

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 Tuesday October 10, 2023, at 6:30 p.m.

Attendance-

| | | |
|-------------------|---------------------|---------|
| Regis Foster | 1st Ward | Absent |
| Elizabeth Miller | 1st Ward | Present |
| Maria Mann | 2nd Ward | Present |
| Misty Fuller | 2nd Ward | Present |
| Denis Livingston | 3rd Ward | Absent |
| Vacant | | |
| 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.

The 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.

Mayor Appointment - None.

Presentation - Tax Lien Sale Grievance Day - None

Public Hearing- None

Public Comment- None.

Executive Session- 6:31 pm

A motion by T. Simmons second M. Newhauser to enter executive session based on Public Officers Law Article 7 -

- 105.1h - Contractual (x1) and 105.1-f Personnel (x2) inviting in Chief Worden
AYE: 6 ABSENT: 2 (Foster, Livingston) NAYS: 0 ABSTAIN: 0 CARRIED

6:55 pm A motion was made by T. Simmons to return from executive session second by M. Newhauser

AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED

Approval of Minutes-

- Motion to approve September 25, 2023 minutes S. Siegel second E. Miller .
AYE: 5 ABSENT: 2 (Foster, Livingston) NAYS: 0 ABSTAIN: 1 (FULLER) 0 CARRIED

Executive Session Material-

- Motion by T. Simmons to retain Schoeneck & King for legal services second S. Siegel.
AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED

Regular Business-

E. Miller - ADA -The next ADA committee meeting October 2, 2023 5:30 pm Council Chambers

E. Miller – Planning – Planning will meet on October 17, 2023

E. Miller – Zoning – Zoning met on October 3, 2023 at 7pm.

- Public hearing - B2023-010, Chimbo & Morello, 175 W. Main St., SBL: 11-7-17; Variance to allow for front yard parking on a corner lot. ZD-R1
- Pre-Submissions:
 - Continuation: B2023-011, Altadonna, 61 Pike St., SBL: 13-3-13; Area Variance for the minimum square footage of a studio apartment: required 600sf, proposed 512sf, ZD-CBD
 - A. Fuller, 17 Cahoonzie St., SBL: 3-10-33; Area variance to allow for the new construction of a two-story attached garage with an accessory apartment.

E. Miller – Finance – The next Finance meeting is October 18, 2023 at 6pm in the Council Chambers

- Motion to approve Accounts Payable Warrant. Second by M. Fuller
 AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED

M. Fuller – FEM- Next meeting is October 16, 2023 at 6:30 pm on the Council Chambers. Thank you, Gary at Laurel Grove, for acquiring the Tree of Valor and DPW for planting the tree, it looks beautiful. I will be collecting pictures for the tree up through November 15th, 2023.

M. Mann – Tourism-

Tourism has not met since their last meeting. Due to impending weather the fall foliage festival was postponed. The new date has been scheduled for this Sunday October 15th from 10 to 5pm downtown. Tourism will be holding their annual Halloween lighting contest with two categories traditional and scary. To register your home within the city of Port Jervis you may email the entry form to pilightingcontest@gmail.com or drop it off at the clerk's office. The entry deadline is Wednesday October 18th, there is no cost to enter. Judging will be held on Friday October 20th. Downtown spooktacular will be held on October 28th starting at 4:30 on Front Street. There will be a face painter, balloon artist and a scavenger hunt. Christkindlmarkt will be held on November 26th downtown.

Anyone with any further inquiries may email tourism chair Laura Meyer at floralaurapi@yahoo.com
 The next tourism meeting will be this Wednesday October 11th at 7pm here in the council chambers.

M. Mann – IDA-

IDA has not met since their last meeting. Their next scheduled meeting is set for Monday October 16th at 6pm here in the council chambers.

D. Livingston – DPW-

- Garbage and recycling on the week of October 9th will be picked up one day later due to the Holiday. The week of October 16th garbage and recycling will be on the normal schedule. The week of October 9th and the week of October 16th paper pickup will be on a normal schedule.
- 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 7:15 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.
- In place blacktop has been completed
- Phase 2 of Sidewalk Project – Canal and Pike St are finished.
- West End Beach Crest Grant Blacktop and Curbs has begun.
- October 23rd starts City-wide loose-leaf pickup.

