

Board of Trustees Meeting Minutes

4/6/2015 6:30 PM

6:30 pm

Swearing in of Elected Officials

Elected Trustees Robert Barton and Melissa Meyers took the Oath of Office and were sworn in by Mayor Gregory Pearl.

6:45 pm

RESOLUTION #2015-054

OPEN REORGANIZATIONAL MEETING

On motion made by Trustee Cummins, second by Trustee Meyers resolved to open the reorganizational meeting. Aye-all. Nay-none.

On motion made by Trustee Cummins, second by Trustee Meyers resolved to accept the written resignation of Trustee John Davis effective 3/31/2015.

Mayor Gregory Pearl advised he was appointing Kelly J. Granger as Village Trustee to replace the Trustee position vacated by John Davis.

RESOLUTION 2015-055

APPOINT KELLY J. GRANGER TO THE POSITION OF VILLAGE TRUSTEE

On motion made by Trustee Cummins second by Trustee Meyers, to accept the appointment of Kelly J. Granger as Village Trustee serving through 04/01/16, replacing the Trustee position vacated by John Davis. Aye-all. Nay-none.

Kelly Granger took the Oath of Office and was sworn in as a Village Trustee by Mayor Pearl.

The following items were read by Mayor Pearl:

1. Appointments
2. Official Newspaper
3. Dates/Times of regular meetings
4. Designation of Depositories
5. Committees

6. Purchasing Policy
7. Investment Policy
8. Advance Approval of Claims
9. Mileage Allowance
10. Credit card Policy

RESOLUTION #2015-056

2015 ORGANIZATIONAL MEETING APPOINTMENTS, NEWSPAPER, DATES AND TIMES OF REGULAR MEETINGS, DESIGNATION OF DEPOSITORIES, COMMITTEES, PURCHASING POLICY, INVESTMENT POLICY, AVANCED APPROVAL OF CLAIMS, MILE ALLOWANCE AND CREDIT CARD POLICY REVIEW AND APPROVAL BY BOARD OF TRUSTEES

On motion made by Trustee Cummins, second by Trustee Meyers resolved that all Appointments, Official Newspaper, Dates and Times of Regular Meetings, Designation of Depositories, Committees, Purchasing Policy, Investment Policy, Advanced Approval of Claims, Mileage Allowance and Credit Card Policy read and/or submitted by Mayor Pearl at the 2015 Village of Allegany Board of Trustees Organizational Meeting have been reviewed and/or approved on 04/06/2015 by the Board of Trustees. Aye-all. Nay-none.

RESOLUTION #2015-057

CLOSE REORGANIZATIONAL MEETING

On motion made by Trustee Cummins, second by Trustee Granger resolved to close the reorganizational meeting at 6:59 pm. Aye-all. Nay-none.

The regular meeting of the Board of Trustees was called to order at 7:00 pm with a salute to the flag led by Mayor Gregory Pearl

Present: Mayor Pearl, Trustees: Kelly Granger, Jerry Cummins, Melissa Meyers and Robert Barton

Also Present: Rhea Carls, Office Assistant, Dominic Papasergi, Police Chief / DPW Super.

Attending: Rena Flynn, Karen Barton, Julie Barton, Brad Barton, David Meyers, Athena Silluzio, Michael Silluzio

Trustee Cummins questioned why the resignation of John Davis was not in the last meeting minutes and would like to update minutes to note it on record.

RESOLUTION #2015-058

ACCEPT MINUTES OF MARCH 16, 2015

On motion made by Trustee Cummins, second by Trustee Granger resolved to accept the minutes of March 16, 2015 with the addition of the John Davis verbal resignation. Aye-all. Nay-none.

TREASURERS REPORT - No Treasurers Report Available

RESOLUTION #2015-059

PAY CURRENT BILLS

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to pay the current bills. Bills paid in the amount of \$30,102.03. Aye-all. Nay-none.

