

ORGANIZATIONAL MEETING MINUTES

May 02, 2017

Call to Order: The Organizational meeting for the 2017-2018 budget year was called to order by Mayor Eric Halstead.

APPOINTMENTS as presented by the Mayor:

Deputy Mayor	Gary Consalvi
Clerk/Treasurer	Jennifer Bennett
Deputy Clerk/Treasurer	Lynne Roberts
Attorney	Robert McKertich/Coughlin & Gerhart
Water Billing Clerk	Lynne Roberts
Deputy Water Billing Clerk	Jennifer Bennett
Keeper of the Clock	Jennifer Bennett
Clerk to the Judge	Lynn Craig
Police Commissioner	Eric Halstead
Deputy Police Commissioner	Gary Consalvi
Commissioner of Public Works	Chad Edwards
Deputy Commissioner of Public Works	Gwen Isham
Commissioner of Youth & Recreation	Nancy King
Commissioner of Streets	Gwen Isham
Deputy Commissioner of Streets	Chad Edwards
Commissioner of Water	Gary Consalvi
Deputy Commissioner of Water	Chad Edwards
Commissioner of Parks	Nancy King
Deputy Commissioner of Parks	Gary Consalvi
Commissioner of Buildings & Grounds	Gwen Isham
Deputy Commissioner of Buildings & Grounds	Nancy King
School Crossing Guard	Jim Russell
Primary Water Operator	Nick Thomas
Secondary Water Operator	Eric Lang
DPW Working Supervisor	Eric Lang

BONDING

Pursuant to Village Law 3-306, the Board of Trustees is required to execute bonds for certain officers and other Village employees. Sprague Insurance has bonds prepared as follows:

Clerk/Treasurer	\$250,000
Deputy Clerk/Treasurer	\$250,000
Village Justice	\$250,000
Acting Village Justice	\$250,000
Court Clerk	\$250,000

A motion was made by Trustee Edwards and seconded by Trustee Isham to accept the bonding as presented. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

OFFICIAL NEWSPAPER

Mayor Halstead stated that he would like to appoint the Candor Chronicle as the official Newspaper of the Village of Candor for the fiscal year 2017-2018. A motion was made to approve and accept by Trustee King and seconded by Trustee Consalvi. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

DATES AND TIMES OF REGULAR MEETINGS

A motion must be made and approved to hold regular meetings for the Village Board of Trustees. Currently they're held on the first Tuesday of each month, commencing at 6:30 PM. The schedule for the 2017-2018 fiscal year would be as follows:

June 6, 2017
*July 11 2017

October 3, 2017
November 7, 2017

February 6, 2018
March 6, 2018

August 1, 2017
***September 12, 2017**

December 5, 2017
***January 9, 2018**

April 3, 2018
May 1, 2018

***Note: Dates listed above with asterisk and bolded indicates meeting moved to 2nd Tuesday of the month due to a holiday.**

Trustee Edwards made a motion to approve and accept the meeting dates as presented seconded by Trustee Isham. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

SPECIAL MEETINGS RESOLUTION: The following Resolution is presented for approval:

WHEREAS, at times, the Village of Candor has just cause to call for a special meeting to be held outside the normally scheduled meeting night, and

WHEREAS, it is not unusual to have special meetings called by the Mayor alone, or by at least two (2) Trustees acting together,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following procedure be adopted as the standard by which all special meetings will be convened: The Mayor alone or at least two (2) Trustees acting together can request that a special meeting be scheduled. These parties can then schedule the special meeting via phone calls and/or electronic mail, or upon the request of either convening party, the Village Clerk and/or Deputy Village Clerk can be designated to make the appropriate phone calls and/or write the electronic mail to each party of the Village Board directing them as to the time and date of the special meeting.

Section 2. That this Resolution shall take effect immediately.

Trustee King made a motion to approve and accept the special meeting guidelines as presented seconded by Trustee Consalvi. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

2018 ORGANIZATIONAL MEETING: A motion must be made and approved to schedule the 2018 organizational meeting. Unless you prefer to change it, our normal annual organizational meeting is the first Tuesday in April, which would make the next one April 3, 2018. Trustee Edwards made a motion to approve and accept the April 3, 2018 date for the next Organizational Meeting seconded by Trustee Consalvi. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

VILLAGE OF CANDOR PROCUREMENT POLICY

Section 1. Review of Prospective Purchases

A. Every prospective purchase of goods 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 decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase.

B. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts, and surplus and second-hand purchases from another government entity, leases of equipment with operators under the control and supervision of Village officers and employees, and sole source purchases.

Section 2. Purchasing Methods

A. The following method of purchase will be used when required by this policy to achieve fair and reasonable pricing and the highest savings, and in order to avoid favoritism:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
\$0 to \$100	Discretion of purchaser without prior Mayor or Board approval and without a Supply Requisition Form, so long as there are sufficient funds previously allocated in the budget.
\$100 to \$250	Discretion of the purchaser with prior Mayor approval and with a Supply Requisition Form, so long as there are sufficient funds previously allocated in the budget.

