

MINUTES
ORGANIZATIONAL MEETING OF THE VILLAGE
BOARD
OF THE VILLAGE OF ELLICOTTVILLE
ELLICOTTVILLE VILLAGE HALL

April 20, 2021

Call meeting to order at 7:30pm.

Pledge to the flag

Appointments

Deputy Mayor- Doug Bush by Mayor Burrell

Village Clerk- Mary J. Klahn

Village Treasurer-Mary J. Klahn

DPW Superintendent-Mark Chudy

Water Operator-Jesse Klahn

Sewer Operator-Job Lowry

Village Prosecutor-Susan Dowd

Registrar of Vital Statistics-Mary J. Klahn

Village Attorney-Richard Stanton

Village Attorney for Planning and Zoning (on a needs basis)-Hodgson and Russ

Village Engineer- Ben Slotman

Village Accountant- Bridges and Horning

Village Planner- Gary Palumbo

Village Zoning Board of Appeals-Fred Mosolff – 5 year term

Village Planning Board-Nancy Rogan (Chair)- 5 year term

Village Planning Board Alternate-Greg Cappelli

Village Tree Board-Jody Bentley, Job Lowry and Ben Slotman

Village Code Enforcement Officer-Kelly Fredrickson

Village Zoning Official-Gary Palumbo

Motion by: Mr. Lowes to ratify all above appointments

Seconded by: Ms. Croft All ayes. Carried

Official Depositories

Five Star Bank
M & T Bank
Cattaraugus County Bank

Motion by: Mr. Imhoff

Seconded by: Mr. Bush All ayes. Carried

Official Newspapers

The Villager
EllicottvilleNOW

Motion by: Mr. Bush

Seconded by: Mr. Lowes Ms. Croft- recused, Carried

Commissioners

Budget officer- John Burrell
Zoning and Planning-Doug Bush/Caitlin Croft
Parks-Sean Lowes
Beautification-Sean Lowes
Streets- Caitlin Croft
Water-Ed Imhoff
Sewer-Ed Imhoff
Refuse-Caitlin Croft
Sidewalks-Sean Lowes
Special Events-Doug Bush/ Caitlin Croft
Parking-Doug Bush
Equipment-Ed Imhoff
Police – Doug Bush

Motion by: Mr. Bush

Seconded by: Mr. Imhoff All ayes. Carried

Beautification Committee

Joyce Evens, Judy Gross, Jane Hilbert, Barb Hirst, Gail Niparts, Jane Paul, Lynn Reading, Leah Rusiniak, Nancy Taylor, Marilyn Tompkins, Carolyn Widger, Debbie Yantomasi. Jody Timkey, Becky Connolly, Susie Ditcher, Janet Parenti and Sue Parsons

Motion by: Mr. Lowes

Seconded by: Mr. Bush All ayes. Carried

Time and Place of Meetings

Third Tuesday of each month at 6:00 P.M.

Motion by: Ms. Croft

Seconded by: Mr. Imhoff All ayes. Carried

Authorize the Tax Collector to Collect Taxes

Motion by: Mr. Bush

Seconded by: Mr. Lowes All ayes. Carried

Official Holidays

New Years Day- January 1, 2022
Martin Luther King Day- January 17, 2022
President's Day- February 21, 2022
Good Friday- April 15, 2022
Memorial Day- May 30, 2022
Independence Day- July 4, 2021
Labor Day- September 6, 2021
Columbus Day- October 11, 2021
Veteran's Day- November 11, 2021
Thanksgiving Day- November 25, 2021
Day after Thanksgiving Day- November 26, 2021
Christmas Day- December 25, 2021
Day before Christmas- December 24, 2021
½ of New years Eve- December 31, 2021

Motion by: Ms. Croft

Seconded by: Mr. Bush All ayes. Carried

Employee Benefits

1. One sick day per month accumulative to 120 days. The Board and or the Mayor May ask for a Doctor's Certificate if they feel the privilege is being abused.
2. Three Personal days per year. They may not accumulate from year to year.
3. One week vacation after first year of service is completed. Two weeks after the second year of service. One day per year up to a maximum of twenty days. (Which includes the two weeks), after the second year of completed service.
4. Paid Holidays as adopted at the Annual Organization Meeting.
5. Paid Health Insurance up to and including \$947 per month for Family Coverage and \$351 per month for Single Coverage and \$710 per month for Employee and Spouse Coverage. Any future increases (starting 2003) the Village will cover 2/3 and the employee will pay 1/3 out of their pay.
6. New York State retirement.
7. Probation period for new hires is 6 months. Insurance after 30 days.
8. Mileage according to IRS rate if on Village business.
9. Minimum call out time is 3 hours.
10. Employee wages and salaries as adopted in the Annual Village Budget. New DPW employees will start at \$16.77 per hour.
11. All sick leaves will be used before disability begins.
12. In the event of a death in the immediate family of an employee, he/she shall be Entitled, at his/her option, to three days off with regular pay to arrange for and attend the funeral and burial. If travel is required, extended time may be granted at the discretion of the Mayor. Immediate family shall include: husband, wife, companion, mother, father, child, grandchild, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandmother, grandfather, stepmother, and stepfather. The above time shall not be deducted from sick leave, vacation or personal time.
13. Overtime pay will be paid at time and a half.

