

There was a public hearing at 5:30pm to discuss the proposed 2019-2020 budget. There were no questions.

A special meeting was held at 5:45pm to swear in Mayor G. Pearl and Board Trustee R. Barton and Board Trustee D. Papasergi.

### **Board of Trustees Meeting Minutes**

**04/01/2019 6:00 PM**

The regular meeting of the Board of Trustees was called to order at 6:00 pm with a salute to the flag led by Mayor G. Pearl.

Present: Mayor: G. Pearl; Trustees: K. Granger, R. Barton, D. Papasergi

Absent: Trustee: J. Cummins

Present: Clerk Treasurer-K. Roth, Officer in Charge-C. McGraw, DPW Superintendent-F. Snyder, Deputy Clerk-A. Silluzio, C. Papasergi, K. Barton, S. Pearl, W. Aiello, P. Aiello

#### **RESOLUTION #2019-033-ACCEPT MINUTES**

On motion made by R. Barton, second by Trustee K. Granger resolved to approve the minutes from March 18, 2019. Aye-all, Nay-none

#### **RESOLUTION #2019-034-APPROVE PAYMENT OF CURRENT BILLS**

On motion made by Trustee D. Papasergi, second by Trustee K. Granger resolved to approve the payment of current bills. Aye-all, Nay-none

#### **PUBLIC SESSION**

City of Olean Mayor W. Aiello presented Village of Allegany Mayor G. Pearl with an Olean Huskies T-shirt. Mayor G. Pearl wore the t-shirt during the remainder of the meeting. The 2 mayors had agreed to wear the others jerseys/t-shirts pending the results of a playoff basketball game between Olean Huskies and the Allegany Limestone Gators. The Olean Huskies won 53 – 43.

#### **DPW REPORT**

DPW Superintendent F. Snyder gave a breakdown of the work that the DPW staff has been working on. The following items were presented: flushing of hydrants, streets signs have been replaced, watering system is ready to go, annual water quality report was completed; repair water valves; meters are installed at the fire department

#### **POLICE REPORT**

Officer in Charge C. McGraw presented the March 2019 police report. Complaint calls-57; misc. calls-64; larceny complaints-4; vehicle and traffic tickets issues-33; misdemeanor arrests-1; violation arrests-2; local law arrests-11, accidents-2; parking tickets issued-37, town calls-45

## NEW BUSINESS

### RESOLUTION #2019-035-APPROVE 2019-2020 BUDGET AS ATTACHED

On motion made by Trustee R. Barton, second by Trustee K. Granger resolved to approve the 2019-2020 budget. Aye-all, Nay-none

## 2020 ADOPTED BUDGET

	<b>Budget</b>
	<b>5/31/2020</b>
Assessed Value	88,464,291
Taxable Value	75,034,029
Tax Rate per 1000=\$	7.812242
Rate % +/-	(0.049036)
Rate \$ +/-	(0.40284)
 <b>REVENUE</b>	
A1001.000 Real Property Tax	586184.00
A1090.000 Int/Penalty-Prop Tax	6,500.00
A1120.000 County Sales Tax	225,000.00
A1130.000 Utilities Tax	18,000.00
A1170.000 Franchises	19,000.00
A1190.000 Int/Penalty-non prop tax	150.00
A1230.000 Treasurer Fees	60.00
A1255.000 Clerk Fees	900.00
A1289.000 Other Govt Income	1,200.00
A1560.000 Safety Inspection	4,500.00
A1589.000 Public Safety Income	
A1603.000 Reg of Vital Stats	50.00
A2089.000 Oth Gen Govt Dept Income	
A2110.000 Zoning Fees	2,000.00
A2130.000 Refuse/Garbage charges	50,000.00
A2189.000 Sidewalks	0.00
A2260.000 Police Services	14,000.00
A2401.000 Interest Earnings	200.00
A2530.000 Games of Chance	30.00
A2555.000 Building Permits	1,500.00
A2610.000 Fines/Forfeitures	42,500.00
A2665.000 Sales of Equipment	0.00
A2680.000 Insurance Recovery	
A2770.000 Miscellaneous Revenues	500.00
State Aid per	
A3001.000 Capita	0.00
A3005.000 Mortgage Tax	9,500.00
A3089.000 Other Govt Aid	