DPW REPORT FOR THE MONTH OF MARCH 2015

- Sanded and plowed snow from streets and lots and plowed snow from sidewalks as needed.
- Lance worked Code – see Code Enforcement Blotter and/or Reports.
- Started doing Back Flows in village.
- Did water, sanitary sewer and storm sewer locates as needed. Extra locates are still being done due to utility pole replacement that is being done in our area.
- Cleaned ice off tops of Storm Sewer Catch Basins in areas that iced up due to weather.
- Still working with Dale Walker of City of Olean Water Department on the Village SCADA, updating well houses and policies and procedures so that our newly installed SCADA system can be brought into compliance per State and County Health Department requirements.
- Fixed more frozen meters at various areas in village.
- Assisted the City of Olean with our water line thawing machine to unthaw a frozen water lines in the city.
- Sidewalk plow again broke down, one of the hydraulic hoses on machine went bad ordered new hose and replaced. The snow blower attachment main shaft also went bad and needed to be ordered and replaced to get snow blower back in service.
- Unthawed a frozen water line with our water line thawing machine at the Library Building on West Main Street on two occasions.
- Took down Christmas Decorations from Main Street area.
- Christmas decorations were taken down in front of Municipal Building and Santa House.
- Unthawed a water service line at 102 West Main Street, assisted by the City of Olean.
- Dug up and replaced the water service line at 70 North Fifth Street as line was leaking. Used Peck Construction for some of work as they were already at location and we were short staffed. Owner of residence will bill us for our share.
- Took our water pipe thawing machine to assist Franklinville with a frozen water line service.

- Started sweeping streets with street sweeper.
- Assisted the Town of Allegany with our pipe thawing machine to thaw a frozen water service on Constitution.
- Generator for Municipal Building that was in budget came in – Working with Stayer Electric to plan for installation of same.
- Propane fueled Generator for Water Tank that was in budget came in. Put generator together and will prepare a sheltered area next to Water Tank Building to protect it from weather if needed to be used for future power outages.
- New hot water steam cleaner that was in budget was delivered and put in service.
- Catalano Plumbing finished plumbing of bathroom in front shop area.
- Worked on and submitted Street, Water and Sewer 2015 – 2016 Fiscal Budgets.

VILLAGE OF ALLEGANY POLICE DEPARTMENT
CHIEF'S MONTHLY REPORT

MONTH OF:	March	2015
Complaint Calls		33
Miscellaneous Calls		98
Larceny Complaints		0
Attempted Larceny Complaints		0
Burglary Complaints		0
Attempted Burglary Complaints		0
Vehicle & Traffic Tickets Issued		8
D.W.I. Arrests		1
Felony Arrests		0
Misdemeanor Arrests		2
Violation Arrests		5
Local Law Arrests		5
Accidents Investigated	P.I.	0
	P.D.	0
Parking Tickets Issued		88
Town Calls		10

Other
 (Identify): Friday March 13, 2015 - Our Department assisted the Southern-Tier Regional Drug Task Force with a drug investigation and arrest in the village.

Wednesday March 25, 2015 - Chief Papasergi attended a Cattaraugus County Police Chief Association Meeting in Allegany, NY.

Worked on and submitted Police 2015 – 2016 Fiscal Budget

DPW

- Superintendent Papasergi advised that they may have found a bucket truck to replace the bucket truck that was taken out of service due to age. Said it could cost approximately \$5,000.00 and cost one or two thousand cleaning it up. Truck was looked at by a local auto dealer and he expressed that the price was appropriate and would be a good vehicle for us.
- Trustee Cummins asked if the bucket truck would be something we could use in a shared service aspect and Papasergi advised that the Town of Allegany, Town of Olean and Allegany Fire Department used our old bucket truck so it could be used as such.
- Papasergi advised most all streets have been swept and that subways in the village should be swept out in the near future. Due to ground being soggy from late snow melt and rain that they were running behind on getting subways done.
- Said most holiday decorations have been taken down still working on getting lights out of some trees on Main Street and on Municipal Bldg.
- Trustee Cummins asked on the progress of the generator for the Municipal Building. Papasergi advised that he is working with Stayer Electric and gas company and may put the generator on the west rear side towards the outside of the parking lot and will keep board informed of progress.
- Trustee Cummins asked on progress of the SCADA System. Papasergi said he was still working with Dale Walker of the Olean Water Dept. on the policy and procedures to get approval from the CCHD to eliminate weekend and holiday water and sewer details. He advised new board members that the SCADA system has been up and operating for a couple years now and was disappointed that the only focus from the previous board has been the elimination of overtime acquired by the DPW Staff. Papasergi advised that the elimination of overtime is part of the process but that there are several more benefits that the SCADA has already provided to the village and that the addition of the SCADA has been a major improvement to our village. Monitoring both our water and sewer systems as well as facilities is continual. The data that is being collected by the system will also assist us in making decisions for future infrastructure planning and troubleshooting for improvements. Papasergi said he would give members a demonstration of the SCADA System at a later date.

