

I. Re-Organizational Business:

a. Consultants for the Village:

Motion was offered by _____, seconded by _____, to appoint the following consultants for the FY2021/2022:

Engineers for the Village:	H2M Architects + Engineering
Attorney for the Village:	Burke, Miele, Golden, Naughton Feerick Lynch MacCartney & Nugent Kornfeld Rew Newman & Simeone
Planner for the Village:	Nelson Pope & Voorhis
Attorney for the ZBA:	Burke, Miele, Golden, Naughton

ADOPTED

AYES
NOES

Authorize to File – Engineer:

Motion was offered by _____, seconded by _____, to authorize H2M Architects + Engineering, as the Engineer for the Village, to file applications to all regulatory agencies, as required, on behalf of the Village of Woodbury in FY2021/2022 for those projects authorized by the Village Board.

ADOPTED

AYES
NOES

b. Deputy Mayor:

Mayor Egan stated he appoints Andrew Giacomazza as Deputy Mayor.

c. Membership in State Association:

Motion was offered by _____, seconded by _____, to authorize the Village Clerk to enroll the Village as members with the New York State Conference of Mayors (NYCOM); the Orange County Association of Towns, Villages and Cities; the Orange County Municipal Planning Federation; Orange County Water Authority (Moodna) and the Woodbury Chamber of Commerce.

ADOPTED

AYES
NOES

d. Designation of Official Newspaper:

Motion was offered by _____, seconded by _____, to designate the Times Herald Record as the official newspaper for the Village.

ADOPTED

AYES
NOES

e. Investment Policy/Designation of Depository/Audited of Abstract Vouchers:

Motion was offered by _____, seconded by _____, to adopt the Investment Policy of the Village as follows:

“The objectives of the Investment Policy of the Village of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Mayor is authorized to invest Village funds which are in excess of current operating needs. Village investments are governed by applicable New York State Laws.

That the Mayor make the following types of investments, for the present, until other types of investments are submitted to the Village Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Village. Such Certificates of Deposit are to be collateralized by obligations enumerated in item "a" above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Village or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Village. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in item "a" above.

The Mayor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following bank is to be designated as the official bank for the Village:

Sterling National Bank, Monroe
Lakeland Bank, Highland Mills

The Mayor shall be authorized to invest funds of the Village in this bank during the 2021/2022 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis."

The Mayor shall be authorized to deposit any Village monies in this bank during the 2021/2022 fiscal year.

Prior to all invoices being paid, they must be attached to vouchers which must be signed by at least two members of the Board. An "abstract of audited vouchers" will be prepared by the Village Treasurer for action by the Board. After the Board votes to approve payment, a record of the check issued for payment must be attached to the voucher indicating who the check was written too, the date payment was made and the amount of the payment.

ADOPTED AYES
 NOES

f. Mileage Reimbursement/Food Stipend:

Motion was offered by _____, seconded by _____, to reimburse members of the Village Government and its employees, when on official business or duty for the Village, the rate established annually by the Internal Revenue Services for the use of their personal vehicle (includes gas and wear/tear). Vouchers are to be completed and filed with the Village Treasurer before reimbursement is made.

ADOPTED AYES
 NOES

Motion was then offered by _____, seconded by _____, to reimburse employees not more than \$50 per day for food purchased while attending a Board approved conference/ meeting that is held for an entire day and is for Village related issues, if not included in the registration cost. Alcohol will not be reimbursed. Complete receipts must be submitted with voucher.

ADOPTED AYES
NOES

g. Board Liaisons/Appointed Positions:

Motion was offered by _____, seconded by _____, to establish the following liaisons of the Village Board:

Liaison to Town Board	Mayor Egan, Trustee Giacomazza
Liaison to Planning Board	Trustee Graziano, Trustee Gomez
Liaison to Zoning Board	Trustee Giacomazza, Trustee Burek
Liaison to Fire Department	Mayor Egan, Trustee Gomez
Liaison to Water/Sewer Department	Mayor Egan, Trustee Graziano
Liaison to Building Department	Mayor Egan, Trustee Burek
Liaison to Highway Department	Mayor Egan, Trustee Giacomazza
Employee Liaisons	Mayor Egan, Trustee Giacomazza
Insurance Liaisons	Trustee Burek, Trustee Gomez

ADOPTED AYES
NOES

Motion was then offered by _____, seconded by _____, to appoint the following individuals to the following positions:

