

## Board of Trustees Meeting Minutes

4/7/2014 4:30 PM

- A quorum of Board of Trustee members met in the board room at 3:55 PM to sign vouchers.

4:10 pm

RESOLUTION #2014-056

OPEN PUBLIC HEARING FOR 2015 BUDGET

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to open the public hearing for the 2015 Budget. Aye-all. Nay-none.

RESOLUTION #2014-057

CLOSE PUBLIC HEARING FOR 2015 BUDGET

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to close the public hearing for the 2015 Budget. Aye-all. Nay-none.

4:20 pm

RESOLUTION #2014-058

OPEN REORGANIZATIONAL MEETING

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

Daniel Gleason was sworn in as an elected board trustee.

The following items were read by Mayor Lamberson:

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 #2014-059

CLOSE REORGANIZATIONAL MEETING

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

The regular meeting of the Board of Trustees was called to order at 4:30 pm with a salute to the flag led by Mayor Richard Lamberson

Present: Mayor Lamberson, Trustees: Alex Nazemetz (until 5:22), Jerry Cummins, and Daniel Gleason

Absent: Trustee John Davis

Also Present: Rena Flynn, Clerk Treasurer, Dominic Papasergi, Police Chief and DPW Supt., Janine Fodor, Attorney (4:40 pm)

Attending: Rhea Carls, Tracy Jobe

RESOLUTION #2014-060

ACCEPT MINUTES OF MARCH 17, 2014

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept the minutes of March 17, 2014. Aye-all. Nay-none.

TREASURERS  
REPORT  
As of April 3, 2014

	CHECKING	SAVINGS	CD
GENERAL	\$24,660.00	\$616,773.00	\$301,061.00
WATER	\$677.00	\$358,554.00	\$50,202.00
SEWER	\$1,169.00	\$487,712.00	\$50,202.00
LIBRARY	\$35,309.00		
T&A	\$17,052.00		
WATER BOND		\$6,310.00	
<b>TOTALS</b>	<b>\$78,867.00</b>	<b>\$1,469,349.00</b>	<b>\$401,465.00</b>

	RESERVES GENERAL	RESERVES WATER	RESERVES SEWER	TOTAL
EQUIPMENT	\$175,071.00	\$ 46,040.00	\$ 14,394.00	<b>\$235,505.00</b>
POLICE UNIFORMS	\$5,456.00			<b>\$5,456.00</b>
		\$	\$	
NEW BUILDING & BLDG REPAIR	\$38,376.00	39,797.00	23,106.00	<b>\$101,279.00</b>
POLICE EQUIPMENT	\$33,318.00			<b>\$33,318.00</b>
CURBING & STORM SEWER	\$39,408.00			<b>\$39,408.00</b>
		\$		
WELL HOUSE PUMP/ROUTINE MAINT		11,024.00		<b>\$11,024.00</b>
WELL & WATER TANK BLDGS/TANK		\$		
MAINT		10,399.00		<b>\$10,399.00</b>
		\$		
METER PITS		14,174.00		<b>\$14,174.00</b>
			\$	
LIFT STATION, PITS, PUMP MAINT			14,055.00	<b>\$14,055.00</b>
		\$	\$	
ENGINEERS		10,038.00	3,507.00	<b>\$13,545.00</b>
		\$	\$	
	<b>\$291,629.00</b>	<b>131,472.00</b>	<b>55,062.00</b>	<b>\$478,163.00</b>

RECEIPTS:		DISBURSEMENTS: from 6/1/13 to present	
AIM State Aid			\$
Building/Sign/Pool permit		GENERAL	522,934.00
			\$
Bid Deposit/Award		WATER	144,479.00
			\$
Backflow testing		SEWER	279,141.00
			\$
Clerk fees	4.00	LIBRARY	26,242.00
			\$
CHIPS		TOTAL	<b>972,796.00</b>
Code Violation fees			
Court Security	282.00		
Court Fines/fees	4,815.00		
Calibration-Pressure Bldg			
Donation			
DWI funds			
Equipment sales			
Franchise Fees			
Fire Inspections			
Gaming License			
Grants			
Inspections-c/o	80.00		
Insurance refund			
Lawn mowing			

