

BOARD OF TRUSTEES
INC. VILLAGE OF EAST WILLISTON
BUDGET HEARING AND ANNUAL ORGANIZATIONAL MEETING
MONDAY, APRIL 4, 2016, 2016

Budget Hearing and Annual Organizational Meeting of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 4, 2016 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, Robert M. Vella, Jr., James L. Iannone, Anthony J. Casella, Village Attorney Jeffrey L. Blinkoff, Village Clerk Marie L. Hausner.

Also present: Mr. & Mrs. Nick Siciliano, Tara Siciliano, Nancy Zolezzi, James J. Daw, Jr. Hon. & Mrs. Joseph Sperber, Hon. & Mrs. Emil Samuels, John Lekstutis, John McWhirk, Philip Chappo, Michelle Tanner, Joseph Masters, Mildred Clinton, Carol Bertali, Barbara Seixas, Stephan Leccese, Michael Guglielmo, Susan Corsello, Patrick Theodore, William Siciliano, Eileen Leccese, Carla Strauss, John Azara, James Sandquist.

The meeting commenced with a public hearing on the proposed budget for the 2016-2017 fiscal year. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

RESOLUTION NO. 2016-11 A RESOLUTION APPROVING THE BUDGET FOR THE FISCAL YEAR JUNE 1, 2016 TO MAY 31, 2017.

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

At this time, the Mayor administered the oath of office to the following individuals: Trustee Anthony J. Casella, Village Justice Joseph J. Sperber, Associate Village Justice Emil Samuels, Michael Delury Treasurer, Philip Chappo, member of the Board of Zoning Appeals, and John Lekstutis, Chairperson of the Planning Board.

Former Deputy Mayor and Trustee James J. Daw, Jr. administered the oath of office to Trustee Christopher Siciliano.

RESOLUTION NO. 2016-12 A RESOLUTION APPROVING THE PRO-FORMA RESOLUTIONS FOR 2016-2017.

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board unanimously approved the following pro-forma resolution for 2016-2017:

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 \$0.54 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 8:00 p.m., for 2016-2017: May 9, June 13, July 11, August 8, September 12, October (TBA), November 14, December 12, January 9, February 13, March 13, April 3.

RESOLVED, that the Village Court meet once each month on the following dates: 2016: April 19, May 11, June 21, September 14, October 18, November 9, 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) 2016-2017: April 25, May 30, June 27, July 25, August 29, September 26, October 31, November 28, December TBA, January 30, February 27, March 27. 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.

On the motion of Trustee Iannone, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, and Iannone all voting "aye", and Trustee Casella abstaining, the Board approved the minutes of the regular meeting of March 14, 2016.

On the motion of Trustee Parente, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano, and Iannone all voting "aye", and Trustee Casella abstaining, the Board approved the minutes of the agenda meeting of March 28, 2016.

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Casella all voting "aye", the Board approved the abstract of claims for March 2016 as follows: 20150516 – 20150567.

Chief Patrick Theodore presented the report of the East Williston Fire Department for the month of March 2016. The Department responded to a total of 13 calls during the Month: four fire calls, nine EMS calls and no mutual aid calls during the month.

He added that the Department membership will be attending fire school at the Old Bethpage Fire Service Academy during the month of April.

Chief Theodore also stated that the Department was in the process of upgrading its radio system to high band, as the low band system is being phased out.

Trustee Iannone added that new radios cost \$1,100 per radio. The Department located gently used equipment in an effort to keep costs down.

Chief Theodore informed those present that the Department has been holding drills with both the Mineola and Williston Park Fire Departments which enhances the training experience.

Chief Theodore reminded residents to ensure that house numbers are easily visible from the street to aid the Department during an emergency.

Trustee Iannone stated that the East Williston Fire Department is always looking for new members. Anyone interested in joining should come to the firehouse on Thursday nights after 7:30pm and speak with one of the Chiefs.

TRUSTEE REPORTS

DEPUTY MAYOR/TRUSTEE BONNIE PARENTE

Trustee Parente congratulated Trustee Siciliano on his re-election and congratulated Trustee Casella on his election to the Board.

