

BOARD OF TRUSTEES
INC. VILLAGE OF EAST WILLISTON
BUDGET HEARING AND ANNUAL ORGANIZATIONAL MEETING
MONDAY, APRIL 6, 2015

Budget Hearing and Annual Organizational Meeting of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 6, 2015 at 7:30 p.m. at the Village Hall, 2 Prospect Street, East Williston, New York.

There were present: Mayor David E. Tanner, Trustees Bonnie L.S. Parente, Caroline DeBenedittis, Christopher Siciliano, Robert M. Vella, Jr., Village Attorney Jeffrey L. Blinkoff, Marie L. Hausner, Village Clerk, Michael Delury, Treasurer.

Also present: Maureen O'Connell, Michael Uttaro, Michelle Tanner, Lee Tanner, Andrew Tanner, Robert L. Campagna, Elise Campagna, Vivian Campagna, Emil and Kathy Samuels, Richard Raab, Mr. & Mrs. Louis Santosus, Kevin Parente, Sr. , Kevin Parente, Jr. Emma Parente, Thomas and Patricia McCauley and family, Bonnie Kreisman, Joseph Fabrizio, Paul Walters, Barbara Seixas, Carla Strauss, Carol Bertali, Susan Quinn, Mildred Clinton, Robert Hausner.

The Board opened the meeting with a public hearing on the budget for the fiscal year June 1, 2015 to May 31, 2016. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

RESOLUTION NO. 11-2015 A RESOLUTION APPROVING THE BUDGET FOR THE FISCAL YEAR JUNE 1, 2015 TO MAY 31, 2016

On the motion of Trustee Vella, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, DeBenedittis, Siciliano and Vella all voting "aye" the Board approved the budget for the fiscal year June 1, 2015 to May 31, 2016.

Mayor Tanner and the Board of Trustees made a presentation to outgoing Trustee Caroline DeBenedittis.

The oaths of office were administered to Mayor David E. Tanner, Deputy Mayor and Trustee Bonnie L.S. Parente, Associate Village Justice Emil Samuels, Building Inspector Robert Campagna, Zoning Board member Richard Raab, Elise Campagna, Historic Commission member, Village Clerk Marie Hausner.

Mayor Tanner announced that Trustee James Iannone could not be present at the meeting tonight, but stated that he has signed his oath of office.

RESOLUTION NO. 12-2015 A RESOLUTION APPROVING THE PRO FORMA RESOLUTIONS FOR THE FISCAL YEAR 2015 – 2016:

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano and Vella all voting “aye”, the Board approved the following Pro Forma Resolutions for the fiscal year 2015-2016:

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 \$0.56 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 2015: May 11, June 8, July 13, August 10, September 14, October TBD, November 9, December 14, 2015: January 11, 2016, February 8, 2016, March 14, 2016, April 4, 2016.

RESOLVED, that the Village Court meet on the third Tuesday of each month, excluding November 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) 2015: May TBD, June 29, July 27, August 31, September 28, October 26, November 30, December 28. 2016: January 25, 2016, February 29, 2016, March 28, 2016 . 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 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 Vella, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano and Vella all voting “aye”, the Board approved the minutes of the agenda meeting of March 4, 2015.

On the motion of Trustee Parente, seconded by Trustee Siciliano, and with Mayor Tanner and Trustees Parente, Siciliano and Vella all voting “aye”, the Board approved the minutes of the regular meeting of March 9, 2015.

On the motion of Trustee Siciliano, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano and Vella all voting “aye”, the Board approved the abstract of claims for the month of March 2015 voucher numbers 20140488 – 20140567.

Chief Joseph Fabrizio presented the Fire Department report for the month of March 2015. East Williston responded to a total of 17 calls. Nine general alarms, seven EMS calls and one mutual aid to the Albertson Fire Department.

Members of the Department attend fire school at the Nassau Fire Service Academy in Old Bethpage on Thursday nights.

Lastly, Chief Fabrizio

TRUSTEE REPORTS

DEPUTY MAYOR/TRUSTEE BONNIE PARENTE

Trustee Parente stated that Chief Joseph Fabrizio has moved up from First Assistant Chief to Chief of Department.

Trustee Parente informed those present that Assistant Chief Theodore is working with various agencies to address debris, old furniture and potential fire concerns along the “Old Motor Parkway”. Although the area (behind Bengeyfield Drive) is not with the jurisdiction of the Village, the Department responded to a brush fire in this area recently. It is hoped that with the intervention of Assistant Chief Theodore, the area will be cleaned up. Since Village residents abut this property, they should be vigilant and call 911 if something either suspicious or dangerous occurs. At this time, no one is claiming ownership to the land so it is difficult to ascertain the purview of responsibility. Also be examined is how to keep young people from using this area.