Municipal Aid	
Mortgage Tax	
Police Contract	
Police Fees	
Pop machine	
Property Taxes	20,495.00
Property Taxes-Penalty	1,587.00
Refuse Collection	
Rent-WCB	220.00
Reimbursements	2.00
Sales Tax	
Scrap metal	
Sewer Payment-Town	
Sidewalks	
Utility Tax	9,317.00
Unmetered Water	
Vending permit	
Vital Stats	
Water-Qtr Town	41,399.00
Water meter	
Zoning fees	
ZBA/PB Hearing fees	
<b>Total</b>	<b>78,201.00</b>

RESOLUTION #2014-061

ACCEPT TREASURERS REPORT AND PAY CURRENT BILLS

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to accept the treasurer's report and pay the current bills. Bills paid by abstract #64972171 for \$743.49, #64972172 for \$59,660.66 and #64972173 for \$506.05. Aye-all. Nay-none.

## DPW REPORT FOR THE MONTH OF MARCH 2014

- Sanded and plowed snow from streets and lots and plowed snow from sidewalks as needed.
- Lance did Code as needed – see Code Enforcement Blotter.
- Lance started conducting Fire Inspections at businesses in the Village.
- Did water, sanitary sewer and storm sewer locates as needed.

- Cleaned off tops of Storm Sewer Catch Basins as needed.
- Still in the process of comparing chlorine and fluoride readings from new analyzers to manual chlorine fluoride readings.
- Water meters were read for water/sewer quarterly billing.
- Replaced more bottoms of meters that had frozen up do to cold spells that have been occurring.
- Unthawed a frozen water service line at 102 West Main Street – assisted by Olean City. Owner was advised to keep water running.
- Disposed of old broken tools and started restocking with new tools needed to be used for projects.
- Continued doing back flow annual testing in the Town.
- Put cold patch in potholes throughout village.
- Unclogged and cleaned out a sewer line on West Main Street near the Allegany Car Wash assisted by the City of Olean.
- Ordered a new Dump Truck with a Stainless Steel Multi-Purpose Box and Plow and ordered/scheduled to have a Multi-Purpose Stainless Steel Box and Plow to be put on the 2000 International Dump.
- Unclogged a sewer main in the area between North Second and North Third Street.
- Started sweeping streets with street sweeper. All streets have been swept except for Sixth Street, Oak Street, Woodland Drive and Circle Oak.
- Lance, Frank, Tony and Tim all attended a water training course at the Firemen’s Community Center in Allegany.
- Submitted Final requests on 2014 – 2015 Fiscal Budgets.

**VILLAGE OF ALLEGANY POLICE DEPARTMENT**  
**CHIEF'S MONTHLY REPORT**

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MONTH OF:	<b>March</b>	<b>2014</b>
Complaint Calls	40	40
Miscellaneous Calls	111	111
Larceny Complaints	2	2
Attempted Larceny Complaints	2	2
Burglary Complaints	0	0
Attempted Burglary Complaints	0	0
Vehicle & Traffic Tickets Issued	19	19
D.W.I. Arrests	1	1
Felony Arrests	0	0
Misdemeanor Arrests	6	6
Violation Arrests	8	8
Local Law Arrests	8	8

Accidents Investigated	P.I.	<u>0</u>
	P.D.	<u>1</u>
Parking Tickets Issued		<u>54</u>
Town Calls		<u>14</u>

Other

(Identify): Friday March 7, 2014 - Chief Papasergi attended a Cattaraugus County Criminal Justice Advisory Committee Meeting in Olean, NY.

Thursday March 13, 2014 - Chief Papasergi, Mayor Lamberson, Trustees Nazemetz, Davis and Cummins attended a Cattaraugus County Municipal Officials Meeting in Delevan NY.

Wednesday March 20, 2014 - Chief Papasergi attended a Cattaraugus County Police Chief Association Meeting in Yorkshire NY.

