

ORGANIZATIONAL MEETING OF THE VILLAGE BOARD OF TRUSTEES
HELD ON MARCH 11, 2014 AT 7:00 PM AT THE DEPOSIT THEATER

MOTION #1/14-15

Motion made by Trustee Mott seconded by Trustee Hathaway to appoint Trustee O'Connell as Acting Deputy Mayor for one year. The motion carried unanimously.

MOTION #2/14-15

Motion made by Trustee Hathaway seconded by Trustee O'Connell to appoint Cheryl Decker, Clerk/Treasurer for a term of one year. Motion carried unanimously.

MOTION #3/14-15

Motion made by Trustee Mott seconded by Trustee O'Connell to appoint Becky Ottens as Assessors Clerk for a one-year term. Motion unanimously passed.

MOTION #4/14-15

Motion made by Trustee Mott seconded by Trustee Hathaway to appoint the Village Board as the board of assessment review. Motion carried unanimously.

MOTION #5/14-15

Motion was made by Trustee Hathaway seconded by Trustee O'Connell to appoint Karen Budine as Deputy Clerk Treasurer for one year. The motion carried unanimously.

MOTION #6/14-15

Motion made by Trustee O'Connell seconded by Trustee Hathaway to appoint Barry Conklin as Code Enforcement Officer for a one year term. Motion unanimously carried.

MOTION #7/1415

Motion made by Trustee Mott seconded by Trustee Hathaway to appoint Beth Westfall as Village Attorney. Motion carried unanimously.

MOTION#8/14-15

Motion was made by Trustee Mott seconded by Trustee Hathaway to appoint Mr. Herb Buckley as Acting Justice. The motion carried unanimously.

MOTION #9/14-15

Motion made by Trustee Hathaway seconded by Trustee O'Connell to appoint Mary Cable as the Village Historian. Motion carried unanimously.

MOTION#10/14-15

Motion made by Trustee Mott seconded by Trustee O'Connell to appoint Bradley Hubbard as Superintendent of Public Works for one year. Motion carried unanimously.

MOTION#11/14-15

Motion made by Trustee O'Connell seconded by Trustee Mott to appoint Donald Cantwell as Chief of Police for one year. Motion carried unanimously.

MOTION #12/14-15

Motion made by Trustee Mott seconded by Trustee Hathaway to designate the Deposit Courier as the official newspaper of the village. Motion unanimously carried.

MOTION #13/14-15

Motion was made by Trustee Hathaway seconded by Trustee Mott to designate the regular monthly meetings to be held on the second Tuesday of every month at 7:00 p.m. at the Deposit Theater, Front St., Deposit, NY and that Board work sessions will be held on the fourth Tuesday of every month at 7:00 p.m. at the Deposit Theater, Front St., Deposit, NY. Motion unanimously carried.

MOTION #14/14-15

Motion made by Trustee O'Connell seconded by Trustee Strauss to designate the 3rd Wednesday of every month as the date the EDRLF Committee will meet. Motion unanimously carried.

PROCUREMENT POLICY FOR THE VILLAGE OF DEPOSIT

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 a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: Purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus or 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 \$20,000. and public works contacts over \$35,000.00; 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 1896 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; further purchases over \$1,000.00 shall be pre-approved by the Board of Trustees.

<u>Estimated amount of Contract</u>	<u>Method</u>
\$500-\$2,999	2 verbal quotations
\$3,000-\$9,999	3 written/fax quotations or written request for proposals
<u>Estimated amount of Public Works Contract</u>	<u>Method</u>
\$500-\$2,999	2 verbal quotations
\$3,000-\$4,999	2 written/fax quotations
\$5,000-\$19,999	3 written/fax quotations or written request 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 the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offer or was not responsible. A determination that the offeror 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 interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Deposit to solicit quotations or document the basis for not accepting the lowest proposal:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and 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 Village 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 or architect 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 the 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 or goods purchased at auction. If alternate proposals are required, the Village 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 \$500. 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 interest of the taxpayer. In

addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

- e. Services contracts entered into through the New York State Office of General Services. In these instances, the State has already investigated and secured the lowest possible price for the municipality.
- 7: This policy was last updated August 10, 2010 and will be reviewed annually.

