

4/6/15

**ORGANIZATIONAL MEETING
OF THE NORTH HORSELL VILLAGE BOARD
APRIL 6, 2015 7:00 PM**

ATTENDANCE: Mayor: John Falci
Trustees: Glenn Thomas, Frank Libordi, William Coleman
Peter DiRaimondo
Clerk: Kristene Libordi
Fire Chief: Mike Robbins
OIC Scott Richardson
CEO William Rusby
DPW Supervisor: Greg Zdanowski
Ryan Papaserge - Evening Tribune

Mayor Falci opened the meeting at 7:15 with the pledge of allegiance.

MAYORS APPOINTMENTS

Zoning Laura Suriani
 David Watt
 Mary Barnes Temp Chair

Planning Joseph Ingalls Chair
 Tim McDaniel
 Rich Scavo
 Maureen Broughton
 Kristene Libordi

Deputy Mayor	Glenn Thomas
Clerk/Treasurer	Kristene Libordi
Deputy Clerk	Marie Patti
Registrar	Kristene Libordi
Deputy Registrar	Marie Patti
Records Mgmt Officer	Kristene Libordi
DPW Supervisor	Gregory Zdanowski
Zoning Officer	William Rusby
Code Enforcement Officer	William Rusby
Plumbing Inspector	William Rusby
HAT Representative	Joseph Dick
Crossing Guard	Mary Nisbet
Attorney	Eric Shults
Health Officer	Dr. Ismail Mehr
Official Paper	Evening Tribune
Official Radio Station	WLEA
Board Committees:	
Public Work	Frank Libordi, Peter DiRaimondo & William Coleman
Public Safety	William Coleman & Peter DiRaimondo
Public Finance	Glenn Thomas & Frank Libordi

4/6/15

A motion to accept the Mayors appointments was made by Mayor Falci, seconded by Trustee William Coleman and carried.

Mayor Falci Aye
Trustee Thomas Aye Trustee DiRaimondo Aye
Trustee Libordi Aye (will abstain from any appointments of Kristene Libordi)
Trustee Coleman Aye

RESOLUTIONS

**Resolution 7-2015
VILLAGE OF NORTH HORSELL
MILEAGE ALLOWANCE**

The following **RESOLUTION** was offered on April 6, 2015 by Mayor Falci, seconded by Trustee Glenn Thomas and carried:

Whereas the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village Duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of 57.5 cents per mile.

Section 2. That this resolution is effective immediately.

	Aye	Nay
Mayor Falci	X	
Trustee Thomas	X	
Trustee Libordi	X	
Trustee DiRaimondo	X	
Trustee Coleman	X	

**Resolution 8-2015
VILLAGE OF NORTH HORSELL
ATTENDANCE AT SCHOOLS AND CONFERENCES**

The following **RESOLUTION** was offered on April 6, 2015 by Trustee Glenn Thomas, seconded by Trustee Peter DiRaimondo and carried:

WHEREAS there is to be held during the coming official year meetings, conferences or training schools and association meetings etc; and

WHEREAS 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 the following officers and employees are authorized to attend the following schools; Mayor and Trustees – NYCOM Training and governmental seminars: Kristene Libordi/Clerk - NYCOM training and governmental seminars, Software training Williamson Law, NYS Archives training, NYS Comptroller seminars: Greg Zdanowski, Rich Scavo & Thomas Vondracek/DPW – Waterworks and Highway seminars for certification: Bill Rusby/CEO – FLBOA training and other related seminars to maintain certification. Planning and ZBA members – seminars for required credits.

Section 2. That this resolution is effective immediately.

4/6/15

	Aye	Nay
Mayor Falci	X	
Trustee Thomas	X	
Trustee Libordi	X	Abstains on any amounts paid to Clerk
Trustee DiRaimondo	X	
Trustee Coleman	X	

**Resolution 9-2015
VILLAGE OF NORTH HORNELL
PAYROLL CERTIFICATION**

The following **RESOLUTION** was offered on April 6, 2015 by Trustee Peter DiRaimondo, seconded by Trustee William Coleman and carried:

WHEREAS the Village Clerk/Treasurer will be responsible for the preparation and processing of bi-weekly payroll and the disbursement of payroll checks.