- Trustee Cummings asked if a plan was established to better keep track of Code Enforcement activities that are being done in the village. Papasergi advised that he has been working on a process that will supply the board with a monthly report of activities performed by code enforcement in the village. Said report will be similar to what is reported monthly pertaining to police activities performed.

POLICE

- Questions were asked about the recent keg crawl event that was conducted by area college students recently.
- Chief Papasergi advised that they thought the keg crawl had been shut down and has had conversations with the NYS Alcohol Beverage Control staff in assisting with enforcement for the event and any future events. Officers on patrol were very active in responding to incidents that took place but due to illness and some members of our PD being out of town we were understaffed.
- Trustee Cummins expressed his concern of the problems that occurred and felt the police department needed more officers.

RESOLUTION #2015-060

ADVERTISE TO HIRE TWO PART-TIME POLICE OFFICERS

On motion made by Trustee Cummins, second by Trustee Granger resolved for Chief Papasergi to place an ad in the paper and begin the process of hiring two more part-time police officers. Aye-all. Nay-none.

The following correspondence was read and put on file:

1. Cattaraugus County Municipal Officials Association Meeting in Yorkshire, NY - Mayor Pearl, Trustees Granger and Barton and Chief/DPW Super Papasergi will attend
2. ALCS-Buffalo News Kids Day
3. Resignation of Acting Justice Dave Porter
4. Notice of Conditional Renewal of Insurance
5. Pipeline Safety
6. Cattaraugus County Strategic Planning Committee
7. Greater Olean Area Chamber of Commerce Sponsorship Opportunities
8. Property Tax Cap and Tax Freeze
9. Yellow Page Directory

Mayor Pearl advised he was appointing Kimberly A. Roth as Clerk Treasurer effective April 17, 2015 for a salary of \$37,000.00 annually and make an adjustment to the Village of Allegany 2015-2016 Appointments to reflect such appointment.

RESOLUTION #2015-061

APPOINT KIMBERLY A. ROTH AS CLERK TREASURER EFFECTIVE APRIL 17, 2015

On motion made by Trustee Ganger, second by Trustee Meyers resolved to appoint Kimberly A. Roth as Clerk Treasurer effective April 17, 2015 for a salary of \$37,000.00 annually and make an adjustment to the Village of Allegany 2015-2016 Appointments to reflect such appointment. Aye-Granger, Meyers and Barton. Nay-Cummins.

Mayor Gregory Pearl advised he would like to eliminate the part-time court clerk position and appoint Athena M. Silluzio as Full-time Deputy Clerk / Court Clerk effective April 7, 2015 at a rate of \$14.00 per hour and to continue receiving any seniority and/or benefits she was receiving November 20, 2014 and make an adjustment to the Village of Allegany 2015-2016 Appointments to reflect such appointment

RESOLUTION #2015-062

ENTER EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES

On motion made by Trustee Cummins, second by Trustee Meyers resolved to enter executive session to discuss personnel issues at 7:57pm. Aye-all. Nay-none.

RESOLUTION #2015-063

CLOSE EXECUTIVE SESSION

On motion made by Trustee Barton, second by Trustee Granger resolved to close executive session at 8:15 pm. Aye-all. Nay-none.

Mayor Gregory Pearl advised he would like to hire Rena Flynn to assist with preparation of the 2016 FY Budget and to assist with training the Clerk Treasurer and staff at the Village Clerks Office and to be compensated by contract at a rate of \$40 per hour

RESOLUTION #2015-064

APPOINT RENA FLYNN CONTRACTUALLY TO ASSIST WITH THE 2016 FISCAL BUDGET AND TO ASSIST WITH TRAINING THE CLERK TREASURER AND STAFF AT THE VILLAGE CLERK'S OFFICE.