The following are on the EDRLF Committee with their terms:

Harry Epstien	2 yr. term - 2015
Barry Conklin	2 yr. term - 2015
Deb Stever	2 yr. term - 2015
Al Beilby	2 yr. term - 2015
Mark Tucker	2 yr. term - 2015
Colleen O'Connor	2 yr term - 2015

The following are on the Zoning Board of Appeals with their terms:

1. Scott Raymond 3 yr. term - 2017
2. Mary Mapes 1 yr term - 2015
3. Joann Passaniti 3 yr term - 2017

The following are on the Planning Board with their terms:

1. Sarah Evans, Chair 5 yr. term - 2018
2. Louise Clark 5 yr. term - 2015
3. Melissa Bishop 5 yr. term - 2018
4. Gregg Milk 5 yr. term -2019
5. Pearl Strauss 5 yr. term - 2016
6. Georgianna Carson 5 yr term - 2017 alternate

MOTION#15/14-15

A motion by Trustee O'Connell seconded by Trustee Hathaway to make EDRLF and Zoning and Planning appointments. The motion carried unanimously.

MOTION #16/14-15

Motion made by Trustee Mott seconded by Trustee O'Connell to adopt the following Investment Policy Resolution. Motion carried unanimously.

Investment Policy Resolution

Whereas, the Village of Deposit maintains numerous funds as prescribed by the office of the State Comptroller, and

Whereas, the Village of Deposit investments have grown to exceed \$1,000,000.00 and,

Whereas, the Village of Deposit Board of Trustees recognize the responsibility to assure that the Village funds are invested properly according to State and Municipal law to gain the highest rate of return within the insured investments.

Be it thereby resolved that the Village Board of Trustees directs the President to appoint a Village and EDRLF fund (s) investment advisory committee of not less than four persons, whose terms of office shall be annual, as follows:

Village President, Village Deputy President, Village Clerk/Treasurer, and Deputy Village Clerk Treasurer

Be it further resolved that the following banks be and hereby are designated as depositories for all Village bank accounts.

NBT of Norwich: Deposit, NY Branch

Be it further resolved that the Village of Deposit Board of Trustees may as it sees fit amend the list of depositories and

Be it further resolved that the Village of Deposit Clerk/Treasurer be and hereby is authorized to invest money not needed temporarily in United States Treasury obligations and various savings accounts and certificates of deposit at prevailing interest rates in any bank authorized for the deposit of Village funds as

per this resolution. The total deposits excluding United States Treasury obligations are not to exceed the amounts authorized by this resolution and are to be secured by obligations of the United States of America, the State of New York or political subdivisions thereof, to the extent deposits exceed FDIC coverage, pursuant to section II of the General Municipal Law and State Comptroller's financial management guide.

Be it further resolved that President O'Connor and Clerk/Treasurer Decker are hereby authorized to sign and execute on behalf of the Village any and all transactions with respect to all Village maintained funds. Clerk/Treasurer Decker is hereby authorized to sign and execute on behalf of the Village all general, water and sewer fund accounts with the exception of money market accounts, and

Be it further resolved that the Village Clerk/Treasurer shall monthly monitor collateral pledged by banks as to adequacy and custodial management, and

Be it further resolved that this resolution shall take effect immediately.

President O'Connor has assigned the following committees for fiscal year 2014-2015

Personnel:

Trustee O'Connell
Trustee Hathaway

Finance:

Trustee Strauss
Mayor O'Connor

Buildings:

Trustee Mott
Trustee Hathaway

Intergovernmental Representative:

Trustee O'Connell
Trustee Strauss

Fire and Ambulance:

Trustee Strauss
Trustee O'Connell

Highways

Trustee Strauss
Trustee Hathaway

Library

Trustee Mott
Trustee Hathaway

Chamber

Trustee Mott
Trustee Hathaway

MOTION #17/14-15

Motion made by Trustee O'Connell seconded by Trustee Hathaway to set the mileage reimbursement rate at \$.44.5 per mile. Mileage to be paid only to those Village officers and approve employees and appointees who are authorized to receive upon proper receipt of billing whenever performance of their duties makes it necessary for them to use their personal vehicles. Motion unanimously carried. **This mileage reimbursement is applied only when the Village car cannot be used.**

MOTION #18/14-15

Motion made by Trustee Mott seconded by Trustee O’Connell to approve the water and sewer charge for all new hookups as follows. Motion unanimously carried.

WATER SERVICE CHARGE FOR ALL NEW HOOKUPS

Maximum length not to exceed 100 feet.

