

BOARD OF TRUSTEES
INC. VILLAGE OF EAST WILLISTON
BUDGET HEARING AND ANNUAL ORGANIZATIONAL MEETING
MONDAY, APRIL 3, 2017

Budget Hearing and Annual Organizational Meeting of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 3, 2017 at 7:30 p.m. at the Village Hall, 2 Prospect Street, East Williston, New York.

There were present: Mayor David E. Tanner, Deputy Mayor/Trustee Bonnie L.S. Parente, Trustees Christopher Siciliano, James L. Iannone, Anthony J. Casella, Village Attorney Jeffrey L. Blinkoff, Village Clerk Marie L. Hausner, Village Treasurer Michael Delury.

Also present: Emil and Kathy Samuels, Robert Campagna, Bonnie Kreisman, Susan Corsello, Julia Sinon, Walter Rivera, Deirdre Caligure, Stephan Leccese, Michael Guglielmo, Robert Hausner.

The meeting commenced with a public hearing on proposed Local Law #1 of 2017 entitled "Fees". A copy of the verbatim transcript is on file in the office of the Clerk.

RESOLUTION NO. 2017-16 A RESOLUTION APPROVING LOCAL LAW NO. 1 OF THE YEAR 2017.

On the motion of Trustee Siciliano, seconded by Trustee Casella, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously approved Local Law No. 1 of 2017 as follows:

A Local Law amending sections 89-21(c), 142-24(A), 148-15(D)(1), 160-42(H), 125-6(A) and 125-18(B) of the Village Code of the Incorporated Village of East Williston pertaining to fees as follows:

Be it enacted by the Board of Trustees of the Incorporated Village of East Williston, New York as follows:

Section 1. Amending Section 89-21(c) pertaining to burglar alarms to read as follows: C. Fee. The fee for each building permit required under this section shall be \$35, plus a one dollar filing fee, or such other amount as the Board of Trustees shall by resolution determine.

Section 2. Amending section 142-24(A) pertaining the issuance of a Certificate of Occupancy (CO), a search for a (CO), permits to install generators, and permits to install fences to provide that:

-the issuance of a CO shall require a fee of \$100.00;

- a search for a CO shall require a fee of \$125.00;
- a permit for the installation of a generator shall require a permit fee of \$200;
- a permit to install a fence shall require a fee of \$50.

Section 3. Adding section 142-24(D) to provide as follows:

D. Modification of fees. The amount of the fees described above may be modified by resolution of the Board of Trustees.

Section 4. Amending section 160-42 (H) pertaining to fees commensurate with applications to the Board of Zoning Appeals as follows:

H. The deposit for variance applications up to the Board of Appeals shall be \$550. The applicant will be charged the actual out of pocket expenses pertaining to the hearing so that expenses in excess of the deposit will be assessed against the applicant. Should the cost of out-of-pocket expenses be less than the deposit, the amount between the deposit and the out-of-pocket expenses shall be refunded to the applicant. The amount of the deposit may be changed by resolution of the Board of Trustees.

Section 5. Amending section 125-6(A) pertaining to the submission of an application for the consideration of a preliminary plat by the Planning Board as follows:

The subdividing owner or his agent shall present at the office of the Village Clerk the application for the consideration of the preliminary plat in duplicate together with 6 prints of the preliminary layout, upon forms provided by the Planning Board, and accompanied by a deposit of \$800. The applicant will be charged the actual out of pocket expenses pertaining to the processing of the application and any hearing required so that the expenses in excess of the deposit will be assessed against the applicant. Should the cost of out-of-pocket expenses be less than the deposit, the amount between the deposit and the out-of-pocket expenses shall be refunded to the applicant. The Village Clerk will notify the applicant of the date and time of the meeting of the Board at which the application will be considered. The amount of the deposit required above may be modified by resolution of the Board of Trustees.

Section 6. Amending section 125-18(B) pertaining to the application for a land partition to the Planning Board to read as follows:

B. The partitioning owner or his agent shall present at the office of the Village Clerk the land partition submission consisting of the application for the consideration of a land partition in duplicate, upon forms provided by the Planning Board, with the approval of the Nassau County Department of Health and, where necessary, the approval of the Nassau County Department of Public Works endorsed thereon, such other documentation as the Planning Board may require, and accompanied by a deposit of

\$800. The applicant will be charged the actual out of pocket expenses pertaining to the processing of the application and any hearing required so that the expenses in excess of the deposit will be assessed against the applicant. Should the cost of out-of-pocket expenses be less than the deposit, the amount between the deposit and the out-of-pocket expenses shall be refunded to the applicant. The amount of the deposit required above may be modified by resolution of the Board of Trustees.