On motion made by Trustee Meyers, second by Trustee Cummins resolved to hire Rena Flynn to assist with preparation of the 2016 FY Budget and to assist with training the Clerk Treasurer and

staff at the Village Clerks Office and to be compensated by contract at a rate of \$40 per hour. This hire shall be retroactive to March 19, 2015. Estimated time will be approximately twenty hours per week.

Mayor Gregory Pearl advised he would like to appoint Robert Simon as Village Attorney to be compensated by contract at a rate of \$600 per month and make an adjustment to the Village of Allegany 2015-2016 Appointments to reflect such appointment.

RESOLUTION #2015-065

APPOINT ROBERT SIMON AS VILLAGE ATTORNEY

On motion made by Trustee Meyers, second by Trustee Cummins resolved to appoint Robert Simon as Village Attorney to be compensated by contract at a rate of \$600 per month and make an adjustment to the Village of Allegany 2015-2016 Appointments to reflect such appointment. Aye-all. Nay-none.

RESOLUTION #2015-066

SELLING NEWSPAPERS IN VILLAGE FOR ALCS BUFFALO NEWS KIDS DAY

On motion made by Trustee Barton, second by Trustee Granger resolved to approve ALCS Buffalo News Kids Day on April 28th to sell newspapers in the village at the intersections of 1st and Maple and 1st and Main from 6 am to approximately 8:30 am. Aye-all. Nay-none.

RESOLUTION #2015-067

RESSIGNATION OF ACTING VILLAGE JUSTICE DAVID PORTER

On motion made by Trustee Cummins, second by Trustee Meyers resolved to accept the resignation of David Porter from his position as Acting Village Justice. Aye-all. Nay-none.

RESOLUTION #2015-068

CONTRIBUTE \$500.00 TO THE ALLEGANY FIREMEN'S PARADE CELEBRATION

On motion made by Trustee Granger, second by Trustee Barton resolved to approve giving the Allegany Engine Company \$500.00 for their Allegany Firemen's Parade celebration. Aye-all. Nay-none.

RESOLUTION #2015-069

APPROVE BANNER HANGING FOR COMMUNITY WIDE GARAGE SALE

On motion made by Trustee Meyers, second by Trustee Granger resolved to approve hanging the community wide garage sale banner on Main St. between 3rd and 4th Sts. on May 13th through May 27th for the Allegany Business Association Community Wide Garage Sale event. Aye-all. Nay-none.

Mayor Gregory Pearl advised he would like to sign a contract with John Muche for the purpose of getting village financial matters in order and books ready to be audited.

RESOLUTION #2015-070

CONTRACT WITH JOHN MUCHE FOR GETTING VILLAGE FINANCIAL MATTERS IN ORDER AND BOOKS READY TO BE AUDITED

On motion made by Trustee Cummins, second by Trustee Meyers resolved to approve Mayor Pearl to contract with John Muche for the purpose of getting village financial matters in order and books ready to be audited. Finances in the village are approximately eight months in arrears and Rena and the current Clerk's Office staff will not be responsible for any inaccuracies and/or unfinished work of the previous Village Clerk Treasurer. Aye-all. Nay-none.

- Trustee Meyers expressed her concern of large dump trucks traveling on Main Street and Seventh Street. Said there have been a large number of trucks traveling through the Allegany area as there are large projects currently being done in the Olean area. Will roadways be able to handle the traffic and who would be responsible for rectifying any damages to our roadways? Are trucks abiding by the posted speed limits? Chief Papasergi advised as far as roadway depreciation that the Town Highway Superintendent and he are keeping an eye on the trucks and there was not allot that could be done about Rte. 417 as it is a State Highway. On traffic laws he advised that he contacted staff at the establishment the trucks were hauling out of and they said they would advise drivers to use extra caution when going through town and to make sure traffic laws were followed. Said he has not observed anyone violating traffic laws during his observations but would continue to watch for any.
- Papasergi advised that Tom Swift, the engineer hired for the sewer grant, was currently getting prices for putting cameras in sewage lines and would meet sometime in a week or two to go over quotes.
- Mayor Pearl advised that he would be setting up a meeting with the Attorney that was hired to negotiate the PD and DPW union contracts.

