

**Village of East Williston
Budget Public Hearing &
Board of Trustees Reorganization Meeting
April 1, 2024 ~ 7:30pm**

A. CALL TO ORDER

Verification of a Quorum & Pledge of Allegiance

B. BUDGET HEARING

Recommended Motion: “that the Board of Trustees approve the 2024-2025 tentative budget.”

C. RE-ORGANIZATIONAL MEETING

1. Mayoral Appointments

Recommended Motion: Appointments “that the Board of Trustees approved the appointment of the following positions and names: **(Exhibit A)**”

2. Organizational Resolutions

Recommended Motion: Appointments “that the Board of Trustees accept the following resolutions:

Be it Resolved,

1. That in the absence of the mayor or in his/her inability to act, the deputy mayor be and is hereby authorized to assume all the responsibilities and perform all the duties of the Mayor of said Village as are provided by law
2. That the Board of Trustees designates the Williston Times as the Official Newspaper of the Village.
3. That the Board of Trustees designates the second Monday of each month as the regular meeting date for the Board of Trustees beginning with a work session at 7:00pm and the formal board meeting to start at 7:30pm .
4. That the Board of Trustees designates the last Monday of every month as the work session/ business meeting date for the Board of Trustees.
5. That the Board of Trustees adopts that Special Meetings may be called by the Mayor or any Trustee with 72 hours’ notice by telephone, fax, e-mail or in writing, posting in the Village Hall and such other locations as notices are usually posted including the Village website, unless an emergency exists in which case notice will be provided to the public and the news media to the extent practicable.
6. That the Board of Trustees designates April 7, 2025, as the date of the next Village Organizational Meeting (first Monday in April according to State law).
7. That the Board of Trustees does hereby designate Chase Bank, Flushing Bank, First National Bank of Long Island and NYCLASS as the official depositories of all money received by the Village.
8. That the Board of Trustees authorizes Planning Board, Board of Zoning Appeals, Mayor, Board of Trustees, Village Justice, Associate Justice, Village Clerk, Treasurer, Building

Inspector, and Library Board Trustees, Code Enforcement Officer to attend training schools and/or conferences conducted for the benefit of local government.

9. That the Board of Trustees shall approve reimbursement for actual expenses for attendance at meetings, schools, and conferences as referenced in paragraph (8) above.
10. That the Village Clerk is authorized to execute all documents in relation to grant applications on behalf of the Village in accord with an appropriate resolution of the Board of Trustees approving that such application is to be made.
11. That the Board authorizes reimbursement for use of personal vehicles in the conduct of Village business or approved activity.
12. That the Board of Trustees has determined to pay a fixed rate of \$0.67 per mile for mileage as reimbursement to officials and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.
13. That the Board authorizes payment of claims before audit for public utility services, postage, freight and express charges and that all such claims must be presented at the next regular meeting of the Board of Trustees for audit. All claims should be signed and dated by the Mayor and Trustees
14. That the Board of Trustees authorize the reimbursement of pre-authorized expenses to the Village employees or authorized representatives of the Village, for costs incurred on behalf of the Village when traveling or attending conventions, seminars or schools upon submission of a claim adequately supported with receipts.
15. That the Library Board will meet at the Village Library six times a year, at its discretion, with additional meetings as the need arises.
16. That the Planning Board will meet on an on-call basis.
17. That the Board of Zoning Appeals will meet at the Village Hall on the third Thursday of the month provided applications have been received thirty days prior to the hearing.
18. That the Recreation Committee meets on an on-call basis as needed.
19. That the Historic District Commission will meet on an on-call basis as needed.
20. That the Historic Committee meets on an on-call basis as needed.
21. That all other committees meet on an on-call basis, as needed. Notice of these meetings is to be published in the Williston Times or posted on the bulletin boards at the Library and Village Hall entrances.
22. That the Board approve the Investment Policy **(included in Exhibit B)**
23. That the Board approve the Procurement Policy **(included in Exhibit B)**
24. That the Board approve the New York State Retirement Resolutions **(included in Exhibit B)**
25. The Village Court meets the first Thursday of every month.
26. That the Board of Trustees recognize legal holidays observed are New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday (floater), Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day (full day for Gubernatorial election, ½ day for others), Veteran's Day, Day after Thanksgiving, Thanksgiving, Christmas Eve (1/2 day), Christmas Day, New Year's Eve.

D. MAYOR PARENTE REMARKS & SWEARING IN CEREMONY

E. APPROVAL OF MINUTES

Recommended Motion: “that the minutes from the March 11, 2024 budget hearing and regular meeting of the Board of Trustees and the March 25, 2024 business meeting of the Board of Trustees be approved.”

F. APPROVAL OF AUDITED CLAIMS

Recommended Motion: “that the Board of Trustees approve the audited vouchers as detailed on the Check by Date report dated April 1, 2024.”