A3501.000	Consolidated Highway Aid	42,000.00
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A3820.000	Youth Programs	
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<b>TOTAL REVENUE</b>		<b>1,023,774.00</b>
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**EXPENSES**

A1010.100	Bd of Trustees-Personnel	11,700.00
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A1010.400	Bd of Trustees-Contractual	400.00
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A1110.100	Justice-Personnel	16,200.00
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A1110.400	Justice-Contractual	3,500.00
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A1110.426	Justice-Office Sup	500.00
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A1110.460	Justice-Postage	600.00
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A1210.100	Mayor-Personnel	6,100.00
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A1210.400	Mayor-Contractual	1,000.00
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A1325.100	ClerkTreas-Personnel	16,850.00
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A1325.200	ClerkTreas-Equipment	400.00
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A1325.400	ClerkTreas-Contractual	5,000.00
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A1325.426	ClerkTreas-Office	2,000.00
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A1325.430	ClerkTreas-Phone	1,600.00
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A1325.460	ClerkTreas-Postage	2,400.00
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A1325.480	ClerkTreas-Advertising	600.00
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A1325.490	Clerk Treas-Contracts	10,000.00
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A1364.000	Exp on Prop acq for Taxes	
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A1410.100	DepClerk-Personnel	17,700.00
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A1420.100	Law/Attorney-Personnel	
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A1420.400	Law/Attorney-Contractual	5,000.00
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A1450.400	Elections-Contractual	300.00
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A1620.100	Bldg-Personnel	5,000.00
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A1620.200	Bldg-Equipment	500.00
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A1620.400	Bldg-Contractual	3,000.00
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A1620.410	Bldg-Electric	5,500.00
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A1620.420	Bldg-Heat	2,000.00
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A1620.427	Bldg-Maint/Supplies	1,000.00
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A1910.400	Unallocated Insurance	55,000.00
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A1920.400	Municipal Association Dues	1,900.00
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A1930.400	Judgements & Claims	
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A1950.000	Taxes & Assessments on Property	
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<b>sub-total</b>		<b>175,750.00</b>
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A3120.100	Police-Personnel	198,000.00
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A3120.200	Police-Equipment	25,000.00
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A3120.400	Police-Contractual	8,700.00
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A3120.411	Police-Motor Vehicle R&M	3,500.00
A3120.412	Gas & Oil	10,000.00
A3120.415	Radio Repair	1,200.00
A3120.423	Uniforms	2,000.00
A3120.424	Uniform Cleaning	1,000.00
A3120.425	Ammo	1,200.00
A3120.426	Police-Office Supplies	400.00
A3120.428	Educational Supplies	250.00
A3120.430	Telephone	2,000.00
A3120.490	Police Contracts	1,200.00
A9950.900	Reserves	0.00
<b>sub-total</b>		<b>254,450.00</b>
A3620.100	Bldg/Zoning-Personnel	17,000.00
A3620.400	Bldg/Zoning-Contractual	1,000.00
<b>sub-total</b>		<b>18,000.00</b>
A5010.100	Streets-Admin Service	
A5020.000	Engineer	
A5110.100	Streets-Personnel	65,700.00
A5110.200	Sts-Equipment	7,000.00
A5110.400	Sts-Contractual	16,000.00
	Sts-Motor Veh	
A5110.411	R&M	8,000.00
A5110.412	Sts-Gas & Oil	6,000.00
A5110.414	Sts-Maintenance	100,000.00
A5110.419	Equipment Rental	1,000.00
A5110.420	Curbing	
A5132.400	Building Maint	1,500.00
	Garage Bldg-	
A5132.410	Electric	1,000.00
A5132.420	Garage Bldg-Heat	2,000.00
A5142.100	Snow Removal-Personnel	6,000.00
A5142.400	Snow-Contractual	4,000.00
A5182.410	Street Light-Contractual	30,000.00
A5410.000	Sidewalks	2,500.00
A7110.100	Parks-Personnel	1,000.00
A7550.400	Celebrations-Contractual	10,000.00
A8140.100	Storm Sewers-Personnel	5,000.00
A8140.400	Storm Sewers-Contractual	4,000.00
A8160.400	Refuse Collection-Contractual	47,000.00
A8170.100	Street Clean-Personnel	18,000.00
A8510.000	Community Beautification	5,000.00
A8560.400	Trees Contractual	2,000.00
<b>sub-total</b>		<b>342,700.00</b>