- Personnel Policy would be put off until a later date.
- Mayor Pearl advised that he has been working with Rena and Dominic on the 2016 fiscal budget and is ready to schedule a Budget Work Session with Board Members on Monday April 13th and a Public Hearing on the Budget on April 20th.

RESOLUTION #2015-071

SCHEDULE A BUDGET WORK SESSION ON APRIL 13, 2015

On motion made by Trustee Granger, second by Trustee Barton resolved to approve scheduling a Budget Work Session to be held on April 13, 2015 at 6:30 pm to work on the 2016 Fiscal Budget. Aye-all. Nay-none.

RESOLUTION #2015-072

SCHEDULE A PUBLIC HEARING ON THE 2016 FISCAL YEAR BUDGET ON APRIL 20, 2015

On motion made by Trustee Barton, second by Trustee Granger resolved to approve scheduling a Public Hearing on the 2016 FY Budget to be held on April 20, 2015 at 6:30 pm, prior to the regularly scheduled Village Board Meeting to be held at 7:00 pm. Aye-all. Nay-none.

VILLAGE OF ALLEGANY

APPOINTMENTS 2015-2016

Deputy Mayor

Kelly Granger

Clerk Treasurer

Kimberly Roth

Registrar of Vital Statistics

Deputy Clerk, Court Clerk

Athena Silluzio

Deputy Registrar of Vital Statistics

Office Assistant (part time)

Rhea Carls

Christy Peace

Building Maintenance (part time)

Robert Tucker

Superintendent of Public Works

Dominic G. Papasergi

Deputy Superintendent of Public Works

Lance Jobe

Police Chief

Dominic G. Papasergi

Patrolman-full time

Christopher McGraw

Sr. Patrolman-part time

Timothy Peterson

Patrolmen-part time

Frank Snyder

Daniel Gonska

*Lou Harrison

David Conner

Sean Obergfell

Jennifer Graham

Christopher Baker

Timothy Blovsky

Matthew Rado

Anthony Ellis

Juvenile Officer

Christopher McGraw

Civil Defense Director

Dominic G. Papasergi

Emergency Command Coordinator

Dominic G. Papasergi

Attorney	Robert Simon
Prosecuting Attorney	Amber Kerling
Code Enforcement Officer	Lance Jobe
Chief Water Operator	Lance Jobe
Crossing Guards	Frank Boni
	Donna Eberle
	Thomas Jones
Crossing Guard (Sub)	Jeffery Harvey
Official Newspaper	Times Herald, Olean
Village Board Meetings	1 st Monday of each month, 7:00 pm 3 rd Monday of each month, 7:00 pm Municipal Building subject to change
Official Depositories	Five Star Bank
	Community Bank
	MBIA Class

VILLAGE OF ALLEGANY
COMMITTEES 2015-2016

Streets

Robert Barton

Water	Melissa Meyers Robert Barton
Sewer	Melissa Meyers Robert Barton
Police	Jerry Cummins
Code Enforcement	Jerry Cummins
Fire Department Liaison	Gregory Pearl
Budget	Gregory Pearl
Sidewalks	Melissa Meyers
Trees	Melissa Meyers Robert Barton
Contracts	Kelly Granger
Clerk's Office	Kelly Granger
Zoning/Planning Boards	Melissa Meyers
Village/Town/School Liaison	Jerry Cummins

Safety Committee

Kelly Granger

Personnel Committee

Kelly Granger

PURCHASING POLICIES AND PROCEDURES

THIS RESOLUTION SETS FORTH THE POLICIES AND PROCEDURES OF THE VILLAGE OF ALLEGANY TO MEET THE REQUIREMENTS OF GENERAL MUNICIPAL LAW, SECTION 104-b.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

\$1-3,000	At the discretion of the Board and/or Department Head.
\$3,001-10,000	At the discretion of the Board and Department Head (may be verbal).
\$10,001-19,999	Written quote from at least 2 separate vendors (if available).
\$20,000 and up	Sealed bids in conformance with Municipal Law, Section 103.

