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VILLAGE OF EAST WILLISTON  
BOARD OF TRUSTEES

-----X

PUBLIC HEARING  
ON  
TENTATIVE BUDGET

-----X

BEFORE: BONNIE L.S. PARENTE, Mayor  
CHRISTOPHER SICILIANO, Deputy Mayor  
JAMES IANNONE, Trustee  
RAFAELLA DUNNE, Trustee  
JAMES LARK, Trustee

DATE: April 6, 2020

TIME: 7:30 p.m.

PLACE: Virtual Hearing

COUNSEL REPRESENTING  
VILLAGE OF  
EAST WILLISTON: STEVEN LEVENTHAL, ESQ.

VILLAGE TREASURER: MICHAEL DELURY

VILLAGE CLERK: MARIE HAUSNER

REPORTED BY: JOANNE HORROCKS, CSR

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Board of Trustees

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MAYOR PARENTE: We are going to start the meeting. So this is the budget hearing, and it will be followed by the regular meeting of the East Williston Board of Trustees. It's a Public Hearing for the 2020/21 budget, and we will start with the pledge of allegiance by Michael DeLury because Michael has the best flag set up. So I'm going to stand up.

(Whereupon, the pledge of allegiance is said.)

MAYOR PARENTE: Marie, will you please read the public announcement that went in the paper regarding this meeting?

THE CLERK: Yes, I will. Legal notice. Notice of public hearing on the tentative budget of the Incorporated Village of East Williston.

Notice is hereby given that the Board of Trustees of the Incorporated Village of East Williston will hold a public hearing on Monday, April 6th,

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Board of Trustees

2020 at 7:30 p.m. in the Village of East Williston, State of New York in accordance with Section 5-506 and 5-508 of the Village Law for the purpose of considering the adoption of the Village budget for the fiscal year June 1, 2020 through May 31, 2021.

At such hearing, any person may be heard in favor or against the budget as compiled or for or against any item contained therein. A copy of the tentative budget was mailed to all residents and is on our Village website EastWilliston.org.

The following compensation to be paid to the Mayor of the Board of Trustees, each remains the same for the past fiscal year, Mayor, \$250 a month, trustee, \$200 a month.

By order of the Board of Trustees, Marie L. Hausner, Village Clerk dated March 27th, 2020.

MAYOR PARENTE: Thank you, Marie.  
Mike Delury, the Village treasurer,

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will you please present the budget?

MR. DELURY: Thank you, Mayor and trustees and residents who are in attendance. My name is Michael Delury, and I have been the Village Treasurer for the Village of East Williston for the past eight years.

The tentative budget calls for a 1.74 percent tax levy increase. This equates to approximately a \$40 annual increase per household. The increase is below the tax cap. The major reason is due to a \$35,240 increase in the sanitation collection cost.

Our current annual cost per household is \$413 and will be increased to \$453 per household approximately. Our Village tax rate will increase from 84.6267 to 85.7025 or per \$100 of assessed valuation.

The LED lighting Village light project is under way and will be financed by using the reserve fund, and once completed, will provide a

1  
2 long-term benefit by lowering our  
3 annual street light costs. We may, in  
4 fact, receive a grant for this upgraded  
5 street lighting work, and we are  
6 awaiting confirmation from our New York  
7 State representative.

8 For the fiscal year 2020-21, we  
9 anticipate using approximately \$133,000  
10 of our reserve fund which will be used  
11 primarily for the LED upgrade work.

12 The East Williston Fire  
13 Department replaced one of its 30 year  
14 old vehicles with a new emergency  
15 response vehicle equipped with all of  
16 the necessary emergency equipment.  
17 This was paid for from our reserve  
18 fund, and we will be receiving a  
19 \$50,000 grant from New York State. The  
20 vehicle is currently in operation  
21 serving the Village.

22 The Village Board has increased  
23 the budget for the library to allow for  
24 some wonderful programs to continue in  
25 the upcoming fiscal year.

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Board of Trustees

Mayor Parente, that is my initial opening statement for the budget.

MAYOR PARENTE: Thank you very much, Michael.

So I'm just going to briefly say that this is a very responsible budget. It does contain an increase. In years past, in at least the last seven years, we have not had an increase in seven years. It is because we used a significant amount of money from our reserves, our capital fund. In those times it was responsible to do so. But there comes a point -- and the reason it was responsible is because you don't want to have too much money in your capital reserves, because then the current people are saving money for future people, and you are supposed to -- theoretically your tax dollar should be used for the people paying your tax dollars.

So that's the theory that you should have a capital reserve for

1  
2 emergencies but certainly not too large  
3 a capital reserve that your one  
4 population of people are saving money  
5 for the future or using money from the  
6 past.