WHEREAS the Mayor will be responsible for the certification of the bi-weekly payroll and time sheets prior to the Clerk/Treasurer disbursement of payroll, and in the absence of the Mayor, the Deputy Mayor or other appointed official may act in the place of the Mayor.

NOW THEREFORE BE IT RESOLVED:

That the Mayor or his/her replacement shall certify all payroll and time sheets prior to the Clerk/Treasurer's disbursement of payroll, and at the discretion of the Board of Trustees, THE payroll journal and time sheets will be audited throughout the year.

This resolution is effective immediately.

	Aye	Nay
Mayor Falci	X	
Trustee Thomas	X	
Trustee Libordi	X	
Trustee DiRaimondo	X	
Trustee Coleman	X	

**Resolution 10-2015
VILLAGE OF NORTH HORNELL
PROCUREMENT POLICY**

The following **RESOLUTION** was offered on April 6, 2015 by Mayor Falci, seconded by Trustee Peter DiRaimondo and carried:

WHEREAS the Procurement Policy was originally adopted on January 1, 1992 and updated August 12, 2013

NOW THEREFORE BE IT RESOLVED:

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of North Hornell involved in the procurement process, now therefore be it

4/6/15

RESOLVED, that the Village of North Hornell does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF NORTH HORNELL

1. Every purchase 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 year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency 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 governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to section 186 of the Correction Law; purchases under State contracts pursuant to section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

ESTIMATED AMOUNT OF PURCHASE CONTRACT METHOD

*\$.00 - \$250	Department Head approval
\$250 - \$2,999	2 verbal quotations
\$3,000 - \$9,999	3 written/fax quotations or written request for proposals

ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT METHOD

*\$.00 - \$250	Department Head approval
\$250 - \$2,999	2 verbal quotations
\$3,000 - \$4,999	2 written/fax quotations
\$5,000 - \$19,999	3 written/fax quotations or written requests for proposals

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 proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action that is taken in connection with each procurement.

4/6/15

5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipality. In the following circumstances it may not be in the best interest of the Village of North Hornell to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional service or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education, training, judgment, integrity, and moral worth. These 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.

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases; pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of North Hornell is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such minimal contracts would be awarded based on favoritism.

This policy shall go into effect January 1, 1992 and will be reviewed annually.

	Aye	Nay
Mayor Falci	X	
Trustee Thomas	X	
Trustee Libordi	X	
Trustee DiRaimondo	X	
Trustee Coleman	X	

4/6/15

MINUTES

The Minutes to be approved at the April 13, 2015 meeting.

POLICE REPORT

OIC Scott Richardson gave the following report:

General Complaints	4
UTT	1
Property Checks	108
Vehicle Checks	10
MVA P Damage	1
Police Assist	2

Assisted NYSP with traffic control at MVA and HPD with help to locate vehicle involved in a hit and run MVA. Continue to monitor commercial truck traffic on Seneca Rd. as well as vehicle speeds and stop signs on Cleveland Ave and Bethesda Dr. as well as Elmwood Ave.