Proper documentation is required when the quote is not awarded to the vendor giving the lowest price. Quotes will be awarded to the lowest responsible and responsive vendor.

Statutory Exceptions to Quotations/Proposals Requirements of This Policy and Procedures

Except for procurements made pursuant to General Municipal Law, section 103(3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law, section 162, Correction Law, sections 184 and 186 (from “preferred sources,” including articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

As an alternative to soliciting competition individually or through cooperative purchasing arrangements, the village may “piggyback” on contracts that have been extended to local governments by certain other governments.

Procedures for Public Work Projects/Contracts

\$1-5,000	At the discretion of the Board and/or Department Head.
\$5,001-10,000	At the discretion of the Board and Department Head.
\$10,001-20,000	Documented telephone quotes from at least 3 separate vendors (if available)
\$20,001-34,999	Formal written Request for Proposal with a response from at least 2 vendors and if possible 3 vendors.
\$35,000 and up	Formal sealed bids in conformance with Municipal Law, Section 103.

In all circumstances, whenever other than the lowest quote is awarded, there must be written documentation of the reason for the award.

UNDER NO CIRCUMSTANCES CAN A QUOTE THAT EXCEEDS THE BID LIMIT BE AWARDED.

Professional Services

Professional services generally include services rendered by attorneys, engineers, and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of

professional judgment or a high degree of creativity. In addition, insurance coverage (e.g, health, fire, liability, and workers' compensation) is also not subject to competitive bidding requirements.

\$1-10,000	Annual charge will be at the discretion of the Department head and with the approval of the Board.
\$10,001-19,999	Prices will be obtained by formal written quotes from at least 2 sources and the award will be made at the discretion of the Department Head and with the approval of the Board.
\$20,000 and up	Prices will be obtained by Formal Request for Proposal, with the award of contract being made by the Board.

Awards to other than the lowest proposer must be properly documented with the rational/reason for the rejection of the lowest price.

Any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

An emergency exists wherein the delay caused by soliciting quotes would endanger the health, Welfare, or property of the municipality, or more important the individual taxpayer, then the procurement of goods or services will be at the discretion of the property department head with documentation as to the nature of the emergency and shall be sent to the Governing Board, within five (5) working days of such procurement.

Input From Board

Comments have been solicited from the Board of Trustees of the Village of Allegany in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time to time hereafter.

Annual Review

The Board of Trustees shall annually review and, when needed, update this policy and procedures.

The Mayor shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the board.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Village of Allegany or any officer or employee thereof.

Resolution

Adopted on 4/6/2015 by 5 to 0 vote of the Board of Trustees of the Village of Allegany.

INVESTMENT POLICY OF THE VILLAGE OF ALLEGANY

The objectives of the Investment Policy of the Village of Allegany is 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 proceed of obligation in:

Certificates of Deposit issued in a bank or trust company authorized to do business in New

York State:

Savings accounts;

Obligations of New York State;

Obligations of the United State Government;

The following banks and municipal investors are designated by the Village of Allegany;

Five Star Bank, Allegany, New York

The Community Bank, N. A., Olean, New York

MBIA Municipal Investors Service Corporation

Collateral:

Certificate of Deposits 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 obligations of New York State local governments. Obligations shall be held by a third party.

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 State Government.

The governing Village Board of the Village of Allegany shall review and approve the investment policy, at least annually, and if practicable, at its organizational meeting and the members shall review and amend, if necessary these investment policies

The provision of these investment guidelines shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

ADVANCE APPROVAL OF CLAIMS

WHEREAS the Board of Trustees of the Village of Allegany has determined to authorize payment in advance of audit claims for public utility services, postage, credit card accounts, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express 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 of trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE POLICY

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of Trustees shall approve reimbursement to such officers and employees at the rate of \$.575 per mile;

Section 2. That this resolution shall take effect immediately.

ESTABLISHING A CREDIT CARD POLICY FOR THE VILLAGE OF ALLEGANY

It is common practice for local governments to use credit cards for the convenience of making phone or internet purchases, paying for employee travel expenses or small purchases of goods and services for official business of the Village of Allegany. Credit cards used by local governments include general purpose credit cards, vendor-specific cards and fuel cards. General purpose cards are frequently issued under the name of the local government in the name of a specified local official; vendor-specific cards are commonly issued in the name of the local government and usually include a list of authorized users; fuel cards can be location-specific cards or travel cards that can be used at any of the designated vendor's service stations.

