

**Board of Trustees Minutes
April 4, 2005**

The following elected officials were sworn in and signed the oath of office:

Trustee: Daniel Gleason

Trustee: James Rouleau

Justice: Greg D. Benjamin

RESOLUTION #2005-039

OPEN REORGANIZATION MEETING

On motion made by Trustee Driscoll second by Trustee Rzepka resolved to open the Reorganization meeting at 7:30pm. Aye-all. Nay-none.

The following were approved by the Mayor and Board of Trustees:

APPOINTMENTS 2005-2006

Deputy Mayor

Diana Rzepka

Clerk Treasurer, Court Clerk
Registrar of Vital Statistics

Rena Flynn

Deputy Clerk Treasurer, Deputy Court Clerk
Deputy Registrar of Vital Statistics

Pamela Withers

Superintendent of Public Works
Deputy Superintendent of Public Works

Dominic G. Papasergi
Lance Jobe

Police Chief
Patrolman/Acting Sergeant
Sr. Patrolman-part time
Patrolmen-part time

Dominic G.Papasergi
Christopher McGraw
Timothy Peterson
Frank Snyder
Daniel Gonska
Lou Harrison
Al LaFredo
David Conner
Patrick Brandow
Jared Cassada
Jeremy Clawson
Sean Obergfell
Greg Benjamin II
Andrew Langdon
Matthew Rado
Steven Dombek

Juvenile Officer

Christopher McGraw

Civil Defense Director
Attorney
Acting Justice
Code Enforcement Officer
Electrical Inspector

Dominic G.Papasergi
Gerardus Backhaus
Edward V. Allen
Lance Jobe
Lance Jobe

Crossing Guard

Brenda Benjamin
Lynn Lounsbury
Stan Hedden

Official Newspaper

Olean Times Herald

Village Board Meetings

First & Third Mondays of each month
7:30 pm Municipal Building

Official Depositories

First Tier Bank & Trust
Community Bank
MBIA Class

COMMITTEES 2005-2006

Streets

Daniel Gleason

Water

Robert Driscoll
(Diana Rzepka)

Sewer

Robert Driscoll

Police

James Rouleau

Fire Department Liaison

Richard Lamberson

Budget

Richard Lamberson

Sidewalks

Diana Rzepka
Robert Driscoll

Trees

Daniel Gleason

Contracts

Diana Rzepka

Clerks Office

Diana Rzepka

Zoning/Planning Boards

James Rouleau

Village/Town/School Liaison	Daniel Gleason
Safety Committee	Diana Rzepka
Personnel Committee	James Rouleau Robert Driscoll

RESOLUTION #2005-040
ACCEPT PURCHASING POLICIES AND PROCEDURES

On motion made by Trustee Driscoll second by Trustee Rouleau resolved to accept the purchasing policies and procedures. Aye-all. Nay-none.

PURCHASING POLICIES AND PROCEDURES

THIS RESOLUTION SETS FORTH THE POLICIES AND PROCEDURES OF THE VILLAGE OF ALLEGANY to meet requirements of General Municipal Law, Section 104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of 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 internal policies 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 of 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:

- | | |
|-----------------|--|
| \$1-500 | At the discretion of the Department Head. |
| \$501-3000 | At the discretion of the Board and Department Head (may be verbal) |
| \$3001-9999 | Written quote from at least 2 separate vendors (if available). |
| \$10,000 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 From These Policies and Procedures

Except for procurements made pursuant General Municipal Law, Section 103(3) (throughout county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

Procedures For Public Work Projects/Contracts

\$1-500	At the discretion of the Department Head.
\$501-5000	At the discretion of the Board and Department Head.
\$5001-9999	Documented telephone quotes from at least 3 separate vendors (if available).
\$10000-19999	Formal written request for Proposal with a response from at least (2) Vendors and if possible (3) vendors.
\$20000 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 and Consultants

\$1-10,000	Annual charge will be at the discretion of the Department Head, and with the approval of the Board.
\$10001-19999	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 propose must be properly documented with the rational/reason for 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.