A motion to accept the Police Report was made by Trustee Libordi, seconded by William Coleman and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

MAINTENANCE REPORT

Supervisor Zdanowski gave the following report:

- New sump pump put in at Pump Station
- Fixed pot holes
- Picked up brush
- Cleaned up brush in the creek at the north bridge
- Did repairs on the plow
- Salt & plow roads

A motion to accept the Maintenance Report was made by Mayor Falci, seconded by Trustee DiRaimondo and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

FIRE REPORT

Chief Mike Robbins gave the following report:

- Still waiting on response from Mercy Care and 911
- Blood Bourne Pathogens and Work Place Violence refreshers will be April 21
- E15 training going on
- Dedication ceremony for E15 went well
- Annual physicals are in May – Canisteo
- Banquet invitations are out and scheduled for May 9
- Fire Department elections are tomorrow night
- Total hours for 2014 -5,857
- Booster drive forms still coming in – Total donations \$4,700
- Chicken barbeque fundraiser for April 18

A motion to accept the Fire Report was made by Trustee Thomas, seconded by Trustee DiRaimondo and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

4/6/15

CODE ENFORCEMENT REPORT

CEO Bill Rusby reported:

- No building permits for March
- Fire inspections have been completed except for The Cuttery and Dr. Koch
- New code updates from the State this year
- 8 more mandatory hours of training for this year
- As of January 1 new regulation – residential truss construction notification
- Coming up – CO detectors in all residents and buildings

A motion to accept the Code Enforcement Report was made by Trustee Libordi, seconded by Trustee Thomas and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

NEW BUSINESS

SENECA RD PROPOSALS

Mayor Falci talked about maintaining Seneca Rd. The board would like to plan repaving in conjunction with the county’s scheduled reconstruction of the north bridge sometime in 2016. The Mayor will contact the County and see what options we may have. Possibly get a price from the county on some of the road labor. We currently have a quote from Blades and Supervisor Zdanowski will look at some other suppliers.

LADDER TRUCK

The board wants an answer by the May 11th meeting on the sale of the ladder truck. If not sold the board may authorize it to be sold for scrap.

PAYROLL & TIME CARD PROCEDURES

Mayor Falci will now be certifying all payroll before checks will be given and he will approve all time cards.

NEW BUSINESS

BID ON SCUPPERS

A motion was made by Mayor Falci to accept the bid from General Roofing and Heating for installation of the scuppers in the amount of \$2,600. Motion was seconded by Trustee Libordi and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

Supervisor Zdanowski stated that he is waiting on a price for repair to the 2000 sewer cleaner. He should have the quote by tomorrow and a time frame on repair work.

OTHER

**RESOLUTION #11a-2015
TRANSFER FROM EXPENDITURE ACCOUNTS**

The following resolution was offered on April 6, 2015 by Trustee Glenn Thomas, seconded by Trustee Frank Libordi and carried:

RESOLVED, to transfer the sum of \$1,000 from A1990.4 Contingent account to A5110.4 Streets contractual for additional expenditures.

4/6/15

	<u>Aye</u>	<u>Nay</u>
Mayor Falci	X	
Trustee Thomas	X	
Trustee Libordi	X	
Trustee Coleman	X	
Trustee DiRaimondo	X	

There will be a special board meeting on April 13th at 5:30

PAY BILLS

General Fund - \$18,706.67 Vouchers 360-391
Sewer Fund - \$1,855.02 Vouchers 74-82

A motion to pay bills was made by Trustee Thomas, seconded by Trustee DiRaimondo and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

Mayor Falci motioned to enter into Executive Session to discuss personnel and a proposal letter, seconded by Trustee Libordi and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

Motion to exit executive session by Trustee Libordi, seconded by Mayor Falci and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

The board agreed unanimously that the proposal received from Mrs. Giles to deed over a street at Marick Park to the Village in exchange for issuance of a building permit will not be granted. Mrs. Giles will be notified that she will have to comply with the subdivision rules agreed upon by the Planning board, the Dept of Health and Mrs. Giles engineer.

A motion was made by Mayor Falci to allow the fire company to use the \$2,420 from the sale of old used equipment towards the purchase of additional equipment for E-15. The motion was seconded by Trustee Thomas and carried.

Mayor Falci	Aye		
Trustee Thomas	Aye	Trustee DiRaimondo	Aye
Trustee Libordi	Aye	Trustee Coleman	Aye

Meeting adjourned.

Respectfully submitted,

Kristene Libordi
Village Clerk