7 So we are, this year, using a  
8 little bit less from our capital  
9 reserve and a little bit more by means  
10 of a budget increase. The way we  
11 determined what that budget increase  
12 would be is that we looked at the  
13 amount of increase in the sanitation  
14 department budget and that we are using  
15 the same sanitation provider. It's the  
16 lowest bidder. Even as the lowest  
17 bidder, they were over \$30,000 higher  
18 than they were in the past.

19 So we've made that \$30,000 number  
20 the amount that we're increasing the  
21 budget this year taking less from our  
22 capital reserve, but mind you we are  
23 still taking a significant amount from  
24 capital reserve, so it would behove us  
25 to continue this practice of having a

1  
2 small or a significant increase  
3 depending on the year in each year  
4 while maintaining our capital reserve  
5 for emergencies.

6 No time other than now is that  
7 more true because now we are faced with  
8 a pandemic, and we will likely suffer  
9 approximately a \$30,000 loss from that  
10 pandemic. We are still working on  
11 those numbers.

12 So the budget went back and forth  
13 many times, and I think that the one  
14 that Michael has presented to us and  
15 that we have discussed is the proper  
16 budget to adopt in the year 2021, and I  
17 recommend that it be adopted.

18 So now I'm going just going to do  
19 a roll call. Before we do the public  
20 comment, Deputy Mayor Siciliano, do you  
21 have any comments about the budget?

22 DEPUTY MAYOR SICILIANO: No,  
23 Mayor.

24 MAYOR PARENTE: Okay. Trustee  
25 Rafaella Dunne, do you have any

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comments about the budget?

TRUSTEE DUNNE: No, Mayor.

MAYOR PARENTE: And Trustee James Lark?

TRUSTEE LARK: I do not, Mayor. And James Iannone is on the call.

TRUSTEE IANNONE: I am here, too. I have no comment. I can hear you all on telephone. I'm not on the web, but I hear you loud and clear on my regular old landline.

MAYOR PARENTE: I am typing your name into the chat for the court reporter.

TRUSTEE IANNONE: And I heard Mike's opening statement. It was very good.

MAYOR PARENTE: Trustee Iannone, do you have any comments on the budget?

TRUSTEE IANNONE: No. I think it was appropriate the way you outlined, and the truck we replaced was the '86 truck, so it's over 30 years old.

MAYOR PARENTE: We have solicited

1  
2 public comment in advance to the nature  
3 of this call during this COVID-19  
4 pandemic, and we received several  
5 questions from Richard Corrado who is  
6 on the call right now. I'm going to  
7 read his questions, and I will read  
8 them as if we're in the interactive  
9 meeting and answer them as they're  
10 asked.

11 So Mr. Corrado's first question  
12 is what is the average percentage  
13 increase in the tax bill anticipated  
14 with the proposed budget?

15 The answer is I stated in the  
16 letter sent to all homes it's estimated  
17 the average will be just under 40 per  
18 household per year.

19 The next question, is the Board  
20 reconsidering the budget and potential  
21 cuts considering COVID-related economic  
22 disruption and potential economic  
23 pressure on East Williston residents?  
24 This will hopefully be a short-term  
25 impact but would be reasonable if there

1  
2 was a corresponding short-term  
3 mitigation budget for 20/21. This  
4 could potentially involve a deferral of  
5 cap budgets, LED or other measures to  
6 control reduced expenses in the  
7 proposed budget.

8 That's a very good question,  
9 rich, and yes, the Board has met on  
10 this. The Board has met several times,  
11 and protections have been made  
12 regarding expenses and loss of revenue  
13 as a result of COVID-19 pandemic and  
14 the result in government shut down.  
15 The treasurer and I worked together and  
16 came up with \$30,000 potential loss of  
17 revenue based on this shut down. It's  
18 currently projected that it might be  
19 less than \$30,000, but we are  
20 overestimating for now.

21 We have a fund reserves if there  
22 are any further unexpected costs in  
23 addition to those projected. We are  
24 going to continue to re-evaluate before  
25 moving forward on any of the projects,

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and we will be trying to ease the burden on residents by waiving late fees, by entering into payment plans for water bills and some forgiveness plans to any type of fees and late charges that would incur a resident. I hope that answers your question. But we can go further into that if necessary.

Please explain the 376 percent variance in cap fund expenditures between the adjusted 2019/2020 budget and protected 2019/20 expenditures. I see the line items that comprise this variance and assume some with more urgent needs. But this is really is a huge and surprising variance.

