

BOARD OF TRUSTEES
INC. VILLAGE OF EAST WILLISTON
APRIL 2, 2012
ANNUAL ORGANIZATIONAL MEETING
AND BUDGET HEARING

Annual Organizational Meeting and Budget Hearing of the Board of Trustees of the Incorporated Village of East Williston was held on Monday, April 2, 2012 at 7:30 p.m. at the Village Hall, 2 Prospect Street, East Williston, New York.

There were present: Mayor David E. Tanner, Trustees Michael A. Braitto, John F. Ferro, Bonnie L.S. Parente, Caroline DeBenedittis, Dwight Kennedy, Village Attorney Michael Delury, Village Treasurer, Marie L. Hausner, Village Clerk.

Also present: Trustee-elect Christopher A. Siciliano, Trustee-elect Robert M. Vella, Jr., Hon. Joseph and Valerie Sperber, Hon. Emil and Cathy Samuels, Hon. Nancy and Joseph Zolezzi, Hon. James and Katherine Daw, Hon. & Ms. Anthony Casella, Jack Sinon, Robert L. Campagna, Joseph Masters, Bonnie Kreisman, Patrick Theodore, Mr. & Mrs. Joseph Hoffman, Mr. & Mrs. Nicholas Siciliano, James Bailey, Thomas DelaPorte, Barbara Seixas, Eileen Lecesse, Mary McPhillips, Marcia Weiser, Joseph Damato, Ann Mageau, James Clark, Michael Kelapire, James Clark, Pat Buonocore, Louis Sasso, Patrick McWhirk, John McWhirk, Paul and Lucille Walters.

The meeting opened with a public hearing regarding the proposed budget for the fiscal year 2012 – 2013. A verbatim transcript of said hearing is on file in the office of the Village Clerk.

On the motion of Trustee Braitto, seconded by Trustee Parente, and with Mayor Tanner and Trustees, Braitto, Ferro, Parente and DeBenedittis all voting aye, the public hearing on the 2012-2012 budget was closed.

RESOLUTION #8-2012 APPROVING A BUDGET AMENDMENT FOR THE 2012-2013 BUDGET FOR THE INC. VILLAGE OF EAST WILLISTON.

On the motion of Trustee Parente, seconded by Trustee Braitto and with Mayor Tanner and Trustees Braitto, Ferro, Parente and DeBenedittis all voting aye, the Board unanimously approved an amendment to the budget for the fiscal year commencing June 1, 2012 and ending May 31, 2013. A copy of said amendment is attached to the minutes.

April 2, 2012

Page 2 of 11

RESOLUTION #9-2012 ADOPTING THE BUDGET FOR THE INC. VILLAGE OF EAST WILLISTON FOR THE FISCAL YEAR JUNE 1, 2012 TO MAY 31, 2013.

On the motion of Trustee Ferro, seconded by Trustee Parente and with Mayor Tanner and Trustees Braitto, Ferro, Parente and DeBenedittis all voting aye, the Board unanimously adopted the budget for the fiscal year commencing June 1, 2012 and ending May 31, 2013, as amended`.

The following newly elected officials were administered the oath of office: Christopher Siciliano was sworn into office by Former Mayor Nancy Zolezzi. Robert M. Vella, Jr. was sworn into office by Michael Vessa. Village Justice was sworn into office by Mayor David E. Tanner. Associate Justice Emil Samuels was sworn into office by Former Mayor Nancy Zolezzi.

Mayor David E. Tanner administered the oath of office to Zoning Board member Michael Vessa, Planning Board member Robert Shannon and Library Board member Joseph Hoffman.

Mayor Tanner presented plaques to outgoing Trustees Michael Braitto and John Ferro expressing appreciation on behalf of the Village for years of dedicated service.

Former Mayor Nancy Zolezzi added that without all of Michael Braitto's dogged dedication and attention to detail, the renovations to the Village Hall would not have taken place, nor would the project have gone as smoothly and swiftly as it did.

The Board of Trustees commenced a public hearing to consider having a farm stand on Village property from June to October. A copy of the verbatim transcript is on file in the office of the Village Clerk.

On the motion of Trustee Parente, seconded by Trustee DeBenedittis and with Mayor Tanner and Trustees Parente, DeBenedittis, Siciliano and Vella all voting aye, the Board unanimously voted to close the public hearing and authorized the Mayor to have further discussions with regard to having a single vendor farm stand at the Village Green or vicinity.

On the motion of Trustee Siciliano, seconded by Trustee Vella, and with Mayor Tanner, and Trustees Parente, DeBenedittis, Siciliano and Vella all voting aye, the Board unanimously approved the following pro forma resolutions for 2012-2013. (The Village Clerk read a synopsis of the following resolution.)

RESOLUTION #10-2012 APPROVING THE PRO FORMA RESOLUTIONS FOR THE INCORPORATED VILLAGE OF EAST WILLISTON FOR THE YEAR 2011.

PRO FORMA RESOLUTIONS - 2012

“RESOLVED, that Bank of America and Chase Bank be designated as the depositories of the separate funds now deposited by the Inc. Village of East Williston.”

Official Newspaper

“RESOLVED, that The Mineola American 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 \$0.44 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.

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 2012: May 14, June 11, July 9, August 13, September 10, October 9 (Tuesday), November 13 (Tuesday), December 10, January 14, 2013, February 11, 2013, March 11, 2013, April 1, 2013.

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) for 2012: May 29, June 25, July 30, August 27, September 24, October 29, November 26, December (to be determined), January 28, 2013, February 25, 2013, March 25, 2013. 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 Parente, seconded by Trustee DeBenedittis, and with Mayor Tanner and Trustees Parente and DeBenedittis all voting "aye", and Trustees Siciliano and Vella abstaining, the Board unanimously approved the minutes of the meeting of March 12, 2012.

