

BOARD OF TRUSTEES
INC. VILLAGE OF EAST WILLISTON
ANNUAL ORGANIZATIONAL MEETING AND BUDGET HEARING
MONDAY, APRIL 1, 2019

Annual Organizational Meeting and Budget Hearing of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, 11, 2019 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 A. Siciliano, James Iannone, Village Attorney Jeffrey L. Blinkoff, Village Clerk Marie L. Hausner, Village Treasurer Michael Delury.

Excused from meeting: Anthony J. Casella, Trustee

Also present: Hon. Richard Nicoletto, Raffaella Dunne, Jared Mandel, Richard Raab, Patricia Kelly, Paul Walters, John Ferro, Patrick Theodore, Michelle Tanner, Nancy Zolezzi, Hon. Paul Cusato, Hon. Michael Utaro, Barbara Deen, Kevin Parente, Mr. & Mrs. Louis Santosus, The McCauley Family, Rev. Larry Cyriac, Bonnie Kreisman, Robert Hausner, Sean Burke, Timothy Kelly.

Excused from meeting: Trustee Anthony Casella.

The meeting commenced with a public hearing to consider the adoption of the 2019-2020 assessment roll and the adoption of the 2019-2020 assessment roll. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

RESOLUTION 2019-11 A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR JUNE 1, 2019 TO MAY 31, 2020.

On the motion of Mayor Tanner, seconded by Trustee Parente and with Mayor Tanner and Trustees Parente, Siciliano, and Iannone all voting "aye" the Board adopted the final assessment roll for the fiscal year June 1, 2019 to May 31, 2020.

RESOLUTION 2019-12 A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR JUNE 1, 2019 TO MAY 31, 2020.

On the motion of Mayor Tanner, seconded by Trustee Parente and with Mayor Tanner and Trustees Parente, Siciliano, and Iannone all voting "aye" the Board adopted the budget for the fiscal year June 1, 2019 to May 31, 2020.

The budget hearing was closed at 7:42pm

The annual organizational meeting commenced at 8:00pm. At that time, Mayor Tanner turned the gavel over to Mayor Elect Bonnie L.S. Parente.

Father Larry Cyriac gave the invocation before oaths of office were administered.

The Honorable Richard Nicoletto administered the oath of office to Mayor Bonnie L.S. Parente.

Mayor Bonnie Parente administered the oath of office to Deputy Mayor Christopher A. Siciliano, and Trustee James Iannone.

Former Mayor David E. Tanner administered the oath of office to Trustee Raffaella Dunne.

Mayor Parente administered the oath of office to the following members of Board, and appointed officials:

Emil Samuels, Associate Village Justice
Jared Mandel, Building Inspector
Richard Raab, Zoning Board Member
Michael Vecchione, Planning Board Member
John Gennawey, Planning Board Member
Patricia Kelly, Historic Commission
Ajla McDonald, Library Board
Paul Walters, Board of Fire Commissioners
John Ferro, Board of Fire Commissioners
Patrick Theodore, Board of Fire Commissioners
Patricia Kelly, Historic Commission
Michelle Tanner, Recreation Committee
Lisa Feimer, Recreation Committee
Sherry Graffigna, Recreation Committee
Kristin Kritzman, Recreation Committee
Barbara Dean, Recreation Committee
Michelle Tanner, Beautification Committee
Ellen Ritz, Beautification Committee
Kevin Parente, Historic Committee

The oath of office of Village Clerk Marie Hausner was administered by Robert Hausner, Esq.

RESOLUTION 2019-13 A RESOLUTION APPROVING THE PRO FORMA RESOLUTIONS FOR 2019.

On the motion of Trustee Siciliano, seconded by Trustee James Iannone and with Mayor Parente and Trustees Siciliano, Iannone and Dunne all voting "aye" the Board approved the Pro Forma resolutions for 2019 as follows:

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 \$0.58 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 2019-2020: May 13, June 10, July 8, August 12, September 9, October 7, November TBA, December 9, January 13, February 10, March 9, April 6.

RESOLVED, that the Village Court meet once each month on the following dates: 2019-2020: April 23, May 28, June 25, September 24, October 22, November 26, 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) 2019-2020: April 29, May TBA, June 24, July 29, August 26, September 30, October 28, November 25, December 9, January 27, February 24, March 30. 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.
2. 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.

3. 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.
- 4.
5. 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 \$19,999	written/fax quotations \$5,000 - 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.

6. Documentation is required of each action taken in connection with each procurement.
7. 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.
8. Pursuant to General Municipal Law, Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipality. In the following circumstances, it may not be in the best interests of the municipality. In the following circumstances it may not be in the best interests of the Village of East Williston to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services personal relationship between the individual and municipal officials.

Professional or technical services shall include, but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services

involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of East Williston is precluded from specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

New York State Retirement System Resolutions

ESTABLISHMENT OF STANDARD WORK DAYS FOR MAYOR, BOARD OF TRUSTEES AND EMPLOYEES OF THE VILLAGE OF EAST WILLISTON .