Mr. Corrado, that is, again, a very good question. The answer is that the 19/20 expenditures included large ticket items like an emergency response vehicle, traffic studies and the LED project to name a few. In the case of these types of expenditures, they are

1  
2 not always paid in the year they are  
3 budgeted, and in some cases like the  
4 LED project, they are multiyear  
5 expenditures. This timing issue  
6 results in numbers that don't reflect  
7 the actuality as in the cap funds line.  
8 So this, in short, is a result of a  
9 difference in timing between the  
10 budgeted year and the year those  
11 expenses are paid.

12 I'm going to turn this quickly  
13 over to Mike Delury to see if he has  
14 any further explanation on that.

15 MR. DELURY: No, that was great,  
16 Mayor. Actually it was a very good  
17 question, and I looked back in the  
18 prior year's budget. We budgeted, you  
19 know, the \$150,000 prior budget year  
20 for the LED lighting.

21 These large projects that we have  
22 taken, normally they don't get  
23 completed in the same fiscal year. So  
24 we've appropriated the money in the  
25 budget in year one, and that allows for

1  
2 the payment of project to completion  
3 until the year two, three or four,  
4 whatever. It's also similar to the  
5 emergency response vehicle as well, and  
6 that's the same situation.

7 It was a very good question by  
8 Mr. Corrado, and I hope this explains  
9 the reason.

10 MAYOR PARENTE: That's great,  
11 thank you, Michael.

12 The next and last question that  
13 Mr. Corrado had was, please provide  
14 clarity on the cost of waterline item.  
15 The projected expense for 19/20 is  
16 coming in \$100,000 less than the  
17 adopted budget \$610,000 versus \$706,000  
18 but then goes back up to \$706,000 for  
19 proposed 20/21.

20 On a related note and may be tied  
21 in, can you explain the \$100,000  
22 shortfall in water revenues expected  
23 between adopted 19/20 budget and  
24 protected annuals?

25 The answer, the water budget is

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based on consumption and is, of course, difficult to project. While the project expense was less in 19/20, we still need to budget for the higher consumption.

The reason the consumption was lower than anticipated could have been due to summer weather, sprinkler use, pools, rainfall, etcetera. Without knowing why consumption was lower, we still need to protect the higher number for consumption unless and until we get a multiyear result allowing us to reduce the number projected.

Michael, did you have anything more on that?

MR. DELURY: No, Mayor. I would add a positive note is we were very fortunate this past fiscal year not to have many water main breaks. When these happen, we obviously increase our repair costs, and we actually increase both, and it's unbilled revenue that we normally have projected when we have a

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loss of water.

But that's all I have to add,  
Mayor.

MAYOR PARENTE: Okay, that's  
great.

So those were the only questions  
posed in advance. And I know we  
weren't really sure how this meeting  
was going to go, and we wanted  
questions in advance. But I don't  
think that it would be inappropriate to  
find out whether we've at least  
answered Mr. Corrado's questions.

And Rich, I see you're un-muting.  
Do you want to follow up on any of  
those?

MR. CORRADO: No, thanks. That  
answers a couple of questions. I'm  
kind of disappointed more residents  
didn't ask questions or participate,  
but it is what it is. But thanks for  
going through that.

I guess the only comment or  
question I had is with regard to the

1  
2 COVID impact. You mentioned \$30,000  
3 decrease in revenues. Really what I  
4 was trying to get at was more the  
5 expense side of things and if the  
6 Village was looking at anything like  
7 that.

8 I mean you did mention some  
9 things at the margins about late fees,  
10 deferrals, etcetera. The main point of  
11 my question there was looking at some  
12 of the more fundamental expense items,  
13 if you guys were reconsidering any of  
14 that, you know, just due to -- just the  
15 situation probably over the next eight  
16 to twelve months economically. So I  
17 don't know if you want to follow on  
18 that.

19 MR. DELURY: Mayor Parente asked  
20 me this past weekend just to look into  
21 this effect. And I put something  
22 together as a best estimate from the  
23 period, I guess, late March up through  
24 and including May 31st. And the reason  
25 I did that is just because of the

1  
2 fiscal year end. We don't know how soon  
3 this will be behind us.

4 So the biggest impact we feel  
5 right now would be building permits and  
6 building permit type of revenue that  
7 we've ordinarily received at this time  
8 of the year since a lot of projects and  
9 applications come in around now,  
10 because people want to start doing  
11 work. So we put our best estimate  
12 together, and that's what Mayor Parente  
13 came up with that \$30,000, approximate.

