

BOARD OF TRUSTEES
INC.VILLAGE OF EAST WILLISTON
BUDGET HEARING AND REGULAR BOARD MEETING
MONDAY, APRIL 6, 2020

Regular meeting and Budget Hearing of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 6, 2020 at 7:30 p.m. at the Village Hall, 2 Prospect Street, East Williston, New York.

The hearing was held remotely by a Webex conference hosted by the Village of East Williston.

Those present on the Webex conference call: Mayor Bonnie L.S. Parente, Trustees Christopher A. Siciliano, James Iannone, Raffaella Dunne, James Lark, Village Treasurer Michael Delury, Village Attorney Steven Leventhal, Village Clerk Marie L. Hausner

Also present: Kevin Parente, Ray Gaudio, Harry Yuen.

The meeting commenced with a public hearing to consider the adoption of the 2020-2021 budget and adoption of the final assessment roll for the 2020 – 2021 fiscal year.

A verbatim transcript of said hearing will be filed with the Village Clerk upon completion.

RESOLUTION NO. 2020-11 A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR COMMENCING JUNE 1, 2020 AND ENDING MAY 31, 2021.

On the motion of Mayor Parente, seconded by Trustee Siciliano, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark all voting "aye", the Board unanimously adopted the final assessment roll for the fiscal year commencing June 1, 2020 and ending May 31, 2021.

RESOLUTION NO. 2020-12 A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR COMMENCING JUNE 1, 2020 AND ENDING MAY 31, 2021.

On the motion of Mayor Parente, seconded by Trustee Siciliano, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark all voting "aye", the Board unanimously adopted the final budget for the fiscal year commencing June 1, 2020 and ending May 31, 2021.

RESOLUTION NO. 2020-13 A RESOLUTION APPROVING THE PRO FORMA RESOLUTIONS FOR THE FISCAL YEAR 2020-2021.

On the motion of Mayor Parente, seconded by Trustee Lark, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark all voting “aye”, the Board unanimously approved the Pro Forma Resolutions for the fiscal year 2020-2021. A copy of said resolutions are annexed to the end of these minutes.

On the motion of James Iannone, seconded by Trustee Siciliano, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark all voting “aye”, the Board approved the minutes of the regular meeting of March 9, 2020.

(Please note that the agenda meeting scheduled for Monday, March 30, 2020 was cancelled due to the Covid-19 pandemic with social gathering restrictions put in place by executive order of the Governor of the State of New York.)

On the motion of Trustee Siciliano, seconded by Trustee Lark, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark all voting “aye” the Board approved the minutes of the agenda meeting of February 24, 2020.

On the motion of Trustee Dunne, seconded by Trustee Siciliano, and with Mayor Parente and Trustees Siciliano, Iannone, Dunne and Lark voting “aye”, the Board approved the abstracts for March 2020 claim numbers: 20190531 - 20190579.

TRUSTEE REPORTS

TRUSTEE JAMES IANNONE

Trustee Iannone reported that the East Williston Fire Department responded to 12 calls during the month of March 2020.

The Fire Department will not be holding elections of officers due to the Covid-19 pandemic. As such, the annual installation dinner has been cancelled.

Also due to the pandemic, all events for the East Williston Senior Group have been cancelled until further notice.

TRUSTEE CHRISTOPHER A. SICILIANO

Trustee Siciliano stated that public works employees James Bailey and Simon Blanco have been alternating working hours to ensure roads, parks and Village properties stay in order.

Due to the pandemic and gather restrictions, the Library has been closed and all activities have been cancelled until further notice.

TRUSTEE RAFFAELA DUNNE

Trustee Dunne had no reports of Recreation or Beautification Committee activities due to the pandemic. All events and activities have been cancelled until further notice.

Trustee Dunne did mention that with the collaborated efforts of the Villages of Williston Park and East Williston, the Easter Bunny road through the streets to wave at children while keep proper social distance.

TRUSTEE JAMES LARK

Trustee Lark stated that the Justice Court report for March 2020 had not been received in time for the meeting tonight, and will be reported upon at the May meeting.

The East Williston Little League season has been put on hold until social distancing restrictions are lifted.

MAYOR BONNIE L.S. PARENTE

Mayor Parente stated that Building Inspector Jared Mandel has been continually monitoring properties with building permits within the Village (at a safe distance) to ensure that the New York State Governor’s executive order pertaining to construction work was being adhered to. There was one, and possibly two properties where work had continued, but needed to be shut down. Possible fines may be levied due to the violation of the executive order.

Mayor Parente praised the Deputy Mayor Siciliano and Trustees Iannone, Dunne and Lark for coming together and giving their all during this difficult time.

She also thanked the staff for ensuring that work continues so that East Williston can run as smoothly as possible.

VILLAGE CLERK MARIE HAUSNER

The following building permits were issued in March 2020: 31 Ogden Avenue, installation of a new central air conditioning unit. 157 Charles Street, interior alterations, new attached garage, finishing of the cellar and installation of a new central air conditioning unit. 377 Feather Lane, installation of patio pavers.

The Nassau County Police Department report for February 2020 stated that there were no reports of auto accidents, five aided cases, no reports of burglary, robbery larceny or criminal mischief. There were five moving violations and two parking violations issued.

The Mayor opened the meeting to residents.

April 6, 2020 – Regular Meeting
Page 4 of 4

No residents had comments.

There being no further business, on the motion of Trustee Iannone, seconded by Trustee Dunne, the meeting was adjourned at 8:08 pm.

(Annexation of Pro Form Resolutions attached)

ANNEX 1

PRO FORMA RESOLUTIONS - 2020

Depository of Accounts

“RESOLVED, that Chase Bank, Flushing Bank, First National Bank of Long Island AND New York Cooperative Liquid Assets Securities System (NYCLASS) 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 \$0.57.5 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 2020-2021: May 11, June 8, July 13, August 10, September 14, October TBA, November 9, December 14, January 11, February 8, March 8, April 5.

RESOLVED, that the Village Court meet once each month on the following dates: 2020 April 2, May 7, June 4, September 3, October 1, November 5, 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) 2020-2021: April 27, May TBA, June 29, July 27, August 31, September 28, October 26, November 30, December 28, January 25, February 22, March 29. 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.)