

**Organizational Meeting of the Board of Trustees
of the Village of Ellicottville held on
Monday, May 18th, 2016 at the
Town Hall**

Present:	John Burrell	Mayor
	Joey DiPasquale	Trustee
	Greg Cappelli	Trustee
	Sherman Wilkens	Trustee
	Patra Lowes	Trustee
	Harold Morton	DPW Superintendent
	Bob Simon	Attorney
	Nick Dobmeier	Nussbaumer & Clarke
	Mary Klahn	Village Clerk

Also attended: Jennie Aclin – Ellicottville Times

Mayor Burrell opened the Organizational Meeting at 8:45 PM

Motion: by Mr. Cappelli to accept the following

Second: by Mr. Wilkens

Appointments

Greg Cappelli : Deputy Mayor

Village Clerk: Mary J. Klahn

Village Treasurer: Mary J. Klahn

Deputy Clerk:

Deputy Treasurer:

DPW Superintendent: Harold Morton

Water Operator- Kevin Morton

Sewer Operator-Gerard Stokes

Acting Village Justice: Kathleen Moriarty

Village Court Clerk: Mary Schuster

Registrar of Vital Statistics & Deputy Registrar: Mary J. Klahn

Village Attorney: Bob Simon - Backhaus & Simon

Village Engineers: Mike Smith -Nussbaumer & Clarke, Inc.

Village Accountants: R.A. Mercer

Village Planner – Nussbaumer & Clarke until the interviews for a new planner are completed and the decision is brought to the board.

Vote 5-0.

Official Depositories

1. Five Star Bank
2. M&T Bank
3. CCB

Official Newspaper:

1. The Villager
2. Ellicottville Times

Motion: by Mr. Wilkens
Second: by Mr. Cappelli
Vote 5-0

Commissioners:

1. Budget Officer: Mayor Burrell
2. Zoning & Planning: Ms. Lowes
3. Parks: Mr. Cappelli
4. Beautification: Mr. DiPasquale
5. Streets: Mayor Burrell
6. Water: Mayor Burrell
7. Sewer: Mayor Burrell
8. Refuse: Ms. Lowes
9. Sidewalks: Mr. Wilkens
10. Parking: Mr. Cappelli

Motion: by Mr. Wilkens
Second: by Mr. DiPasquale 5 – 0 Vote

Beautification Committee: Bonnie Cady, Joyce Evans, Mary Lou Evans, Judy Gross, Marcy Hazard, Jane Hilbert, Barb Hirst, Nancy Lokes, Pam Matthews, Audrey McKnight, Becky Mergenhausen, Carol Mosher, Becky Niklas, Gail Niparts, Colleen Ogiony, Bonnie Orsini, Jane Paul, Kendra Pitillo, Lynn Reading, Leah Rusiniak, Nancy Taylor, Marilyn Tompkins, Nancy Tompkins, Carolyn Widger, Debbie Yantomasi.

Motion: by Mr. Wilkens
Second: by Mr. Cappelli 5 -- 0 Vote

Time & Place of Meetings: Second Monday of each month at 6:00 PM at the Town & Village Hall

Motion: by Mr. Wilkens
Second: by Mr. DiPasquale
5-0 Vote

The Tax Collector is authorized to collect Village taxes.

Motion: by Mr. Cappelli
Second: by Mr. Wilkens
5-0 Vote

Official Village Holidays

- Martin Luther King Day – January 16th 2017
- President's Day – February 20th -2017
- Good Friday – April 14th-2017
- Memorial Day – May 30th-2016
- Independence Day – July 4th-2016
- Labor Day – September 5th-2016
- Columbus Day – October 10th-2016

Veteran's Day – November 11th 2016
Thanksgiving Day – November 24th 2016
Day after Thanksgiving Day – November 25th 2016
Christmas Eve – December 24th 2016 23rd
Christmas Day – December 25th 2016 26th
½ of New Years Eve – December 31st 2016 30th
New Years Day – January 1st 2017 2nd

Motion: by Mr. Cappelli
Second: by Mr. Wilkens
5-0 Vote

Employee Benefits - Village of Ellicottville NY

1. One sick day per month accumulative to 120 days. The Board and 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 be accumulated from year to year.
3. One-week vacation after the first year of service is completed. Two weeks after the second year of service. One day per year up to a maximum of 20 days (which includes the 2 weeks) after the 2nd year of completed service.
4. Paid Holidays as adopted at the Annual Organizational Meeting.
5. Paid Health Insurance up to and including \$947 per month for family coverage and \$351 per month for single coverage and \$710 for Employee & Spouse. Any future increases starting 2003 the Village of Ellicottville will cover 2/3 and the employee to pay 1/3 out of their payroll.
6. New York State retirement.
7. Probation period of 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 2 Hours.*
10. Employee wages and salaries as adopted in the Annual Village Budget. New DPW Employees will start at \$14.94 per hour plus adopted budget increase per year.
11. All sick leave 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 or her option, to three (3) 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, son-in-law/daughter-in-law, stepmother/stepfather.
The above time shall not be deducted from sick leave or vacation time.
13. Overtime will be at time and one half.

Motion: by Mr. Cappelli
Second: by Mr. Wilkens
Vote 5-0.

Investment Policy

The objectives of the investment policy of this local government are to minimize risk, to insure that investments mature when the cash is required to finance operations; and 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 of Ellicottville NY designates the following banks;

M&T Bank, 3 Washington St, Ellicottville NY

Five Star Bank, 54 Washington St, Ellicottville NY

CCB 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 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 the United States, and 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.

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 3 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 have been requested and the 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 a written justification providing reasons why it is in the best interest of the Village of Ellicottville NY 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 4A. Notwithstanding the foregoing, the Village authorizes the use of the 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 the New York General Municipal Law.

Guideline 5. 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 6. 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
- B) emergencies
- C) sole source situations
- D) good 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
- H) public works contracts for less than \$875

Guideline 7. This policy shall be reviewed annually by the Village Board at its annual organizational meeting or as soon thereafter as is practicable.

Motion: by Mr. Cappelli to accept the entire procurement policy.
Second: by Mr. Wilkens Vote 5-0

Motion: by Mr. Cappelli to authorize the Mayor to pay the wage of the part-time summer worker at prevailing federal minimum and 50 cents extra for returning help.
Second: by Mr. DiPasquale
Vote 5 – 0

Motion: by Mr. Cappelli to have Mayor Burrell Chair the Special Events Committee.

Second: by Mr. DiPasquale 5-0 Vote

Motion: to reappoint Nancy Rogan to the Planning Board

Second: by Mr. Cappelli Vote 5 - 0

Motion: by Mr. Cappelli to appoint Mike Painter to the Planning Board and figure out the expiration date.

Second: by Ms. Lowes Vote 5 - 0

Motion: by Mr. Wilkens to table the appointment to the Tree Board

Second: by Mr. Cappelli Vote 5 - 0

Motion: by Mr. Wilkens to appoint Nancy Rogan to the Comprehensive Planning Committee

Second: by Ms. Lowes Vote 5 - 0

Motion: by Mr. Cappelli to table further appointments.

Second: by Mr. Wilkens Vote 5 -0

Special Events Committee

Motion: to appoint all committee members by Mr. Wilkens

Second: by Ms. Lowes 5-0 Vote

Motion: by Mr. DiPasquale to adopt the wage scale

Second: by Mr. Wilkens 5-0 Vote

Motion: by Mr. Wilkens to adjourn.

Second: by Mr. DiPasquale All ayes. Carried