Annual Review

The governing board shall annually review these policies and procedures. The Board shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

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

Resolution

Adopted on April 4, 2005 by Village of Allegany Board of Trustees

RESOLUTION #2005-041
ACCEPT INVESTMENT POLICY

On motion made by Trustee Rzepka second by Trustee Driscoll resolved to accept the Investment Policy. Aye-all. Nay-none.

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;

First Tier Trust and 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.

Resolution adopted April 4, 2005

RESOLUTION #2005-042

ACCEPT POLICY OF ADVANCE APPROVAL OF CLAIMS

On motion made by Trustee Rzepka second by Trustee Gleason resolved to accept the policy of Advance Approval of Claims. Aye-all. Nay-none.

ADVANCE APROVAL 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, 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.

RESOLUTION #2005-043
ACCEPT MILEAGE POLICY

On motion made by Trustee Driscoll second by Trustee Rouleau resolved to accept the Mileage Allowance Policy. Aye-all. Nay-none.

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 .405 per mile;

Section 2. That this resolution shall take effect immediately.

Resolution adopted April 4, 2005

RESOLUTION #2005-044
ADJOURN REORGANIZATION MEETING

On motion made by Trustee Rzepka second by Trustee Gleason resolved to adjourn the reorganization meeting. Aye-all. Nay-none.

The regular meeting of the Board of Trustees was opened at 7:40 pm with a salute to the flag led by Mayor Richard Lamberson.

Present: Mayor Lamberson; Trustees: Daniel Gleason, Robert Driscoll, Diana Rzepka, and James Rouleau

Also Present:

Rena Flynn, Clerk Treasurer; Pam Withers, Deputy Clerk Treasurer; Dominic Papasergi, Police Chief & DPW Superintendent

Attending: Rhea Carls; Dawn Karl, Times Herald; Nick Pircio, WPIG; Sheri Robertson and Zach Robertson

The meeting was dedicated to the memory of New York State Senator Patricia McGee who passed away last week.

RESOLUTION #2005-045
ACCEPT MINUTES OF MARCH 21, 2005

On motion made by Trustee Gleason second by Trustee Rzepka resolved to accept the minutes of March 21, 2005. Aye-all. Nay-none.

TREASURERS REPORT

AS OF: April 4,
2005

	CHECKING	SAVINGS	RESERVES
GENERAL	\$ 23,780.00	\$ 565,185.00	\$ 31,557.00
WATER	\$ 336.00	\$ 207,862.00	\$ 58,154.00
SEWER	\$ 830.00	\$ 91,589.00	\$ 41,309.00
LIBRARY	\$ 25,975.00		
T&A	\$ 7,256.00		
WATER BOND		\$ 6,217.00	
TOTALS	\$ 58,177.00	\$ 870,853.00	\$ 131,020.00
REVENUES:			
Building Permit	\$ 64.00		
Zoning	\$ 10.00		
Clerk Fees	\$ 5.00		
Fire inspection	\$ 50.00		
Judge Fines/fees			
Reimbursements	\$ 49.00		
Property Tax	\$ 22,428.00		
Vital Statistics	\$ 20.00		
Court Security			
Utility tax	\$ 10,371.00		
Building permit	\$ 32,933.00		

RESOLUTION #2005-046

ACCEPT TREASURER'S REPORT AND PAY CURRENT BILLS

On motion made by Trustee Rouleau second by Trustee Driscoll resolved to accept the Treasurers Report and pay current bills. Bills paid by Abstract #20000248 in the amount of \$11,461.26. Aye-all. Nay-none.