A8010.400	Zoning Contractual	200.00
A8010.100	ZBA Services	325.00
A8020.100	Planning Board Services	325.00
A8025.400	Planning Board Contractual	300.00

**sub-total** **1,150.00**

A9010.800	State Retirement	17,800.00
A9015.800	Fire & Police Retirement	33,000.00
A9030.800	Social Security	21,000.00
A9035.800	Medicare	4,300.00
A9040.800	Workers Comp	30,500.00
A9055.800	Disability Ins	1,200.00
A9060.800	Health Insurance	83,074.00
A9050.800	Unemployment Insurance	1,000.00

**sub-total** **191,874.00**

A9901.900	Transfer to Library	39,850.00
A9901.910	Transfer to Debt	0.00
A9950.900	Transfer-Capital Project	-

**sub-total** **39,850.00**

**Total General Expenses** **1,023,774.00**

Fund Balance -

**Net General** **0.00**

## **WATER FUND**

### **Revenue**

F2140.000	Metered Water Sales	94,700.00
F2142.000	Unmetered Water Sales	200.00
F2148.000	Int/Penalty-Water	1,400.00
F2378.000	Town Districts	263,726.00
F2401.000	Interest Earnings	600.00
F2665.000	Sale of Equipment	0.00
F2770.000	Misc Revenues	3,100.00

**Total Revenue** **363,726.00**

### **Expenses**

F1440.400	Engineers-Contractual	-
F8310.100	Admin-Personnel	58,800.00
F8310.200	Admin-Equipment	500.00
F8310.400	Contractual	12,500.00

F8310.420	Heat (Gas)	3,000.00
F8310.430	Phone	1,000.00
F8320.100	Water Supply-Personnel	72,100.00
F8320.400	Source of Supply-Contractual	0.00
F8320.410	Source-Electric	40,000.00
F8320.420	Source-Phone	500.00
F8340.200	Trans & Dist-Equip	31,000.00
F8340.400	Trans & Dist-Contractual	43,300.00
F8340.421	Flouride	18,000.00
F8340.422	Water Testing	6,500.00
F8340.427	Maint & Supplies	3,000.00
F9010.800	State Retirement	15,500.00
F9030.800	Social Security	9,000.00
F9035.800	Medicare	2,800.00
F9040.800	Workers Comp	7,000.00
F9055.800	Disability	0.00
F9060.800	Hospitalization	39,226.00
F9950.900	Transfer-Capital Fund, B&E	0.00

<b>Total Expenses</b>		<b>363,726.00</b>
Fund Balance		0.00
<b>Net Water</b>		<b>0.00</b>

## SEWER FUND

### Revenue

G2120.000	Sewer Rents	250,000.00
G2128.000	Int/Penalty-Sewer	3,000.00
G2374.000	Town	160,000.00
G2401.000	Interest Earnings	0.00
G2665.000	Sale of Equipment	0.00
G2680.000	Insurance Recoveries	0.00
G2770.000	Miscellaneous revenues	0.00