Motion by: Mr. Imhoff

Seconded by: Mr. Lowes All ayes. Carried

Investment Policy

The objectives of the investment policy of this local government are to minimize risk, to insure a competitive rate of return. In accordance with this policy, the Chief Fiscal Officer is hereby authorized to invest all funds including proceeds of obligations in:
Certificates of Deposit, savings, money market, issued in a bank or trust company

authorized to do business in New York State; Obligations of the United States Government.

The Village designates the following banks as official depositories:

M&T Bank, 47-49 Washington St., Ellicottville, NY

Five Star Bank, 54 Washington St., Ellicottville, NY

Cattaraugus County Bank, 120 Main St., Little Valley, NY

Collateral:

Certificates of Deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of Federal agencies the principal and Interest of which are guaranteed by the United States or by obligation of New York State Local Governments.

Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of Federal Agencies the principal and interest of which are guaranteed by the United States Government.

The Board of Trustees shall review and approve the investment policy, at least annually, and if practicable, at its annual organizational meeting and the and the members shall review and amend, if necessary these investment policies.

The provisions of these investment guidelines shall take effect prospectively, and shall not invalidate the prior selection of a custodial bank or prior investment.

Motion by: Mr. Lowes

Seconded by: Ms. Croft All ayes. Carried

Procurement Policy

Whereas, Section 104B of the General Municipal Law (GML) requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the requirements of GML 103 or any other law; and Whereas, the Village of Ellicottville, NY does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103.

Guideline 2. All purchases of;

- A) Supplies or equipment which will exceed \$20,000 in the fiscal year.
- B) Public Works contracts over \$35,000 shall be formally bid pursuant to GML 103.

Guideline 3. All estimated purchases of;

Less than \$20,000 but greater than \$6,000 require a written request for a responsible formal proposal (RFP) and written/fax quotes from three vendors.

Less than \$6,000 but greater than \$2,000 require an oral request for the goods and oral/fax quotes from 2 vendors.

Less than \$2,000 but greater than \$500 are left to the discretion of the Purchaser.

All estimated public works contracts of;

Less than \$35,000 but greater than \$17,500 require a written RFP and fax proposals from 3 contractors.

Less than \$17,500 but greater than \$5,250 require a written RFP and fax proposals from 2 contractors.

Less than \$5,250 but greater than \$875 are left to the discretion of the Purchaser.

Any written quote 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 offered.

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

- Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares 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 bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
- Guideline 5. Notwithstanding the foregoing, the Village authorizes the use of best value standard as part of the Village procurement policy pursuant to Village of Ellicottville Local Law No. 4 of the year 2012 and 103(1) of New York General Municipal Law.
- Guideline 6. 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 shall document the attempt made at obtaining the proposals or quotes are a bar to the procurement.
- Guideline 7. Except when directed by the Village Board, no solicitation of written Proposals or quotations shall be required under the following Circumstances:

- A) Acquisition of professional services (If the Board does so direct, then solicitation of RFP's and quotes shall be required to obtain competitive pricing).
- B) Emergencies
- C) Sole source situations
- D) Goods purchased from agencies for the blind or severely handicapped.
- E) Goods purchased from correctional facilities
- F) Goods purchased from another governmental agency
- G) Goods purchased for less than \$500.00
- H) Public Works contracts for less than \$875.00

Guideline 8. This policy shall be reviewed annually by the Village Board at its annual organizational meeting or as soon thereafter as is practical.

Motion by: Mr. Bush

Seconded by: Mr. Imhoff All ayes. Carried

Advance Approval of Claims

Resolved, that the Village Board authorizes payment in advance of audit of claims for Public utility services, postage, freight, express charges and credit card charges and all Such claims shall be presented at the next regular 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. This resolution shall take effect immediately.

Motion by: Mr. Lowes

Seconded by: Mr. Bush All ayes. Carried

Summer Part-time Workers

Resolved, that the wage of part-time summer workers is set at a minimum of the New York State Minimum wage or as decided by the Board and 50 cents extra for returning help.

Motion by: Mr. Imhoff

Seconded by: Ms. Croft All ayes. Carried

Part-time Workers

Resolved, that the wage for part-time workers be \$16.77

Motion by: Mr. Imhoff

Seconded by: Ms. Croft All ayes. Carried

Milage Allowance

Resolved, that the Board shall approve reimbursement to such officers and employees at the IRS rate per mile.

Motion by: Mr. Bush

Seconded by: Mr. Lowes All ayes. Carried

Salaries and Wages

Per Attached List

Motion by: Mr. Imhoff

Seconded by: Ms. Croft All ayes. Carried

Adjournment

Motion by: Mr. Bush to adjourn at 8:05pm

Seconded by: Mr. Lowes All ayes. Carried