insurance and supplemental information are required. See page 3 for insurance information.

SECTION 1. APPLICATION INFORMATION

Name of Applicant: Outdoor Club of Port Jervis, Michael Ward-President

Address: PO Box 803

City: Port Jervis State: NY Zip Code: 12771

Phone: Home: (845)856-6958 Business: (845)287-0476 Cell: (845)772-0820

Email: mjward@ocopj.org

Sponsoring Organization (If Any): The Shop Tattoo

Address of Sponsoring Organization: 92 Jersey Ave

City of Sponsoring Organization: Port Jervis

What is Applicants relationship to sponsoring organization? Co-Sponsor & Club member

Is the applicant a professional fund raiser? (As defined in Section 171-a of the New York Executive Law): Yes No

SECTION 2. NATURE OF EVENT

What is the Nature or Purpose of this Assembly, Gathering, or Event? Stone Challenge #4 - A 5K and 10K recreational run challenge open to all ages

Location of this Assembly, Gathering, or Event? Within Elks Brox Park and Watershed Trails

Tax Map Number of Premises for this Assembly, Gathering, or Event? (obtainable through the Port Jervis Assessor's Office): 7-1-2.2

Description of Premises (include whether it is commercial, residential, or city property and approximate size of parcel to be used): _____

Elks Brox Park and the Watershed Trails, City property

Ownership of premises: Who owns the premises Assembly, Gathering, or Event will take place? ___ Applicant Other

IF APPLICANT DOES NOT OWN PREMISES, DOES APPLICANT HAVE CONSENT OF OWNER TO HOLD GATHERING? ___ Yes ___ No

(Attach written consent of owner or copy of lease agreement)

SECTION 3. PERTINENT INFORMATION

Date(s) of gathering: November 13, 2022 Number of Persons Expected: 125

Will there be a rain date? ___ Yes No If you answered Yes, what date would you like your rain date? _____

Time of Gathering: 7AM Expected Duration: 6 Hours

Will you need a street or streets to be closed? Yes ___ No. If you answered Yes, what streets will you need closed? _____

Skyline Drive limited access until 11am. No access to Pt Peter beyond campground until 1pm

What time will the streets need to be closed? 6am What time can the streets be reopened? 1pm

Do you need temporary cardboard "No Parking" signs posted? Yes ___ No

If yes will you be providing the signs? Yes ___ No Will you put up the temporary "No Parking" signs? Yes ___ No

Do you need barricades? ___ Yes No. If you answered Yes, where do you need the barricades? The Outdoor Club will be providing any barricades needed

Do you need a PA System? ___ Yes No. If you answered Yes, where do you need the PA System? _____

Music: Yes ___ No If Yes, please state the source that is to be provided. (e.g. live band, DJ, Pre-Recorded Source) – All Music Must End at 11:00pm. Pre-recorded 9am-12pm

Do you need a Podium? ___ Yes No. If you answered Yes, where do you need the Podium? _____

Do you need the city portable stage? ___ Yes No. If you answered Yes, where do you need the stage? _____

Do you need folding chairs? ___ Yes No. If you answered Yes, how many folding chairs do you need? _____

Where do you need the folding chairs? _____

Do you need additional garbage cans placed out? ___ Yes No. If you answered Yes, how many additional garbage cans do you need? _____. Where would you like the additional garbage cans? _____

State details for refuse removal and provisions for sanitation facilities: Outdoor Club will collect and dispose of at the Port Jervis O.C. Transfer Station