



ORGANIZATIONAL MEETING
Village Board of Trustees
138 Main Street, Candor, NY, 13743
APRIL 3, 2018

CALL TO ORDER: The organizational meeting of the Village of Candor Board of Trustees began at 6:46 pm (after opening bids for the sidewalk project and 2018-2019 budget adoption) and was called to order by the Honorable Mayor Eric Halstead on April 3, 2018 at the Village Hall, 138 Main Street, Candor, NY.

APPOINTMENTS as presented by the Mayor:

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

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

BONDING

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

Employee theft – per loss coverage	\$250,000
Forgery or alteration	\$10,000
Computer fraud	\$250,000
Funds transfer fraud	\$250,000
Money orders and counterfeit money	\$5,000

Trustee Edwards made a motion to accept the bonding as presented, seconded by Trustee Isham. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King 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 2018-2019.

Trustee Isham made a motion to appoint the Candor Chronicle as the official newspaper, seconded by Trustee Edwards. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King 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. They are currently scheduled for the first Tuesday of each month, commencing at 6:30 pm. The schedule for the 2018-2019 fiscal year is as follows:

June 5, 2018	October 2, 2018	February 5, 2019
★July 10 2018	November 6, 2018	March 5, 2019
August 7, 2018	December 4, 2018	April 2, 2019
September 4, 2018	★January 8, 2019	May 7, 2019

★These dates indicate the meeting is moved to the second Tuesday of the month due to a holiday.

Mayor Halstead made a motion to accept the proposed dates for the regular Board meeting, seconded by Trustee King. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King 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 telephone calls and/or electronic mail, or upon the request of either convening party, the Village Clerk/Treasurer and/or Deputy Village Clerk/Treasurer can be designated to make the appropriate telephone 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 Consalvi made a motion to approve and accept the special meeting guidelines as presented, seconded by Mayor Halstead. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King voted aye. The motion was approved and carried.

2019 ORGANIZATIONAL MEETING

A motion must be made and approved to schedule the 2019 annual organizational meeting. Unless the Board prefers a different date, the normal annual organizational meeting is the first Tuesday in April, which would make the next meeting April 2, 2019.

Trustee Edwards made a motion to approve and accept April 2, 2019 for the next annual organizational meeting, seconded by Trustee Isham. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King 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 contract</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 Supervisor
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.

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

VILLAGE OF CANDOR FUND BALANCE POLICY

Purpose: The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Village and is fiscally advantageous for both the Village and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Village to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions: Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) Nonspendable fund balance – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) Restricted fund balance – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future construction projects).
- 4) Assigned fund balance – amounts intended to be used by the government for specific purposes. Intent can be expressed by the Board of Trustees or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) Unassigned fund balance – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Trustees is the Village’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board of Trustees has authorized the Mayor as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

It is the goal of the Village to achieve and maintain an unassigned fund balance in the general fund at fiscal year-end of not less than 20% of \$300,000 expenditures. If the unassigned fund balance at fiscal year-end falls below the goal, the Village shall develop a restoration plan to achieve and maintain the minimum fund balance.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Village will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Trustee King made a motion to accept the Fund Balance Policy as presented, seconded by Trustee Isham. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King 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.

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

MILEAGE ALLOWANCE: The following Resolution is presented for approval:

The NYS government mileage rate is currently .545 cents per mile.

WHEREAS, the Board of Trustees has determined to pay a fixed rate of .545 cents per mile for mileage as reimbursement to employees and officers 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 employees and officers at the rate of .545 cents per mile.

Section 2. That this Resolution shall take effect immediately.

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

ATTENDANCE AT SCHOOLS AND CONFERENCES: The following Resolution is presented for approval:

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.

Mayor Halstead made a motion to accept the resolution for attendance at schools and conferences as presented, seconded by Trustee Consalvi. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King voted aye. The motion was approved and carried.

OFFICIAL DEPOSITORY: The following Resolution is presented for approval:

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 designates the following institution as depository 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.

Trustee Edwards made a motion to accept the resolution for Tioga State Bank as the official depository as presented, seconded by Trustee Consalvi. A vote was taken; Mayor Halstead and Trustees Consalvi, Edwards, Isham, and King voted aye. The motion was approved and carried.

ADJOURNMENT: There being no further business, Mayor Halstead adjourned the meeting at 7:06 pm.

Respectfully submitted,

Lynne D. Roberts
Village Clerk/Treasurer