Trustee Parente thanked former Trustee Caroline DeBenedittis for all the work she and the Recreation Committee did to make the annual egg hunt a success.

Lastly, Trustee Parente reminded the Fire Department officers to advise the Village office when they will be using fire hydrants for drills, and to follow the procedure outlined last year for notification of area residents.

TRUSTEE ROBERT M. VELLA, JR.

Trustee Vella reported that the Justice Court collected a total of \$1,250.00 in fines from 33 violations in March 2015. The violations consisted of 24 parking violations, eight moving and one Village ordinance violation. There were no New York State surcharges this month.

TRUSTEE CHRISTOPHER A. SICILIANO

Trustee Siciliano wished everyone a happy Easter and Passover.

The Public Works staff have been out in the Village with the new Elgin sweeper.

The Public Works staff is also prepping the Devlin Field for opening day of the East Williston Little League’s season which is scheduled for April 18th.

The Department is continuing replacement of street signs and sprucing up entrances to the Village

Trustee Siciliano reminded residents to report any street lights that are out to the Village office so that they can be called into the street lighting contractor.

He also stated that traffic calming lines will be painted at the intersection of Bengeyfield Drive and Concord Street within the next few weeks, pursuant to a traffic study performed in the area. The Village had been put on notice by a resident in this area of cars speeding at this location creating a danger to children.

Lastly, Trustee Siciliano thanked former Trustee Caroline DeBenedittis for all of her hard work during the past four years stating that it was a pleasure working with such a dedicated resident.

MAYOR DAVID E. TANNER

Mayor Tanner informed those present that Building Inspector Robert Campagna will be working with the Beautification Committee on their plans for the spring and summer. The Committee has already worked to have the Wheatley Acres sign metalized. Future endeavors are beautifying areas surrounding entrance signs and the idea of placing a kiosk on the Village Green.

He further noted that the Board is still working on the Wheatley Golf Club issue, awaiting another submission from the Club. The Board will also be reviewing the parking issue brought to the attention of the Village with respect to the size of driveways mandated in the Village Code.

Mr. Blinkoff apprised those present about the status of 8 Sumter Avenue. He stated that the property has been sold. The Village has an agreement with the new owners to demolish the shed and the building within 60 days of signing the closing papers. The Village received payment in the amount \$47,000 owed in back taxes, fees, etc. This legal issue has been ongoing for 30 years.

Caroline DeBenedittis wanted to report on Recreation Committee events. She stated that 100 children participated in the annual egg hunt on the Village Green. The event was held on Sunday due to the weather. The Village-wide tag sale will take place on May 16th with a rain date of May 17th. She reminded residents they must to pre-register for this event. The tent party on the Village Green will take place on May 30th, with the children's event to be held on May 29th. She once again urged residents to sign up for email blasts on the Village website.

Susan Corsello presented the Library report.

Library Book Clubs

- Our "Day Time" book club will meet on April 21st. The book for discussion is "The Museum of Extraordinary Things", by Alice Hoffman.
- The "Evening" book club will meet on April 2nd. The book for discussion will be "George Washington and the Secret Six" by Brian Kilmeade.

East Williston Senior Group

- The group will meet on April 16th at noon.

Library Friends

The Library Friends have a beautiful Easter chocolate mold collection on display in the Village Hall lobby generously provided by Chris and Tara Siciliano.

VILLAGE CLERK MARIE L. HAUSNER

The following building permits were issued in March 2015: 390 Andrews Road, installation of a central air conditioning system. 41 Sumter Avenue, demolition of residence. 19 Wheatley Avenue, relocation of garage and driveway.

The Nassau County Police Department Third Precinct report for March was not received in time for the meeting. It will be reported upon at the May meeting.

RESOLUTION NO. 13-2015 A RESOLUTION APPROVING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR 2015 – 2016:

On the motion of Trustee Vella, seconded by Trustee Parente, and with Mayor Tanner and Trustees Parente, Siciliano and Vella all voting “aye”, the Board approved the final assessment roll for the fiscal year 2015-2016:

The Mayor opened the meeting to residents.

Barbara Seixas asked with regard to 8 Sumter Avenue if a Health Department inspection will be performed to ensure that no vermin exist in the Building, as well as a survey of the property.

Mr. Campagna replied that the Nassau County Health Department will perform a “rodent inspection” within a few days of demolition. Also, he noted that a survey will be performed for the property, however surveyors no longer place stone markers. They are now done by utilizing GPS.

James J. Daw, Jr. thanked Jeffrey Blinkoff, Robert Campagna and the Village staff for all of their hard work and patience during the years dealing with the 8 Sumter Avenue issue.

On the motion of Trustee Parente, seconded by Trustee Siciliano, there being no further business, the meeting was adjourned at 9:08pm.