Trustee Parente stated that the Senior's Group will hold its next meeting on April 28, 2016 from 1-3pm. She stated that the Senior Committee was looking for more program coordination for group participation.

TRUSTEE CHRISTOPHER A. SICILIANO

Trustee Siciliano stated that the Department of Public Works are going around the Village sweeping the streets. They will also begin planting street trees and continue street sign replacement. They are also cleaning up Village parks preparing for spring activities.

Public Works will also commence fire hydrant flushing the week of April 18th

Joseph Masters pointed out that the curbing near the train station pavilion on Sagamore Avenue has some damaged Belgian blocks where the snow plow had hit them.

Trustee Siciliano stated that in the beginning of May, repairs to the various damage around the Village will be addressed.

TRUSTEE ANTHONY J. CASELLA

Trustee Vella reported that the Justice Court collected a total of \$1,350.00 in fines from 15 parking violations, one moving violations and no Village ordinance violations in March 2016. There were no New York State surcharges for the month.

For the Recreation Committee, spring tennis lessons begin on April 9th. The Village-wide tag sale will take place on May 21st with a rain date of May 22nd. Yoga classes continue to take place on Monday and Wednesday mornings from 9:30am to 11am and Wednesday evenings from 6-7pm. The Come Play With Me program for preschoolers ages 2 and up takes place on Mondays from 10-11am. Fliers for activities can be found in the lobby of the Village Hall.

Trustee Casella added the Village recently lost former Trustee Don Smith who served the Village from 1978 to 1991. Mr. Smith was a very dedicated public servant who did a lion's share of the work that helped to maintain the character and charm of the Village. He offered condolences to the Smith family.

TRUSTEE JAMES L. IANNONE

Trustee Iannone did not have anything more to add to the report given by Chief Theodore.

MAYOR DAVID TANNER

Mayor Tanner stated that the Village was waiting to receive the revised water agreement from the Village of Williston Park.

Library Director Susan Corsello gave the report.

The "Day Time Book Club" will meet next week to discuss "Leaving Time" by Jodi Picoult. The "Evening Book Club" will meet next week to discuss "The Pearl that Broke its Shell" by Nadia Hashimi.

Local resident, Maria Tocci, will be hosting Italian language classes at the library on Tuesday evenings for ten weeks starting tomorrow. It is not too late to sign up!

During the month of April, the East Williston Public Library Friends will be displaying a variety of Girl Scout memorabilia including achievement patches and awards, photos, and craft projects.

VILLAGE CLERK MARIE L. HAUSNER

RESOLUTION NO. 2016-13 A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR JUNE 1, 2016 TO MAY 31, 2017.

On the motion of Mayor Tanner, seconded by Trustee Parente, 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, 2016 to May 31, 2017.

The following building permits were issued in March 2016: 48 Meritoria Drive, construction of a pool. 10 Post Lane, enclosure of a sun porch. 387 Roslyn Road, installation of solar panels. 201 Dickson Circle, reconstruction of a driveway. 204 Bengueyfield Drive, installation of a central air conditioning system. 216 Auburn Street, reconstruction of a driveway.

The Nassau County Police Department report for February 2016 indicated one report of a burglary on High Street. One parking violation and one moving violation were served. There were three reported auto accidents and two auto related injuries.

The Mayor opened the meeting to residents.

James Daw stated that there is a law requiring that premises have house numbers visible from streets. The Board asked that this be discussed at the next agenda meeting.

Michael Guglielmo stated that the East Williston Fire Department look into using iPad and Iphone technology to locate house numbers in an emergency through an application that can be obtained.

Chief Theodore stated that the Department currently utilizes the services of Fire Tracker which is helpful, but it still is not as helpful as having a house number prominently displayed when an emergency call comes in. He noted that a fire district on Long Island had encountered a problem with house locating “apps” during a recent emergency, causing dangerously wasted time. These new “apps” are not perfect and risk life and property.

Former Mayor Nancy Zolezzi added that former Zoning Board member Andrew Kerzner recently passed away.

There being no further business, on the motion of Trustee Parente, seconded by Trustee Siciliano, the meeting was adjourned at 8:55pm.