VILLAGE OF ALLEGANY POLICE DEPARTMENT
CHIEF'S MONTHLY REPORT

MONTH OF:	March	2005
Complaint Calls		69
Miscellaneous Calls		93
Larceny Complaints		1
Attempted Larceny Complaints		0
Burglary Complaints		1
Attempted Burglary Complaints		0
Vehicle & Traffic Tickets Issued		24
D.W.I. Arrests		2
Felony Arrests		0
Misdemeanor Arrests		4
Violation Arrests		3
Local Law Arrests		2
Accidents Investigated	P.I.	1
	P.D.	1
Parking Tickets Issued		41
Town Calls		38

Other (Identify): **Sunday, March 6, 2005** - Chief Papasergi, Ptlm. Snyder, Ptlm. Langdon and Ptlm. Rado took ACER the Robot to the Allegany American Legion and talked to youth about various safety issues and also fingerprinted youths for their parents.

Sunday, March 13, 2005 - A twenty year old female was struck by a motor vehicle on West Main Street in front of Foster's Bar. Pedestrian was issued a Uniform Traffic Ticket for failure to use crosswalk (Jay-walking).

DPW REPORT FOR THE MONTH OF MARCH 2005

- Sanded streets and plowed snow from streets and sidewalks as needed.
- Cleaned tops of catch basins as needed.
- Lance did Code as needed – see Code Enforcement Blotter

- Started Fire Inspections for all Village Businesses and Places of Assembly. Will finish in April.
- Did water, sanitary sewer and storm sewer locates as needed
- Assisted Firemen at Firemen's Park in hauling cement etc from where old pole-barn and other building were torn down. Worked at area to prepare for new water main and sewer main to be installed.
- The Main Pump at Water Well House #3 has been replaced and is working properly.
- 5HP Sewer pump at Sewer Lift Station #1 was not working properly took pump out of pit and while doing so guide pipe came apart and is leaning against wall at Lift Station. Rail will need to be repaired. Will get quote to replace guide rail.
- 20HP Sewer pump at Sewer Lift Station #1 kept shorting out. While attempting to take pump out of pit, the winch went bad. Contacted Flygt to come and take pump out of pit. Pump had a major clog. Clog was removed and pump put back in pit. Were also able to get the five horse pump back into pit (see above).
- Swept Hill area and some of Flats with street sweeper.
- Read water meters in Village for quarterly billing.
- Started Water Back-Flow tests in Town and Village.
- Employees from Village DPW and Town Highway installed a new 6" water main, 2" water service, 6" sewer main and manhole, 5 storm sewer catch basins and pipe for same at the Firemen's Park area on North First Street.

The following correspondence was reviewed and put on file:

1. Catt. Cty Resolution Summary-March 2005
2. Catt. Cty. Municipal Officials Meeting-April 14; Minutes
3. PERMA-Claims Experience
4. Parade Committee Thank you

RESOLUTION #2005-047

APPROVE TEMPORARY SIGN APPLICATIONS FOR GUN SHOW

On motion made by Trustee Rzepka second by Trustee Rouleau resolved to approve the Temporary Sign Applications for the Gun Show. Aye-all. Nay-none.

RESOLUTION #2005-048

APPOINT LYNDA DUNN TO PLANNING BOARD

On motion made by Trustee Driscoll second by Trustee Gleason resolved to appoint Lynda Dunn to the Planning Board for a five (5) year term (4/1/04-3/31/09). Aye-all. Nay-none.

RESOLUTION #2005-049

APPOINT RHEA CARLS TO PLANNING BOARD

On motion made by Trustee Rzepka second by Trustee Driscoll resolved to appoint Rhea Carls to the Planning Board for a five (5) year term (4/1/05-3/31/10). Aye-all. Nay-none.

RESOLUTION #2005-050
PURCHASE HYDRAULIC SCALE FOR FLUORIDE AND 8 CARBOYS FOR
FLUORIDE

On motion made by Trustee Driscoll second by Trustee Rzepka resolved to purchase one hydraulic scale for fluoride and eight carboys for fluoride. Aye-Driscoll, Rzepka & Lamberson. Nay-none.

RESOLUTION #2005-051
ADJOURN MEETING

On motion made by Trustee Rzepka second by Trustee Gleason resolved to adjourn the meeting at 8:03 pm. Aye-all. Nay-none.

Respectfully submitted,

Rena Flynn
Clerk Treasurer