

MINUTES

ORGANIZATIONAL MEETING OF THE VILLAGE BOARD

OF THE VILLAGE OF ELLICOTTVILLE

ELLICOTTVILLE VILLAGE HALL

SEPTEMBER 29TH, 2020

Call meeting to order

Pledge to the flag

Appointments

Deputy Mayor- Greg Cappelli by Mayor Burrell

Village Clerk- Mary J. Klahn

Village Treasurer-Mary J. Klahn

DPW Superintendent-Mark Chudy

Water Operator-Jesse Klahn

Sewer Operator-Gerard Stokes

Motion: by Mr. Cappelli to ratify the above appointments.

Second: by Mr. Bush All ayes. Carried

Registrar of Vital Statistics-Mary J. Klahn

Village Attorney-Richard Stanton

Village Attorney for Planning and Zoning (If Needed)-Hodgson and Russ

Village Engineer- Ben Slotman

Village Accountant- Bridges, Horning and Company, PC

Motion: by Mr. Lowes to ratify the above appointments

Second: by Mr. Imhoff All ayes. Carried

Village Planner- Gary Palumbo

Motion: by Mr. Cappelli

Second: by Mr. Imhoff All ayes Carried

Village Zoning Board of Appeals - Lisa Saunders – 5 year term up in 2025

Village Zoning Board of Appeals - Harry Weissman – to fill Joe Nosbish term up in 2021

Village Planning Board – Damon Newpher -5 year term up in 2025 to fill Doug Bush who filled Jack Kramer’s term

Motion by: Mr. Lowes to ratify all above appointments provided Mr. Stanton trains all on abstaining when need be.

Seconded by: Mr. Cappelli All ayes. Carried

Village Planning Board – Damon Newpher

Official Depositories

Five Star Bank

M & T Bank

Cattaraugus County Bank

Official Newspapers

The Villager

Ellicottville Now

Motion by: Mr. Cappelli to accept the Depositories and Newspapers above.

Seconded by: Mr. Lowes All ayes. Carried

Commissioners

Budget officer- John Burrell

Zoning and Planning-Greg Cappelli

Parks-Sean Lowes

Beautification-Sean Lowes

Streets- Doug Bush

Water-Ed Imhoff

Sewer-Ed Imhoff

Refuse-Greg Cappelli

Sidewalks-Sean Lowes

Special Events-Doug Bush

Equipment-Ed Imhoff

Motion by: Mr. Cappelli

Seconded by: Mr. Imhoff All ayes. Carried

Beautification Committee

Joyce Evans, Gail Grillo, Judy Gross, Jane Hilbert, Barb Hirst, Gail Niparts, Janet Parenti, Sue Parsons, Marilyn Tompkins, Lynn Reading, Leah Rusiniak, Gloria Sadowski, Nancy Taylor, Jodie Timkey, Carolyn Widger, Nita Widger –Wiechman and Debbie Yantomasi.

Motion by: Mr. Lowes

Seconded by: Mr. Bush

Park Committee

As needed

Time and Place of Meetings

The Third Tuesday of the month

Motion by: Mr. Lowes

Seconded by: Mr. Bush

Authorize the Tax Collector to Collect Taxes

Motion by: Mr. Imhoff

Seconded by: Mr. Lowes All ayes. Carried

Official Holidays

New Years Day- January 1, 2021
Martin Luther King Day- January 18, 2021
President's Day- February 15, 2021
Good Friday- April 10, 2021
Memorial Day- May 31, 2021
Independence Day- July 4, 2021
Labor Day- September 6, 2021
Columbus Day- October 12, 2020
Veteran's Day- November 11, 2020
Thanksgiving Day- November 26, 2020
Day after Thanksgiving Day- November 27, 2020

Christmas Day- December 25, 2020
Day before Christmas- December 24, 2020
½ of New years Eve- December 31, 2020

Motion by: Mr. Cappelli
Seconded by: Mr. Imhoff 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 upon hire.
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 \$16.55 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. Cappelli
Seconded by: Mr. Lowes 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 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. Bush

Seconded by: Mr. Imhoff 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 and communication with Ben Slotman.

Motion by: Mr. Cappelli
Seconded by: Mr. Lowes 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. Bush
Seconded by: Mr. Cappelli 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. Lowes
Seconded by: Mr.Cappelli All ayes. Carried

Part-time Workers

Resolved, that the wage for part-time workers be up to \$16.55

Motion by: Mr. Bush
Seconded by: Mr. Cappelli 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. Lowes

Seconded by: Mr. Cappelli All ayes. Carried

Salaries and Wages for 2020/2021

Motion by: Mr. Cappelli

Seconded by: Mr. Bush Mr. Cappelli – Yes Mr. Imhoff – Yes Mr. Lowes- Yes Mr. Bush - Yes Mayor Burrell - Yes

Adjournment

Motion: by Mr. Imhoff

Second: by: Mr. Bush All ayes. Carried

Motion: by Mr. Cappelli to go into executive session to discuss the possibility of a planning contract.

Second: By Mr. Imhoff All ayes. Carried

Motion: by Mr. Cappelli to go out of executive session.

Second: by Mr. Lowes All ayes. Carried

Motion: to authorize the Mayor to terminate the AECOM contract after October 3rd, and authorize the Mayor to negotiate with the Town a contract to hire a Planner by Mr. Cappelli.

Second: by Mr. Bush All ayes. Carried

Motion: to adjourn by Mr. Cappelli

Second: by Mr. Lowes All ayes. Carried