G. REPORTS

- **Deputy Mayor Anthony Gallo**
 - East Williston Fire Department report
 - East Williston Little League
 - Public Works
 - Building Department report
- **Trustee James Iannone**
 - Village Justice Court report
 - East Williston Seniors
- **Trustee Raffaella Dunne**
 - Library report
 - Recreation Committee report
 - Centennial Committee
 - Police Report March 2024
- **Trustee Rushi Vaidya**
 - Beautification Committee
 - Air Traffic
- **Village Clerk Joanna Palumbo**
- **Village Counsel**

The next Board of Trustee meeting is Monday, May 13, 2024 at 7:30pm

2024 Mayoral Appointments	Length of Term	Current appointee	term expires
Board of Zoning seat # 5	5	Lynn Nolan	2029
Board of Zoning Alternating #2	5	Tim Kelly	2029
Planning Board seat # 1	5	Michael Vecchione	2029
Planning Board seat # 4	5	Riza Susel	2029
Planning Board Alternate # 1	5	Shawn Dooley	2029
Plumbing Inspector	1	Jack Gayson	2025
Deputy Plumber inspector	1	Lori Henry	2025
Village Attorney	1	Leventhal, Mullaney & Blinkoff, LLP	2025
Village Prosecutor	1	Leventhal, Mullaney & Blinkoff, LLP	2025
Code Enforcement officer	1	Patrick Theodore	2025
Parking Enforcement officer	1	Mary Bishop	2025
Parking Enforcement officer	1	Deborah DaSilva	2025
Library Board # seat 4	5	Ajla McDonald	2029
Beautification Co-Chair	1	Jeanne Trotter	2025
Beautification Co-Chair	1	Ronnie Kelapire	2025
Village Historian	1	Chris Siciliano	2025
Historic Committee 100-year committee	1	Chris Siciliano	2025
Historic Committee 100-year committee	1	Raffaela Dunne	2025
Historic Committee 100-year committee	1	Maureen O'Connell	2025
Historic Committee 100-year committee	1	Kevin Parente	2025
Historic Committee 100-year committee	1	Dan Roper	2025
Historic Committee 100-year committee	1	Jim Daw	2025
Historic Committee 100-year committee	1	Elisa Vaidya	2025
Fire Commissioner Seat #1	3	John Signorelli	2027
Fire Commissioner Seat #4	3	Patrick Theodore	2027
Village Arborist	1	David Shelly	2025

Village Assessor	1	Mark Davella	2025
Village Auditor	1	Skinnon and Faber CPAs	2025
Registrar of Vital Statistics	1	Town of North Hempstead Clerk	2025
Deputy Registrar of Vital Statistics	1	Town of North Hempstead Deputy Clerk	2025
Mayor Parente		Public Safety & Village Court Experience	
Trustee Iannone		Seniors, Historical, Village Court	
Trustee Dunne		Library, Centennial Committee, Recreation, Teen safety	
Trustee Gallo		Deputy Mayor, FD, Building Dept, LL, DPW	
Trustee Vaidya		Beautification, Air Traffic	

EXHIBIT B

Investment Policy

“RESOLVED, that in order to conform to federal and other legal requirements and to provide safety of cash assets and liquidity to meet financial obligations and to generate reasonable yields on investments, the Treasurer is authorized to make discretionary cash deposits of Village funds to the following accounts:

Checking Accounts
Money Market Accounts
Certificates of Deposit

Such deposits must be made to a commercial bank located in the immediate area and must be collateralized either by federal deposit insurance or any other New York State comptroller-authorized instrument.”

Procurement Policy

“Whereas, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

Whereas, comments have been solicited from all officers in the Village of East Williston involved in the procurement process, now, therefore, be it

Resolved, that the Village of East Williston does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Procurement Policy for the Village of East Williston

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from correctional institutions;

purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written document that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contract pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract - Method

\$250 - \$2,999	verbal quotations
\$3,000 - \$19,999	written/fax quotations or written RFP

Estimated Amount of Public Works Contract - Method

\$250 - \$2,999	verbal quotations
\$3,000 - \$4,999	written/fax quotations
\$5,000 - \$34,999	written/fax quotations or written RFP

A good-faith effort will be assumed if three solicitations for proposals or quotations have been made. If the purchaser is **unable** to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law, Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipality. In the following circumstances, it may not be in the best interests of the municipality. In the following circumstances it may not be in the best interests of the Village of East Williston to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services personal relationship between the individual and municipal officials.

Professional or technical services shall include, but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of

municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of East Williston is precluded from specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

New York State Retirement System Resolutions

ESTABLISHMENT OF STANDARD WORK DAYS FOR MAYOR, BOARD OF TRUSTEES AND EMPLOYEES OF THE VILLAGE OF EAST WILLISTON .

WHEREAS, for the purposes of the New York State and Local Retirement System, it is necessary to establish a standard work day by Board resolution for the positions of Mayor, Board of Trustees and Employees of the Village of East Williston, and

WHEREAS, the Board of Trustees of the Incorporated Village of East Williston has considered the requirements with respect to the same and has reached a determination regarding the number of hours worked in accord for such reporting purposes, and

WHEREAS, after doing so, the most appropriate standard work days for the respective positions are as follows:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day

Public works staff eight hour work day
Library staff six hour work day
Code Enforcement six hour work day

RESOLVED, that the standard work days for the positions of Mayor, Trustees, and employees to the Incorporated Village of East Williston shall be:

Mayor six hour work day
Trustee six hour work day
Village office staff seven hour work day
Public works staff eight hour work day
Library staff six hour work day
Code Enforcement six hour work day

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION
RS2417-A .**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-A is on file in the office of the Village Clerk.)

**NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION
RS2417-B.**

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-B is on file in the office of the Village Clerk.)