3/4" WATER SERVICE: includes main tap with 3/4" service line to curb, stop to property line. Total \$350.00

3/4 x 5/8 meter with meter horn Total \$ 100.00

1" WATER SERVICE: includes 1" copper pipe to property line with shutoff. Total \$400.00

1" METER with attachments Total \$200.00

1 1/2" WATER SERVICE: includes 1 1/2" copper pipe-curb stop at property line, we will use 2", 1" taps with WYE into 1 1/2" copper. Total \$550.00

1 1/2" METER with attachments. Total \$400.00

2" WATER SERVICE: includes 3 – 1" taps into main into a 3 branch into 2" copper. Total \$700.00

2" WATER METER with accessories. Total \$500.00

Water service of larger sizes will be quoted upon request.

Each water meter will be charged a debt reduction charge.

SEWER SERVICE HOOK-UP CHARGE

Inspection permit fee Total \$ 25.00

6" Sewer line from main line to property line. Total \$450.00

Any service of larger size will be quoted upon request not to exceed 100 feet.

SEWER RATES FOR PRIVATE HAULERS

1 - 1,000 gals.	\$ 50.00
1,001-2,000 gals.	\$ 75.00
2,001-3,000 gals.	\$100.00

Motion #19/14-15

Motion was made by Trustee Mott seconded by Trustee Hathaway to accept these rates for local haulers **only**, which are Deposit Sanitary Service and Harry Warner. The rates for outside haulers would be **doubled**. We would accept these on an emergency basis only. The motion carried unanimously.

PLANNING BOARD FEE SCHEDULE

Boundary Line Adjustments	\$ 25.00
Major Subdivision – six lots or more	\$100.00
- new lots	\$ 10.00
Minor Subdivision – 5 lots or less	\$ 50.00
- New lots	\$ 10.00

Site Plan reviews -	\$ 20.00
Special Use Permits	\$ 10.00

ZBA FEE SCHEDULE

Sign permit Fee	\$ 50.00
Special Use Permit	\$150.00
Appeals Application Fee	\$200.00
Amending Zoning Code Fee	\$200.00

It is determined that any attorney fees that are incurred as a result of any Planning Board or ZBA action will be the responsibility of the applicant.

MOTION #20/14-15

Motion was made by Trustee Mott seconded by Trustee O'Connell to accept the above fee schedule for the Planning Board and ZBA. The motion carried unanimously.

SNOW, GRASS REMOVAL

MOTION #21/14-15

A motion was made by Trustee O'Connell seconded by Trustee Hathaway to accept the **\$75.00 per hour** fee for snow and grass removal. The motion carried unanimously.

MOTION#22/14-15

A motion was made by Trustee Hathaway seconded by Trustee Strauss to continue the **\$50 administration fee** for all Public Works fees assigned to a property. The motion carried unanimously.

The attached water and sewer rates are also in effect as set by action of the adoption of the annual Village budgets adopted on February 25, 2013.

**Sewer Rates for 2014-2015
Budget adopted 02/11/2014**

DEBT		O&M
		G2120 \$339,976
G9710.61	\$	
G9710.71	\$	
G9730.6	\$0	
G9720.69	\$4,834.00	\$424.97 4 Quarters
G9720.70	\$ 750.00	\$106.2425
G9901.91	\$	
G9710.72	\$ 96,196.00 EFC	
G2122	\$101,780.00	
	\$	
	\$101,780.	
	\$127.225	
	\$127.23	\$108.74 O&M
	\$31.80625	\$ 31.81 DR
	\$31.81	
	\$31.81	
	Per quarter minimum per unit	\$140.55

**Water Rates for 2014-2015
Budget adopted 02/11/2014**

DEBT		O&M
F9730.6	\$23,000.00	\$268,002

F9730.61 \$11,250.00
 F9720.6 \$ 4,834.00
 F9720.7 \$ 600.00
 T/D debt \$39,834.00

Revenues \$ 7,500.00
 Approp FB \$0.00
 F2140 \$260,502

\$58.06706 35,000,000 gallons
 \$58.07 \$7.44 per thousand gallons
 \$14.5175 \$7.44per 1,000 gal. over 9,000
 \$14.51 \$52.00 O&M per quarter minimum
 \$14.46 DR per quarter minimum
 \$66.46 Per quarter minimum per unit

All units will be charged a \$20.00 administration fee per quarter.
 All bills are subject to a \$50.00 fee to turn the water back on after disconnection for unpaid bills.
 All water districts will be charged 1.5 times the above water rates, and upon the final formation of the district, out of district users will be charged the same as the above village rates once districts are formed. **Until the Water/Sewer Districts are formed, there will be no new installations considered.**

Mayor O'Connor closed the Organization meeting at 7:15 p.m.

Respectfully Submitted:

Cheryl Decker
 Clerk Treasurer