Therefore, it is essential that the Village of Allegany maintain adequate internal controls over government-issued credit cards and payments made for related expenses are properly authorized and appropriate.

Policy and Procedures

- The Village of Allegany authorizes the use of government-issued credit cards by its officials and employees for phone purchases, internet purchases, travel-related purposes and for small goods and services as deemed necessary and feasible.
- The actual and necessary expenses shall be incurred in accordance with and subject to all laws, rules, and regulations applicable to municipal charges incurred by Village of Allegany officials and employees.

- The village Clerk and/or Deputy Clerk shall have sole custody of the credit card(s)*. They will be stored in a cabinet in the clerk's office and the cabinet locked when the office is closed. A credit card will be issued to an employee and recorded on a sign-out sheet (Exhibit A) by the clerk or deputy clerk as follows:
 - date of issuance
 - card issued
 - purpose for issuance
 - name of person card issued to
 - employee card issued to must initial sheet

- Upon return of the employee, (s)he must surrender the card and the receipt (if card is used) to the Clerk/Deputy Clerk who will record the card as returned and place it in the cabinet. The invoice will be kept for future credit card statement reconciliation.

*For credit cards used for the purchase of village fleet fuel, vehicle specific cards will be issued. They will be kept in the vehicle at all times and used when fueling vehicles. A pin number will be assigned to each employee (multiple pin numbers will be assigned when an employee is working both DPW and Police). In order to fuel a village vehicle, the vehicle specific card must be used, and personal pin number and accurate mileage on the vehicle must be entered at time of fueling. Use of another employee's pin number is prohibited and such action will not be tolerated.

- Proper documentation must be submitted in order to support and reconcile credit card statements each month. Itemized receipts shall be signed and departmentalized by the purchaser as a means of reconciling the monthly statement.
- The Clerk and/or Deputy Clerk will reconcile the monthly credit card statements and prepare the voucher for payment. The departmental supervisor will sign off if approved.
- Upon receipt of the voucher, the board of trustees will audit the claim to verify that costs are supported by proper documentation. The charges should be deemed valid and proper municipal expenditures. If approved, the board will sign off and return to the clerk for processing and payment.
- Government issued credit cards shall be used for government purchases/purposes only and will be prohibited for personal use. Alcoholic beverages and other entertainment-related costs do not represent a proper use of public funds; therefore such expenditures will not be permitted.
- Any illegal, questionable, or unauthorized expense or improper usage of the credit card shall require repayment by the party incurring the expense.

- In the event of a lost credit card, the village official or employee must immediately contact the village Clerk/Deputy Clerk who will notify the card service in order to eliminate any unauthorized use.
- Failure to comply with this policy will subject an employee to disciplinary action up to and including termination.

RESOLUTION #2015-073

ADJOURN MEETING

On motion made by Trustee Cummins, second by Trustee Meyers resolved to adjourn the meeting at 9:15 pm. Aye-all. Nay-none.

Respectfully submitted,

Rhea Carls,
Office Assistant

VILLAGE OF ALLEGANY POLICE DEPARTMENT
CHIEF'S MONTHLY REPORT

MONTH OF:	April	2015
Complaint Calls		47
Miscellaneous Calls		89
Larceny Complaints		2
Attempted Larceny Complaints		0
Burglary Complaints		0
Attempted Burglary Complaints		1
Vehicle & Traffic Tickets Issued		8
D.W.I. Arrests		0
Felony Arrests		0
Misdemeanor Arrests		0
Violation Arrests		3
Local Law Arrests		5
Accidents Investigated	P.I.	0
	P.D.	0
Parking Tickets Issued		21

Other

(Identify): **Monday April 20, 2015** - Training Officer Baker conducted Narcon Training at the Allegany Fire Department Building. Officers participating were: 7302, 7303, 7307, 7322, 7331, 7338, 7344 and 7350.

Ad was put in paper to advertise for the hireing of part-time police officer positions.