The next DPW Committee meeting is on November 6, 2023 at 6pm

D. Livingston – CDA- The next meeting is scheduled for 7:00 p.m., October 25, 2023, at the Rec Center.

T. Simmons - Code- The next Code meeting will be November 1, 2023 at 6:30pm

- Motion to set public hearing on Local Law 11 of 2023 for October 23, 2023 at 6:31pm second by S. Siegel.
AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set public hearing on Local Law 12 of 2023 for October 23, 2023 at 6:32pm second by M. Mann.
AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED
- Motion to set public hearing on Local Law 13 of 2023 for October 23, 2023 at 6:33pm second by S. Siegel.
AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED

M. Newhauser - Recreation-

1. The 75th Port Jervis Halloween Parade is scheduled to be held on Saturday October 28. Line up is at 3 pm in front of City Hall and the parade kicks off at 3:30 pm. The parade ends at Farnum Park where refreshments will be served, a festive photo area will be set up, and prizes and candy awarded to the kids. Prizes and candy are compliments of the Port Jervis Elks Lodge #645. Dogs are allowed (must be leashed at all times and owners responsible for cleaning up after their dogs) and remember to Dress Festive! Come celebrate Halloween with us on the 28th. Rain/Snow date is Sunday October 29- same time and location.
2. A Fall Clean Up will be held at Veterans Park on Saturday November 4 between 10 am- 12 pm. Volunteers are needed to help us clean up the park before Veterans Day on November 11. Contact the Recreation office at 858-4045 or email us at recreationdirector@portjervisny.gov.
3. The Youth Center is open Monday-Friday between 3 pm- 6pm. Our Friday Night Teen Night will be held on Friday October 20 between 6 pm- 9 pm. Teen Night is for 7-8-9 grade students.
4. **DOG YARD (PARK) ANNOUNCEMENT-** Owners or dog walkers MUST clean-up after their dog(s) when using the Dog Yard or when walking dogs on the Mike McCarthy walkway, D & H Trail, and the Watershed Trails. Owners MUST register their dog(s) at the City Clerk's office before using the Dog Yard. The Dog Yard has garbage bags and a garbage can for dog waste. You do not have to bring your own. There are TOO MANY people leaving dog waste on the ground in the Dog Yard. Recreation Maintenance Staff should not have to clean up after dogs! If we continue to see dog waste left on the ground in the Dog Yard, there is the possibility it will be closed down- that will be unfortunate for those that use the Dog Yard the correct way. PLEASE, BE A RESPONSIBLE DOG OWNER OR WALKER AND CLEAN UP AFTER YOUR DOG(S)! Thank you.
5. **HELP WANTED-** Port Jervis Recreation is accepting applications for the position Youth Center Leader. This is a part-time position between 15-19 hours per week at the Youth Center. Candidates must have a flexible schedule-able to work afternoons during the school year and days during the summer. Youth Center Leader duties include supervising youth and activities, assisting in planning activities, maintaining attendance records and light cleaning. Applications can be picked up at the Youth Center (134 Pike Street) or at Clerk's Office at City Hall (20 Hammond Street) or online at www.portjervisny.gov. Email the Recreation Department with any questions- recreationdirector@portjervisny.gov.
6. The next Recreation Commission meeting is scheduled for this Wednesday October 11 at 6:15 pm at the Youth Center.

M. Newhauser - Police-

- Motion to approve resolution 2023-1010-059 second by E. Miller.
AYE: 6 ABSENT: 2 (FOSTER, LIVINGSTON) NAYS: 0 ABSTAIN: 0 CARRIED

The Harvest Festival is scheduled for October 14, 2023 from 12-3 pm at Riverside Park.

The next police committee meeting is Thursday, October 19, 2023 at 6 pm

S. Siegel - Housing/Veterans

- Housing will meet on October 24, 2023 at Hillside Terrace at 7pm.
- Senior club - Oct 11 and Oct 25 at 1:30 pm Fellowship Hall
- Flu Shots for Veterans now available at the clinic
- If there is a government shut down Veterans services will not be affected

Public Comment- None.

Mayor Decker -

- Motion to approve event Ric Drew Parade on December 2, 2023 at 4pm by T. Simmons second S. Siegel - all in favor.
- Motion to approve OCOPJ Games Day in the Square on October 28, 2023 from 2pm - 6pm by E. Miller second S. Siegel - all in favor.
- Motion to approve event Harvest Hope Veteran Fundraiser on November 11, 2023 by E. Miller second M. Mann - all in favor.

7:16 pm - Motion to adjourn by T. Simmons second S. Siegel - all in favor.