WHEREAS, for the purposes of the New York State and Local Retirement System, it is necessary to establish a standard work day by Board resolution for the positions of Mayor, Board of Trustees and Employees of the Village of East Williston, and

WHEREAS, the Board of Trustees of the Incorporated Village of East Williston has considered the requirements with respect to the same and has reached a determination regarding the number of hours worked in accord for such reporting purposes, and

WHEREAS, after doing so, the most appropriate standard work days for the respective positions are as follows:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

RESOLVED, that the standard work days for the positions of Mayor, Trustees, and employees to the Incorporated Village of East Williston shall be:

Mayor	six hour work day
Trustee	six hour work day
Village office staff	seven hour work day
Public works staff	eight hour work day
Library staff	six hour work day
Code Enforcement	six hour work day

NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION RS2417-A.

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-A is on file in the office of the Village Clerk.)

NEW YORK STATE RETIREMENT SYSTEM REPORTING RESOLUTION RS2417-B.

BE IT RESOLVED, that the Village of East Williston, Location Code 40402 hereby establishes the following standard work days for elected officials and appointed officials and will report the following days worked to the New York State and Local Retirement System, based on the time keeping records or the record of activities maintained and submitted by these officials to the clerk of this body. A copy of RS2417-B is on file in the office of the Village Clerk.)

On the motion of Trustee Iannone, seconded by Trustee Siciliano, and with Mayor Parente and Trustees Siciliano, Iannone and Dunne voting "aye", the Board approved the minutes of the regular meeting of March 11, 2019.

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On the motion of Trustee Siciliano, seconded by Trustee Dunne, and with Mayor Tanner and Trustees Parente, Siciliano, Iannone and Dunne voting "aye", the Board approved the minutes of the agenda meeting of March 25, 2019.

On the motion of Trustee Siciliano, seconded by Trustee Iannone, and with Mayor Parente and Trustees Parente, Siciliano, Iannone and Dunne voting "aye", the Board approved the abstracts for March 2019 Nos. 20180461 - 20180536.

Chief Pat Theodore stated that since this meeting is taking place on April 1st, he was unable to prepare the March report for the East Williston Fire Department in time for the meeting. He noted that the Department will attend fire school at the Nassau County Fire Service Academy in Old Bethpage in May.

TRUSTEE REPORTS

DEPUTY MAYOR/TRUSTEE CHRISTOPHER SICILIANO

Trustee Siciliano expressed gratitude to Mayor Parente for appointing him Deputy Mayor. He also congratulated Trustee Iannone and Trustee Dunne on their elections.

He stated that the public works department will be removing snow plows and sanding equipment from the trucks. He added that the region did not experience any major snow storms this year, and the Village also did not have any major water main breaks.

Public Works will be cleaning up the tennis courts and ball field for the spring.

With regard to the LED lighting program, RealTerm Energy completed its mapping of the street light system, and will soon commence work on the pilot program to one light in each quadrant in the Village.

Public Works will also schedule semi-annual hydrant flushing in May which will take place from 11pm to 4am.

Trustee Siciliano also stated that new entrance signs have been installed at entry points to the Village. He thanked former Mayor Tanner for his work on this project.

The East Williston Library will be celebrating National Library Week in April. Stop by the library for refreshments and snacks. Other events include: afternoon and evening book clubs. Pre-school and toddler story times, blood pressure screening, weight loss hypnosis, tween paint a spring trivet, babysitting workshop, Nick the Balloatic will also be on hand at the Village Hall for a program for the children. Residents are urged to sign up their email at ewpl@library.org to receive library news of events.

TRUSTEE JAMES IANNONE

Trustee Iannone stated that the East Williston Senior Group will meet on April 16th and will hold a Caribbean themed party with a steel band. In May, the seniors will have a guest comedian entertain the group.

TRUSTEE ANTHONY CASELLA

In the absence of Trustee Casella, Mayor Parente presented the Recreation Committee report advises that yoga classes continue on Monday and Wednesday mornings from 9:30 to 11am and gentle yoga classes take place on Wednesdays from 5:45 – 7:15pm. Come Play with Me program takes place on Wednesdays at 10:30am. Spring tennis with Jayne Alterman begins April 7th. The annual East Egg Hunt will take place on Saturday, April 13th at 10am. Fliers for all events are available in the lobby of the Village Hall.

The Justice Court report for March 2019 was not available for the meeting as the meeting took place on April 1st.

TRUSTEE RAFFAELA DUNNE

Trustee Dunne stated that the East Williston Little League held its opening game on Friday, March 29, 2019 and the opening day parade will take place on April 13, 2019. She thanked the Department of Public Works for their help in readying the field for play.

MAYOR BONNIE L.S. PARENTE

Mayor Parente recognized Mineola Trustee member Paul Cusato and Williston Park Trustee Member Michael Utaro and thanked them for attending the meeting this evening.

VILLAGE CLERK MARIE HAUSNER

The following building permits were issued in March 2019: 462 Sagamore Avenue, exterior alterations. 198 Glenmore Street, replacement of driveway. 193 Charles Street, installation of solar panels. 396 Charles Street, construction of a patio. 10 Post Lane, construction of a rear yard patio, outdoor kitchen and pergola.

The Nassau County Police Department Third Precinct report for March noted three auto accidents took place. Five aided cases (other than auto). No reports of burglary or larceny from autos. No reports of criminal mischief. No moving violations were issued, and one parking violation was issued.

The Mayor opened the meeting to residents.

No one had any comments.

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There being no further business, on the motion of Trustee Siciliano, seconded by Trustee Iannone, the meeting was adjourned at 8:42 pm.