14 And it's also a very -- I don't  
15 know if I call it aggressive, but  
16 it's the worst case scenario I think.

17 MAYOR PARENTE: Okay. I  
18 appreciate that, Mike. Rich, we are  
19 also going to be on a regular basis  
20 looking at anything, any cost to our  
21 residents to see whether we should be  
22 putting things off and regrouping after  
23 this pandemic. So this will be  
24 ongoing. We aren't going to be able to  
25 address the budget, because if we did

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2           somehow take that \$30,000 and say,  
3           well, let's take it from capital  
4           reserve, we actually are going to be  
5           taking it from capital reserve instead  
6           of passing it along to the community at  
7           this time, which is what we could have  
8           done. But we felt that would have been  
9           irresponsible because then we would  
10          have been adding that to the \$35,000 in  
11          sanitation increases, and our increase  
12          in tax would have been 2.7 percent or  
13          more, which we would not have wanted to  
14          do.

15                 So by not increasing the budget  
16          for our shortfall, we are taking into  
17          account the pandemic and the result in  
18          loss of revenue. I hope that answers  
19          the question.

20                 MR. CORRADO: No, it does.

21                 MAYOR PARENTE: Do you have  
22          anything else?

23                 MR. CORRADO: No, I mean with  
24          respect to the water question -- can  
25          you hear me? With respect to that

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water question, I understand you have a budget with the expected usages. Of course, it would be interesting to see the next 12 months if the usage is the same as what it was last year because it looks like it was about 15 percent less than projected. And I know the rates are what they are. So it looks like it came in lower because of less usage. Hopefully at this time next year, it's coming in at about the same amount as it did this year with actuals. It sounds like you guys may consider reducing that item. I understand you have to wait probably another 12 months before you do that.

That was it. I'm good.

MAYOR PARENTE: Thank you. So my guess, if I could guess, is that water consumption is going to increase substantially. And I bet Trustee Dunne is going to agree with me on this, because hundreds, hundreds of college students are home in East Williston,

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and I do feel that that is going to  
drastically increase water consumption.  
Trustee Dunne?

TRUSTEE DUNNE: Absolutely. Each  
individual in a house uses a certain  
number of gallons on average per day.  
Everyday that they are home, they are  
using water even if you are trying to  
be as conservative as you can with  
consumption. They are using our water  
supply, not somebody else's.

MAYOR PARENTE: Absolutely. And  
it generally means that for the past  
several months and going forward. We  
have 200 to 300 more adults living in  
the Village of East Williston taking  
showers.

I don't have anything further,  
and I don't know if I got to everybody.  
So Deputy Mayor Siciliano, you have  
nothing else, right? We went through  
everyone?

DEPUTY MAYOR SICILIANO: No,  
Mayor.

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MAYOR PARENTE: I could see everyone else's faces. They will let me know if they have something.

Trustee Iannone, nothing?

TRUSTEE IANNONE: Can you hear me? Because I got off the phone.

MAYOR PARENTE: I can.

TRUSTEE IANNONE: Even being home, meals that are being made at home, there's a lot more dishwashers running and a lot more showers. People aren't showering at gyms. They are showering at home. So we will have an increase.

MAYOR PARENTE: I see some residents, Harry Gwen, did you have a question?

MR. YUEN: No, thank you, Mayor.

MAYOR PARENTE: Mr. Guardio, you are muted.

MR. GUADIO: No questions.

MAYOR PARENTE: Thank you very much, Ray.

There's a couple of blank call-in

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users. I can't tell who they are.

Does anybody else want to speak?

All right, hearing no other questions and no other public comment, I make a motion to adopt the final assessment roll for the 20/21 fiscal year. Do I have a second?

DEPUTY MAYOR SICILIANO: I'll second that.

MAYOR PARENTE: Thank you, Deputy Mayor Siciliano. All in favor?

TRUSTEE LARK: Aye.

TRUSTEE DUNNE: Aye.

TRUSTEE IANNONE: Aye.

DEPUTY MAYOR SICILIANO: Aye.

MAYOR PARENTE: Aye.

And a resolution to adopt the budget 20/21 fiscal year. As the Mayor, I'll make that resolution. Do I have a second?

DEPUTY MAYOR SICILIANO: I'll second that, Mayor.

MAYOR PARENTE: Deputy Mayor Siciliano.

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All in favor?

TRUSTEE LARK: Aye.

TRUSTEE DUNNE: Aye.

TRUSTEE IANNONE: Aye.

DEPUTY MAYOR SICILIANO: Aye.

MAYOR PARENTE: Aye.

So this concludes that at 7:58 p.m. the Public Hearing on the budget. Marie, did I miss anything?

THE CLERK: No, those were the two things that had been approved during the public hearing. So that concludes the public hearing, Mayor.

MAYOR PARENTE: Thank you.

\* \* \* \* \*

This is certified to be a true and accurate transcript of my stenographic notes taken in the above-captioned matter.

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Joanne Horrocks, CSR  
Official Court Reporter

DRAFT – SUBJECT TO CHANGE  
**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
written/fax quotations or	\$5,000 - \$19,999  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.)