\$250 to \$5,000	Oral request for the goods and written quotes from two vendors, so long as purchaser submits a Supply Requisition Form, obtains Village Board approval and there are sufficient funds previously allocated in the budget.
\$5,000 to \$20,000	A written Request for Proposal (RFP) and written quotes from three vendors, so long as purchaser submits a Supply Requisition Form, obtains Village Board approval and there are sufficient funds previously allocated in the budget.
Over \$20,000	Competitive bids pursuant to General Municipal Law Section 103 after obtaining authorization from Village Board so long as there are sufficient funds previously allocated in the budget.
<u>Estimated amount of public works contracts</u>	<u>Method</u>
\$0 to \$5,000	Oral request for the goods and written quotes from two vendors, so long as purchaser submits a Supply Requisition Form, obtains Village Board approval and there are sufficient funds previously allocated in the budget.
\$5,000 to \$35,000	A written Request for Proposal (RFP) and written quotes from three vendors, so long as purchaser submits a Supply Requisition Form, obtains Village Board approval and there are sufficient funds previously allocated in the budget.
Over \$35,000	Competitive bids pursuant to General Municipal Law Section 103 after obtaining authorization from Village Board so long as there are sufficient funds previously allocated in the budget.

B. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

C. A good faith effort shall be made to obtain the required number of proposals or quotations. 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 the proposals be a bar to procurement.

D. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Section 3. Low Bid or Justification

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepared a written justification providing reasons why it is in the best interest of the Village and its taxpayers to make an award to other than the low proposer. Such justification may give special consideration to local or minority vendors or contractors. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

Section 4. Alternative Quotes Not Required

Pursuant to General Municipal Law Section 104-b the solicitation of alternative proposals or quotations will not be required in the best interests of the municipality in the following circumstances where proper 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:

(A) Professional services or services requiring special or technical skill, training or expertise; (B) Emergency purchases pursuant to Section 103(4) of the General Municipal Law; (C) Purchases of surplus and second-hand goods from any source; (D) Sole Source when it can be justified that this supplier is the only source which can manufacture a product or provide a service so that there is no possibility of competition; (E) Single Source identified as the result of previous standardization of a specific purchase when there are no other suppliers of that item for the Village service area; (F) Lease of equipment with operators so long as the project is under the complete control and supervision of the Village.

Section 5. Authorized Purchasers

The following individuals are responsible for purchasing goods and services:

Mayor
Deputy Mayor
Department of Public Works Superintendent
Clerk/Treasurer
Deputy Clerk/Treasurer

Section 6. Annual Review

This policy shall be reviewed annually, unless otherwise prescribed by law, by the Village Board at its organizational meeting or as soon thereafter as is reasonably practicable.

A motion was made by Trustee Edwards and seconded by Trustee Isham to accept the Procurement Policy as presented. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

ADVANCE APPROVAL OF CLAIMS

WHEREAS, the Board of Trustees has determined to authorize payment in advance of Audit of Claims for public utility services, postage, freight and express charges, debt service, and payroll; and

WHEREAS, all such claims shall be presented at the next regular business meeting for audit; and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees; NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of Audit of Claims for public utility services, postage, freight and express charges, debt service, and payroll, and all such claims shall be presented at the next regular business meeting for audit, and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this Resolution shall take effect immediately.

A motion was made by Trustee Edwards and seconded by Trustee King to accept the Advanced Approval of Claims as amended. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

MILEAGE ALLOWANCE

A Resolution must be presented and approved to pay mileage as reimbursement to employees or officers of the Village when they use their personal vehicle for official duties. The NYS government mileage rate is now .535 cents/mile.

WHEREAS, the Board of Trustees has determined to pay a fixed rate of .535 cents per mile for mileage as reimbursement to officers and employees of the Village of Candor who use their personal vehicle 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 .535 cents per mile.

Section 2. That this Resolution shall take effect immediately.

A motion was made by Trustee Edwards and seconded by Trustee King to accept the NYS government mileage rate as presented. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

ATTENDANCE AT SCHOOLS AND CONFERENCES

A Resolution must be presented and approved to allow officers and employees of the Village to attend schools or conferences.

WHEREAS, there is to be held during the coming official year (a) the NYCOM Annual Meeting and Training School; (b) the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks; (c) County Association Meeting; (d) Water Operators Schools; (e) 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 any Village employee or official or such others as may be authorized by the Mayor and the Board of Trustees must have prior approval to attend such events and must submit an estimated cost of associated expenses prior to the attendance of the meetings, conferences, or schools that benefit the municipality.

Section 2. That this Resolution shall take effect immediately.

A motion was made by Trustee King and seconded by Trustee Isham to accept the NYS government mileage rate as presented. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

OFFICIAL DEPOSITORY

A Resolution must be presented and approved to designate an official depository for the Village of Candor.

WHEREAS, the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees designated the following institutions as depositories of all monies received by the Village Treasurer, Clerk, and Receiver of Taxes: Tioga State Bank

Section 2. That this Resolution shall take effect immediately.

A motion was made by Trustee Edwards and seconded by Trustee King to accept Tioga State Bank as the Village of Candor Official Depository. A vote was taken; Mayor Halstead, Trustees Edwards, King, Isham and Consalvi voted aye. The motion was approved and carried.

Respectfully submitted,

Jennifer Bennett
Clerk/Treasurer