<b>Total Revenue</b>		<b>413,000.00</b>
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### Expenses

G1440.000	Engineer	-
G1420.400	Law/Attorney Contractual	0.00
G8110.100	Admin Personnel	32,500.00
G8110.200	Admin Equip Exp	1,500.00
G8110.400	Contractual	12,000.00
G8120.100	Sanitary Sewer-Personnel	13,000.00
G8120.200	Sanitary Sewer Equip	4,000.00
G8120.400	Sanitary Sewer Contractual	3,000.00
G8120.410	Sanitary Sewer-Electric	12,000.00
G8120.420	Sanitary Sewer-Heat	1,500.00
G8120.430	Sanitary Sewer-Phone	1,000.00

G8130.100	Sewage Treatment-Personnel	18,500.00
G8130.200	Sewage Treatment-Equipment	13,000.00
G8130.400	Sewage Treatment-Disp Contract	1,500.00
G8130.410	Sewer Processing-Olean	215,000.00
G8130.421	Bacteria	3,000.00
G8130.427	Maint & Supplies	3,000.00
G9010.800	State Retirement	16,500.00
G9030.800	Social Security	7,500.00
G9035.800	Medicare	1,700.00
G9040.800	Workers Comp	15,500.00
G9055.800	Disability	0.00
G9060.800	Hospitalization	37,300.00
G9901.900	Transfer to Other Funds	0.00

<b>Total Expenses</b>		<b>413,000.00</b>
Fund Balance		0.00
<b>Net Sewer</b>		<b>0.00</b>

## Library

### Revenue

L2360.000	Town Revenue	39,850.00
L2370.000	Library System Aid	1,270.00
L2401.000	Interest & Earnings	10.00
L2670.000	Book Sale	2870.00
L2680.000	Insurance Recovery	
L2705.000	Gift/Donations	300.00
L2716.000	Memorials	
L2760.000	Grants(Bullet Fund)	7,500.00
L2770.000	Fines/Fees/Copies	50.00
L5031.000	Transfer from other	Village+inv acct 47,857.00
L2710.000	Investment	0.00

<b>Total Revenue</b>		<b>99,707.00</b>
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### Expenses

L7410.100	Personnel	66,679.00
L7410.200	Equipment	1,700.00
L7410.400	Contractual	7,000.00
L7410.410	Electric	1,700.00
L7410.420	Gas (Heat)	1,700.00
L7410.430	Phone/Internet	600.00
L7410.440	Library Books	7,600.00
L9010.800	NYS Retirement	7,000.00
L9030.800	Social Security	3,500.00
L9035.800	Medicare	950.00

L9040.800	Workers Comp	550.00
L9055.800	Disability	170.00
	Insurance-Bldg	558.00
<b>Total Expenses</b>		<b>99,707.00</b>
Fund Balance		0.00
<b>Net Library</b>		<b>0.00</b>

<b>Total Revenue</b>		<b>1,900,207.00</b>
<b>Total Expenses</b>		<b>1,900,207.00</b>
<b>Fund Balance</b>		<b>0.00</b>
<b>Net</b>		<b>0.00</b>

**\*\*some revenues/expenses have not been recorded**

The following items were read by Mayor Pearl:

1. Appointments
2. Official Newspaper
3. Dates/Times of regular board meetings
4. Designation of Depositories
5. Committees
6. Purchasing Policy
7. Investment Policy
8. Advance Approval of Claims
9. Mileage Allowance

#### **RESOLUTION # 2019-036-APPROVE 2020 ORGANIZATIONAL MEETING APPOINTMENTS**

2020 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 K. Granger, second by Trustee D. Papasergi 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 2019-2020 Village of Allegany Board of Trustees Organizational Meeting have been reviewed and/or approved on 4/1/2019 by the Board of Trustees. Aye-all, Nay-none.