On the motion of Trustee Siciliano, seconded by Trustee DeBenedittis, and with Mayor Tanner and Trustees Parente, DeBenedittis, Siciliano and Vella all voting "aye", the Board unanimously approved the minutes of the agenda meeting of March 26, 2012.

On the motion of Trustee Parente, seconded by Trustee DeBenedittis, and with Mayor Tanner and Trustees Parente, DeBenedittis, Siciliano and Vella all voting "aye", the Board unanimously approved the abstract of claims for the month of March 2012.

Chief Patrick Theodore of the East Williston Fire Department presented the Fire Department report for the month of March 2012. The Department responded to eight calls during the month. Three fire calls, four EMS calls and one mutual aid call.

Chief Theodore stated that the fire department will be holding drills on vehicle extrication using the Hurst Tool (also known as the "jaws of life").

Former Mayor Zolezzi thanked the Fire Department for the use of the fire house for the blood drive held the third week in March.

TRUSTEE REPORTS

DEPUTY MAYOR/TRUSTEE BONNIE PARENTE.

Trustee Parente stated that she is the newly appointed liaison to the East Williston Fire Department. She reported that the new generator for the fire house will be installed from 30 to 45 days from now. The Fire Commissioners will hold their next meeting on April 25th at 7:30 pm. She also reiterated that the Department will be holding drills using the "jaws of life" to simulate removing victims trapped in motor vehicles.

TRUSTEE CAROLINE DEBENEDITTIS

Trustee DeBenedittis presented the Library report. The book club will meet on Tuesday, April 10th to discuss The Lost Wife. The next Library Board meeting is April 24th at 7pm. The Senior Committee will meet on April 19th at noon. The Library will be hosting the "Mobile Town Hall" from County Executive Ed Mangano's office on April 26th.

The Historic Committee will be hosting the next "Living History" event on April 22nd at 2:00 p.m. Mrs. Joan Fleck and Mrs. Ethel Kay will speak at the forum.

TRUSTEE ROBERT M. VELLA, JR.

Trustee Vella reported that \$1,670.00 in fines was collected by the Justice Court in March 2012.

Trustee Vella is now the liaison to the Recreation Committee. He reported that the Recreation Committee continues to hold yoga classes on Monday and Wednesday mornings and on Wednesday evenings. Mommy and Me activities take place at 11:30am on Wednesdays.

TRUSTEE CHRISTOPHER A. SICILIANO

Trustee Siciliano stated that the East Williston Little League parade will take place on Saturday, April 21st at 10:30 a.m.

Trustee Siciliano is now the liaison to the Department of Public Works. He stated that the street sweeper has been in the shop being repaired. In the meantime, DPW staff has been sweeping various streets by hand. He also noted that the DPW staff has been doing spring plantings at the Village entrance signs. Lastly, he is beginning to work Superintendent James Bailey to establish a five year plan for improvements he sees necessary within the Village.

MAYOR DAVID E. TANNER

RESOLUTION #11-2012 APPROVING THE PROPOSAL FROM NATIONAL CARPET TO INSTALL CARPETING IN THE LIBRARY MEDIA ROOF AND HALLWAY IN THE BASEMENT OF THE VILLAGE HALL.

On the motion of Trustee Vella, seconded by Trustee DeBenedittis and with Mayor Tanner, and Trustees Parente, DeBenedittis, Siciliano and Vella all voting "aye", the Board unanimously approved the proposal from National Carpet for installation of carpeting in the basement media room in the amount \$4,890.00 (\$3,840.00 for carpet tiles and \$1,050.00 for installation in large basement room, two platforms and step moldings.)

VILLAGE CLERK MARIE L. KIMLICKA

The Village Clerk reported that four building permits were issued in March 2012: 30 Ridge Road, major renovations to residence. 201 Earl Street, installation of a fence.

RESOLUTION #12-2011 ADOPTION OF THE FINAL ASSESSMENT ROLL FOR THE FISCAL YEAR 2012-2013.

On the motion of Mayor Tanner , seconded by Trustee Parente and with Mayor Tanner, and Trustees Parente, DeBenedittis, Siciliano and Vella all voting "aye", the Board unanimously adopted the final assessment roll for the fiscal year 2012-2013.

There were no reports of grants for the month of March 2012.

The Police Report from the Nassau County Police Department Third Precinct was reported as follows: No report of burglaries and robberies. Three parking violations and two moving violations were issued. There was one auto accident and one auto injury reported.

Mayor Tanner opened the meeting to residents.

Joseph Masters questioned the water fund operating at a deficit. It was due to a series of water main breaks. The Village has now maintained the stability of the fund.

Michael Kelapire asked who would pay for the repairs and improvements to the property at 8 Sumter Avenue. It was stated that ultimately, such repairs would be the responsibility of the homeowner and would be assessed to the Village tax bill.

Fran Gould spoke about TVASNAC (Town, Village Airline Safety/Noise Action Committee) they are addressing air traffic noise in the area. She stated that the FAA does not want to perform environmental testing on the effects of increased air traffic over the area. She stated that planes are coming into Kennedy Airport five miles apart. She said that a TVASNAC meeting will be held at the Rhodes School in New Hyde Park on April 23rd. Mrs. Gould asked for the support of the Board. It was suggested that Village appointed member Ray Gaudio speak to the Board about this issue.

Trustee Parente stated that she looked forward to working with new Board members Chris Siciliano and Robert Vella.

On the motion of Trustee Ferro, seconded by Trustee Parente, seconded by Trustee DeBenedittis, there being no further business, the meeting was adjourned at 9:47 p.m.