Respectfully,
Laura Quick
City Clerk Treasurer

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



Tuesday, October 10, 2023 - 6:30 pm Regular Session:

Pledge of Allegiance / Roll Call

Public Hearing: NONE
Mayor Appointment: NONE
Presentation / Other: Grievance Day
Public Comment: 5-minute limit per person

BASED ON PUBLIC OFFICERS LAW ARTICLE 7

Executive Session: 105.1-h – Contractual (x1) invite Chief Worden
105.1-f – Personnel (x2) invite Chief Worden

Approval of Minutes: Sep 25, 2023 – Common Council Meeting Minutes Motion: 2nd
Address Executive Session Material:

Regular Business:

Foster: (ADA/PLANNING/ZONING) - ADA Update:
Zoning Board Update:
Planning Board Update:

Miller: (FINANCE) – Bills to be Paid: Motion: Miller; 2nd
Finance Update:

Fuller: (FEM) – FEM Update:

Mann: (TOURISM/IDA) - Tourism:
IDA Update:

Livingston: (DPW/CDA) – Public Works Update:
CDA Update:

Simmons: (CODE) - Code Update:
Consideration: Set PH for 10/23 for LL 11 of 2023 Amend 535-86 Hotel and Motel Units Motion: Simmons; 2nd
Consideration: Set PH for 10/23 for LL 12 of 2023 Create Article 3 Ch 430 Short Trm Rent Motion: Simmons; 2nd
Consideration: Set PH for 10/23 for LL 13 of 2023 City holds all properties at city tax sale Motion: Simmons; 2nd

Newhauser: (RECREATION/POLICE) - Recreation Update:
Police Update:

Siegel: (HOUSING/VETERANS) – Housing/Veterans Update:

Public Comment: 5-minute limit per person

Mayor Decker: Consideration: Chamber 51st Holiday Parade 12/2 4:00pm Motion: 2nd
Consideration: OCOPJ Games Day in the Square 10/28 2p-6p Motion: 2nd
Consideration: Harvest Hope Veteran Fundraiser 11/11 Motion: 2nd

Adjournment: Motion: 2nd

CITY OF PORT JERVIS

Accounts Payable

10/10/2023

| | |
|---------------------------|----------------------------|
| 1 General Fund | \$156,819.67 |
| 2 Water Fund | \$18,392.94 |
| 3 Sewer Fund | \$4,678.65 |
| 4 Capital Fund | \$233,739.64 |
| 5 Trust and Agency | \$115,567.54 |
| 6 Recreation | |
| Total | <u><u>\$529,198.44</u></u> |

GENERAL, WATER & SEWER FUNDS

| | |
|--------------------------|-------------|
| MHE Engineering | \$49,342.76 |
| Goosetown Communications | \$11,971.00 |
| Global Montello | \$10,724.00 |
| Slack Chemical | \$6,213.00 |

CAPITAL FUND

| | |
|-----------------------------|---------------|
| MHE Engineering | \$ 32,343.84 |
| Hoffman Equipment (Backhoe) | \$ 146,328.00 |
| Hufcut Concrete Corp | \$ 34,950.00 |
| Carole Gallagher | \$ 5,050.00 |

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT JERVIS
SOLICIT PROPOSALS FOR THE CONSTRUCTION OF A POLICE TRAINING FACILITY POLE
BARN STRUCTURE

WHEREAS, the Police Department of the City of Port Jervis (“PJPDP”) is in need of a weapons range training facility which shall be a pole barn; and

WHEREAS, it is necessary to solicit proposals for aforesaid training facility pole barn to insure that the City selects the lowest responsible bidder in accordance with New York State law,

NOW, THEREFORE, LET IT BE HEREBY

RESOLVED as follows,

1. That the Common Council hereby authorizes and directs the Chief of Police, or his designee to solicit bids from interested contractors for the construction of the training facility pole barn; and
2. To thereafter report back to the Common Council with the results of said proposal submission.

Motion : M. Newhauser

Second by: E. Miller

| | | |
|-------------------|---------------------|--------|
| Regis Foster | 1st Ward | ABSENT |
| Elizabeth Miller | 1st Ward | AYE |
| Maria Mann | 2nd Ward | AYE |
| Misty Fuller | 2nd Ward | AYE |
| Denis Livingston | 3rd Ward | ABSENT |
| VACANT | | |
| Timothy Simmons | 4th Ward | AYE |
| Melissa Newhauser | 4th Ward | AYE |
| Stanley B. Siegel | Councilman-At-Large | AYE |

DATED: October 10, 2023



City Clerk Treasurer