**VILLAGE OF ALLEGANY**  
**APPOINTMENTS 2019-2020**

Deputy Mayor	Kelly Granger
Clerk Treasurer Registrar of Vital Statistics	Kimberly Roth
Deputy Clerk, Court Clerk Deputy Registrar of Vital Statistics	Athena Silluzio
Office Assistant (part time)	Christy Peace
Superintendent of Public Works	Frank Snyder
Police Chief	TBD
Officer in Charge	Christopher McGraw
Patrolman-full time	Travis Radomski
Sr. Patrolman-part time-Acting Sergeant	Timothy Peterson
Sr. Patrolman-part time-Acting Sergeant	Christopher Baker
Patrolmen-part time	Frank Snyder
	Daniel Gonska
	Zachary Lippert
	David Conner
	Sean Obergfell

Jordan Abdo

Matthew Rado

Anthony Ellis

Kyle Threehouse

Jeremy Pula

Timothy Peterson

Travis Radomski

Jeremy Pula

Frank Snyder

Frank Snyder

Joseph Miller

Michael Burke

John Helgager

Mark Hastings

Ronald Williams

Thomas Jones

Randy Henderson

Jeffery Harvey

Gillian Williams

Times Herald, Olean

1<sup>st</sup> Monday of each month, 6:00 pm

Municipal Building

subject to change

Five Star Bank

Community Bank

MBIA Class

Sex Offender Registration Act Compliance Officers

Juvenile Officer

Civil Defense Director

Emergency Command Coordinator

Attorney

Prosecuting Attorney

Code Enforcement Officer

Chief Water Operator

Crossing Guards

Crossing Guard (Sub)

Official Newspaper

Village Board Meetings

Official Depositories

**VILLAGE OF ALLEGANY**  
**COMMITTEES 2019-2020**

Streets	Jerry Cummins
Water	Robert Barton
Sewer	Robert Barton
Police	Kelly Granger
Code Enforcement	Gregory Pearl
Fire Department Liason	Gregory Pearl
Budget	Gregory Pearl
Sidewalks	Dominic Papasergi
Trees	Dominic Papasergi
	Sue Cooper-Forester
	Jay McIntosh-Arborist
Contracts	Gregory Pearl
Clerk's Office	Gregory Pearl
Zoning/Planning Boards	Dominic Papasergi Kelly Granger
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 4/1/2019 by 4 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; therefor 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 #2019-037-APPOINTMENT OF DON BIGLER**

On motion made by Trustee K. Granger, second by Trustee D. Papasergi resolved to approve the appointment of Don Bigler to a part time summer watering position. Aye-all, Nay-none

**RESOLUTION #2019-038-ALLEGANY ENGINE COMPANY PARADE**

On motion made by Trustee D. Papasergi, second by Trustee R. Barton resolved to approve the donation of \$500.00 to the Allegany Engine Company for their annual parade. Aye-all, Nay-none

**RESOLUTION #2019-039-BUFFALO NEWS KIDS DAY-APRIL 30**

On motion made by Trustee K. Granger, second by Trustee R. Barton resolved to approve the sale of the Buffalo News on Kids Day April 30 at intersections in the Village of Allegany. Aye-all, Nay-none

**RESOLUTION #2019-040-EXECUTIVE SESSION**

On motion made by Trustee R. Barton, second by Trustee K. Granger resolved to approve to enter into executive session. Aye-all, Nay-none

**RESOLUTION #2019-041-CLOSE EXECUTIVE SESSION**

On motion made by Trustee K. Granger, second by Trustee R. Barton resolved to approve to close executive session. Aye-all, Nay-none.

**RESOLUTION #2019-042-ADJOURN MEETING**

On motion made by Trustee D. Papasergi, second by Trustee R. Barton resolved to approve the adjournment of the meeting. Aye-all, Nay-none

Respectfully submitted.

Kimberly Roth/Clerk Treasurer