Section 7. Exercise of supersession authority. The Village hereby exercises the power of supersession granted to it pursuant to Municipal Home Rule Law 10(1)(ii)(e)(3) with respect to the within local law and hereby supersedes Village Law section 7-706(2) to the extent it requires notice for publication other than has been, or will be, provided as to the within local law.

Section 8. Effective Date. This law shall take effect immediately.

A second public hearing was held on the proposed budget for the 2017-2018 fiscal year. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

RESOLUTION NO. 2017-17 A RESOLUTION APPROVING THE BUDGET FOR THE FISCAL YEAR JUNE 1, 2017 TO MAY 31, 2018.

On the motion of Trustee Parente, seconded by Trustee Iannone, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone, and Casella all voting “aye”, the Board unanimously approved the budget for the fiscal year June 1, 2016 to May 31, 2017.

The Mayor and Board presented a proclamation to Village resident Julia Sinon who donated two etchings of President Abraham Lincoln, and a bust of Lincoln to the Village in memory of her husband, John Sinon.

The Mayor administered the oath of office to the following individuals: Associate Village Justice Emil Samuels, Building Inspector Robert Campagna and Village Clerk Marie Hausner.

RESOLUTION NO. 2016-18 A RESOLUTION APPROVING THE PRO-FORMA RESOLUTIONS FOR 2017-2018.

On the motion of Trustee Casella, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting “aye”, the Board unanimously approved the following pro-forma resolution for 2017-2018:

Depository of Accounts

“RESOLVED, that Chase Bank, Flushing Bank and First National Bank of Long Island be designated as the depositories of the separate funds now deposited by the Inc. Village of East Williston.”

Official Newspaper

“RESOLVED, that the Williston Times be designated as the official newspaper for the publication of all legal notices and advertisements of the Inc. Village of East Williston.’

Mileage Reimbursement

“WHEREAS, the Board of Trustees of the Village of East Williston has determined to pay a fixed rate 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:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$0.53.5 per mile.

Section 2. That this resolution shall take effect immediately.”

Advance Approval of Claims

“WHEREAS, the Board of Trustees of the Village of East Williston has determined to authorize payment in advance of audit of claims for certain recurring charges.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall authorize payment of claims before audit for public utility services, postage, freight and express charges. All claims should be signed and **dated** by Mayor and Trustees.

Section 2. That this resolution shall take effect immediately.”

Attendance at Schools and Conferences

“WHEREAS, there is to be held during the coming official year an annual meeting conducted by the Conference of Mayors for municipal officials; the Training School for Fiscal Officers and Municipal Clerks, conducted by the Conference of Mayors; the following County Association meetings: Nassau County Village Officials Association, etc., and

“WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees, Village Counsel, Clerk-Treasurer, Deputy Clerk-Treasurer, Building Inspector, Library Board Trustees, Board members, etc. are hereby authorized to attend the various schools and conferences.

Section 2. That this resolution shall take effect immediately.”

Reimbursement of Expenses

“RESOLVED, to authorize the reimbursement of pre-authorized expenses to 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.”

Monthly Meetings

“RESOLVED, that the following dates be designated as the regular meeting night for the Village Board and the hour fixed at 7:30 p.m., for 2017-2018: May 8, June 12, July 10, August 14, September 11, October (TBA), November 13, December 11, January 8, February 12, March 12, April 2.

RESOLVED, that the Village Court meet once each month on the following dates: 2017: April 4, May 2, June 6, September 5, October 3, November 28, excluding July, August and December; and be it further

“RESOLVED, that there will be a work session on the last Monday of the month prior to the regular Board meeting as follows (except where a holiday falls on that Monday) 2017-2018: April 24, May 30, June 26, July 31, August 28, September 25, October 30, November 27, December TBA, January 29, February 26, March 26. All meetings are open to Village residents; and be it further

“RESOLVED, that the Library Board will meet at the Village Library six times a year, at its discretion, with additional meetings as the need arises; and be it further

“RESOLVED, that the Planning Board will meet on an on-call basis; and be it further

“RESOLVED, that the Board of Zoning Appeals will meet at the Village Hall on the third Thursday of the month provided variance applications have been received thirty-three days prior to the hearing; and be it further

“RESOLVED that the Recreation Committee will meet on an on-call basis; and be it further

“RESOLVED that the Historic Commission will meet on an on-call basis; and be it further

“RESOLVED that the Historic Committee will meet on the first Tuesday of each month, and be it further

“RESOLVED that all other committees will meet on an on-call basis. 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.”