Appeals Officer for FOIL's	Timothy Egan
Procurement Officer	Timothy Egan
Fire Police	George Sewitt, Dennis Tenney, Christopher Salvo, Charles Knuth
Planning Board Chairperson	Christopher Gerver
Zoning Board of Appeals Chairperson	Karen Ungerer

ADOPTED AYES
NOES

h. Meeting Dates and Meeting/Public Comment Procedures:

Motion was offered by _____, seconded by _____, to adopt the following meeting procedures:

"That the Village Board hold regular meetings on the second and fourth Thursday of each and every month at 7:30PM, at Village Hall, 455 Route 32, Highland Mills, New York. If cancelled, notification will be given to the media and posted on the official signboard of the Village Clerk. Special meetings are to be called by the Mayor and all Trustees will be notified by telephone, electronic mail, in person or by postal service by the Village Clerk at least twenty-four hours in advance of the meeting unless in the opinion of the Mayor emergency conditions dictate the necessity of shorter notice. Agendas will be prepared by the Village Mayor and Clerk no later than twenty-four hours prior to all meetings. Items can be added and deleted when needed. Minutes of the meetings will be prepared by the Village Clerk in accordance with the Open Meetings Law. When action is required, a motion, followed by a second, will be asked for by the Mayor. A discussion can then be held and then each member will vote verbally on the issue (one vote per member). When required, the Board will be polled by the Village Clerk. If

there is a dispute as to the form or priority of motions or other meeting procedural issues not set forth herein Roberts Rules of Order shall prevail, consistent with New York municipal law, with the Attorney for the Village acting as Parliamentarian. When all business is finalized, the meeting will be adjourned. Any deviation from these procedures must be determined by the Village Board.”

ADOPTED AYES
NOES

Motion was then offered by _____, seconded by _____, to adopt the following procedure to be followed during all public comment segments of the meetings:

- a) The public may speak only during public comment or at any time the Village Board permits, for a period of five minutes. Time cannot be yielded to other members of the public.
- b) Comments are to be made to the Village Board only, not other members of the public or individual Board members.
- c) Speakers will observe commonly accepted rules of courtesy, decorum, dignity and good taste when addressing the Board and making comments.
- d) Written communication will be accepted/presented to the Village Clerk.

Any deviation from these procedures must be determined by the Village Board.

ADOPTED AYES
NOES

j. Procurement Policy:

Motion was offered by _____, seconded by _____, to adopt a procurement policy as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every municipality to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML 103 or any other law; and,

NOW, THEREFORE, BE IT

RESOLVED that the Village of Woodbury 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. “Purchaser” is defined as a Village official, board member, department head or individual assigned by the department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

Building Department	Gary Thomasberger, Maria Rubio, Marian Tiplado,
Fire Department	Pasquale Prozzillo, Christopher Burke, Scott McClennan
Water/Sewer Department	Michael Phillips, Jason Braghirol, Jean Mundy
Mayor/Trustees	Timothy Egan, Desiree Potvin, Jessica McClennan
Clerk/Treasurer	Desiree Potvin, Jessica McClennan, Claudia Valoy-Romanisin
Highway Department	Robert Weyant, Sheila Beadle

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103. In 2013 this amendment to GML 103 will sunset and the limits will return to \$10,000 for all purchases of supplies or equipment and \$20,000 for all public works contracts. When/If this occurs, then the limits listed in Guideline 3 exceeding the current limits will be null and void.

Guideline 3. Purchases of supplies or equipment shall require the following:

Less than \$20,000 but greater than \$10,000	Three written quotes with documentation
Less than \$10,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to discretion of Purchaser

Pursuant to GML 103(1) purchases of “commodities, service or technology” may not be “artificially divided” for the purposes of satisfying the “discretionary buying thresholds”. “The reasonably expected aggregated amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase” must be considered.

Purchases of public works/service contracts shall require the following:

Less than \$35,000 but greater than \$20,000	Three written quotes with documentation
Less than \$20,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to the discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for which quotes have been received by using the form provided by the Village Clerk. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded unless the Purchaser prepares a written justification providing reasons why it is in the best interested 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 judgments shall also be documented.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt(s) made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Village Mayor, no solicitation of proposals/quotes shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- 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 at auction;

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

ADOPTED AYES
NOES

k. Fee Schedule:

Motion was offered by _____, seconded by _____, to adopt the 2021/2022 fee schedule.

ADOPTED AYES
NOES