

**ORGANIZATIONAL MINUTES OF THE VILLAGE  
BOARD**

**OF THE VILLAGE OF ELLICOTTVILLE**

**ELLCOTTVILLE VILLAGE HALL**

**APRIL 09, 2018**

**Call meeting to order**

**Pledge to the flag**

**Appointments**

Deputy Mayor- Joe DiPasquale by Mayor Burrell

Village Clerk- Mary J. Klahn

Village Treasurer-Mary J. Klahn

DPW Superintendent-Mark Chudy

Water Operator-Tom Dineen

Sewer Operator-Gerard Stokes

Acting Village Justice- John Karassik

Village Court Clerk-Mary Schuster

Registrar of Vital Statistics-Mary J. Klahn

Village Attorney-Kathleen Moriarty, Peters and Moriarty

Village Attorney for Planning and Zoning-Hodgson and Russ

Motion: to accept the above by Joe DiPasquale

Second: by Mr. Cappelli All ayes. Carried

Village Engineer- Niles Pierson

Village Accountant- \_\_\_\_\_

Village Planner- Gary Palumbo, AECOM

Village Zoning Board of Appeals-Mike Painter

Village Planning Board-Sean Cornelius

Village Tree Board-Niles Pierson

Mr. Cappelli asked Mayor Burrell if he was going to reconsider Sheila Burrell as a rollover from last year due to the code of ethics that is now in place. Mayor Burrell replied that he is making no change.

Motion by: Mr. Cappelli to ratify all above appointments

Seconded by: Mr. DiPasquale All ayes. Carried

### **Official Depositories**

Five Star Bank  
M & T Bank  
Cattaraugus County Bank

Motion by: Mr. Murray

Seconded by: Ms. Lowes All ayes. Carried

### **Official Newspapers**

The Villager  
Ellicottville Times

Motion by: Ms. Lowes

Seconded by: Mr. Murray All ayes. Carried

### **Commissioners**

Budget officer- John Burrell  
Zoning and Planning-  
Parks-Patra Lowes  
Beautification-Joe DiPasquale  
Streets- Patra Lowes  
Water-  
Sewer-  
Refuse-Patra Lowes  
Sidewalks-Patra Lowes  
Special Events-Spencer Murray

Motion by: Ms. Lowes

Seconded by: Mr. DiPasquale All ayes. Carried

### **Beautification Committee**

Bonnie Cady, Joyce Evens, Mary Lou Evans, Judy Gross, Marcy Hazard, Jane Hilbert, Barb Hirst, Nancy Lokes, Pam Matthews, Becky Mergenhagen, Becky Niklas, Gail Niparts, Colleen Ogiony, Bonnie Orsini, Jane Paul, Kendra Pitillo, Lynn Reading, Leah Rusiniak, Nancy Taylor, Marilyn Tompkins, Nancy Tompkins, Carolyn Widger, and Debbie Yantomasi.

Motion by: Mr. Murray

Seconded by: Mr. Cappelli

### **Time and Place of Meetings**

#### **The third Monday of the month – corrected as of Budget meeting on April 11<sup>th</sup>.**

Motion by: Mr. Murray

Seconded by: Mr. Cappelli Patra-Yes, Greg-Yes, Spencer – Yes, Joe-Yes, John – No.

### **Resolution for Rules of Procedure**

I would like to make a resolution to adopt some rules of procedure for our monthly meeting stated Mr. Cappelli

1. We will be provided with the agenda for our monthly meetings 5 business days in advance of our meeting (3<sup>rd</sup> Monday of each month) starting in September of 2018.
2. The mayor and/or trustees can have an item added to the agenda with a minimum notice of 24 hours prior to the monthly meeting – weekends not included, by providing it to the clerk or mayor.
3. Items can be added to the agenda at any time, including during the meeting, with the majority vote of the board of trustees.

Motion: by Mr. Cappelli

Second: by Mr. Murray All ayes. Carried

### **Authorize the Tax Collector to Collect Taxes**

Motion by: Mr. Murray

Seconded by: Mr. DiPasquale All ayes. Carried

### **Official Holidays**

New Years Day- January 1, 2019  
Martin Luther King Day- January 21, 2019  
President's Day- February 18, 2019  
Good Friday- April 19, 2019  
Memorial Day- May 28, 2018  
Independence Day- July 4, 2018  
Labor Day- September 3, 2018  
Columbus Day- October 8, 2018  
Veteran's Day- November 12, 2018  
Thanksgiving Day- November 22, 2018  
Day after Thanksgiving Day- November 23, 2018  
Christmas Day- December 25, 2018  
Day before Christmas- December 24, 2018  
½ of New years Eve- December 31, 2017

Motion by: Mr. Cappelli

Seconded by: Mr. DiPasquale 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 \$15.85 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. Murray

Seconded by: Mr. Cappelli 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 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. Murray

Seconded by: Mr. Cappelli 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. Murray

Seconded by: Mr. DiPasquale 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. Cappelli

Seconded by: Mr. Murray 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. Murray

Seconded by: Mr. Cappelli All ayes. Carried

### **Part-time Workers**

Resolved, that the wage for part-time workers be up to \$15.85.

Motion by: Mr. Cappelli

Seconded by: Mr. Murray 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. Murray

Seconded by: Mr. DiPasquale

### **Salaries and Wages for 2018/2019**

Motion by: Mr. Cappelli

Seconded by: Mr. Murray All ayes. Carried

### **Adjournment**

Motion by: Mr. DiPasquale at 9:02pm.

Seconded by: Mr. Cappelli All ayes. Carried