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 \$10,000 and public works contracts under \$20,000; 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 \$10,000 and public works contracts over \$20,000; 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:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$250 - \$2,999	verbal quotations
\$3,000 - \$9,999	written/fax quotations or written RFP

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$250 - \$2,999	verbal quotations
\$3,000 - \$4,999	written/fax quotations
\$5,000 - \$19,999	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.)

On the motion of Trustee Iannone, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously approved the minutes of the regular meeting of March 13, 2017.

On the motion of Trustee Siciliano, seconded by Trustee Casella, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously approved the minutes of the agenda meeting of March 27, 2017.

On the motion of Trustee Siciliano, seconded by Mayor Tanner, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board approved the abstract of claims for March 2017 as follows: 20160549 – 20160634.

The East Williston Fire Department chiefs could not attend the meeting this evening. In lieu of the regular report, Trustee Iannone informed those present that the Department responded to a working fire in a barn on East Williston Avenue

TRUSTEE REPORTS

DEPUTY MAYOR/TRUSTEE BONNIE PARENTE

Trustee Parente reported that the East Williston Seniors will meet on Thursday, April 20th at 1pm to hear Bonnie Lynn Klein, Director of Horticulture, Town of North Hempstead Clark Botanic Garden who will give a presentation on how to have “happy, healthy houseplants”.

TRUSTEE CHRISTOPHER A. SICILIANO

Trustee Siciliano thanked the Department of Works personnel for their swift clean up during the last snow storm.

He noted that the Village purchased a power washer for the tennis courts, which will speed up the time it takes to clean the courts.

He reminded residents to report street light outages to the Village office when an outage is noticed.

TRUSTEE ANTHONY J. CASELLA

Trustee Casella gave the Justice Court report of March 2017: A total of \$2,050.00 in fines from 19 parking violations, one moving violation and no Village ordinance violations in March 2017. There were no New York State surcharges for the month.

The annual Easter egg hunt will take place on Saturday, April 8th at 10am on the Village Green.

Yoga classes take place on Monday and Wednesday mornings from 9:30-11:15am. Gentle yoga takes place on Wednesdays from 5:45-7:15pm.

Come Play with Me, pre-school program takes place on Fridays at 10:00am.

TRUSTEE JAMES L. IANNONE

Trustee Iannone did not have anything to add from what he reported previously.

MAYOR DAVID TANNER

Mayor Tanner had nothing to report at this time.

Library Director Susan Corsello gave the report.

The Library book clubs continue to meet monthly. The Library website has more information on the book club program.

The library will be hosting a series of computer training and career coaching courses throughout April and May. These courses were made possible by New York State Budget Aid obtained by former New York State Senator Jack Martins.

The Library will be offering “Part Two – Beginner Italian Language” classes hosted by Maria Tocci on Tuesday evenings during April and May. Please visit the Library website for more information.

VILLAGE CLERK MARIE L. HAUSNER

RESOLUTION NO. 2017-19 A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR JUNE 1, 2017 TO MAY 31, 2018.

On the motion of Trustee Parente, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting “aye”, the Board unanimously adopted the final assessment roll for the fiscal year June 1, 2017 to May 31, 2018.

The following building permits were issued in March 2017: 100 Bengueyfield Drive, construction of an addition to the house, with an unfinished cellar below. 1 Bengueyfield Drive, repair to fence. 14 Coleman Drive, installation of a fence, new driveway, refinish in-ground pool and interior house renovations.

The Nassau County Police Department report for March 2017 was not received in time for the meeting and will be reported upon in May.

The Mayor opened the meeting to residents.

There were no comments from the audience.

There being no further business, on the motion of Trustee Siciliano, seconded by Trustee Iannone, the meeting was adjourned at 8:40pm.