## POLICE

- Cummins asked that Gonska's (and other's) hours be watched so they don't go over the health care/civil service limit.
- Fodor said they should be limited to 26 per week because of Obama care.
- Papasergi called on the police car, he is now waiting for the new bids to come out.
- Lamberson questioned if the town calls were up to date, Papasergi to check with McGraw.
- Cummins asked about the Keg Crawl, Papasergi said he was not in favor of the crawl, the students in charge said they planned on donating money to the police department and Papasergi responded that they were unable to do that. Papasergi stated there were average numbers of intoxicated individuals but no problems.
- Papasergi stated that at a recent Police Chiefs meeting, car computers were discussed. There was a general consensus that all departments may try to hire a person to get the TRACS program up and running, possibly each municipality involved to pay a portion of an aggregate amount.
- Lamberson mentioned that Bishop's of Oak St. asked about the parking situation on Oak St. Papasergi commented that now that the weather is getting better he will try to address.

## DPW

- Lamberson discussed the water line loop from 1<sup>st</sup> to 2<sup>nd</sup> St. going down town pit road; Mark Alianello doesn't think there should be a problem with the state right of way.

- Fodor asked if the easement would be through Rehler's property only or if there were any other parties involved.
- Lamberson would like to set up a meeting here for Thursday with town engineer Tom McElheny to discuss the sewer line going to the old Kmart property.
- There is a sewer grant with the town that the village would like to be a party to, village has an environmental impact while the town has growth potential.
- Cummins asked that Jobe gets the code notebook up to date.
- Cummins and Lamberson will go with Jobe to see the code work that Jobe performs.
- St. Elizabeth Motherhouse-newly installed water meter information is needed in order for Flynn to get them billed properly.
- Papasergi will contact Eagle Radio for finishing up the radio upgrade.
- Lamberson will speak with Lindsay Ball of Cornell Cooperative Complete Streets to see if the grant money can be used for crosswalks and sidewalks.
- Lamberson would like to get the bidding advertisements out for trucks.

## **OTHER**

- Flynn asked to renew the contract with West Law; on-line legal information that we have used for court and police; Fodor said Lois Law is much cheaper and will provide her with the information on it.
- Flynn has requested a list of courses that village personnel have completed from National Incident Management System in order to comply with incident command per Cattaraugus County Office of Emergency Services. All village officials need to complete the courses.
- Cummins asked if we have a policy for executive sessions, those in attendance need to be sure not to reveal to others what has been discussed.
- Fodor said it is implied what an executive session is and that topics should not be discussed outside of the sessions. She said a policy is not needed.
- Cummins recently spoke with a NYCOM representative who indicated we should have a policy and be bound by it.
- Flynn will provide the board members with the allowable topics of executive session.
- Fodor will draft a paragraph for it.
- Cornell Cooperative will provide the village with a heavy duty crosswalk sign. John Hare has offered his services to pick it up in Ellicottville.
- Time Clock policy was again discussed and Flynn and Papasergi will look to see which clocks would best suit the village personnel.
- Fodor requested that the Clerk Treasurer's position be posted on the village website.

- Lamberson asked if there was a way to track the revenue that the prosecuting attorney could generate for the village; Flynn will try to come up with a procedure.
- Remainder of the project for duress alarms, security alarm system and electronic access control for the municipal building is in the 2015 budget. Total project is \$13,093.00.

#### **WORKPLACE VIOLENCE PREVENTION PROGRAM POLICY**

- Fodor did not feel the policy drafted by Papasergi was appropriate for the village; it was too long and there were enforcement problems with it. She said it should be shorter and less involved.
- She said procedures are needed to implement the policy.
- Lamberson will obtain a copy from the county and Cummins will get a copy from Allegany Emergency Medical Services.
- Papasergi obtained his information from state and county policies.

The following correspondence was read and put on file:

1. Cohen Law Group-Cable Franchise Transfer From Time Warner to Comcast
2. Village of Franklinville thank you letter
3. Catt Co Legislature-resolution offering an alternative to the property tax freeze
4. Spring Tree Care Workshop
5. Time Warner Cable-agreements (2)
6. HCC Public Risk-NY Notice of Conditional Renewal of Insurance
7. Allegany Engine Co.-Super parade
8. Catt Co Health Department-Notice of Violation (late entry)
9. Cattaraugus County Board of Elections-Polling Place Contract (late entry)

RESOLUTION #2014-062

APPROVE ALLEGANY FIREMEN'S PARADE CELEBRATION FOR \$500

On motion made by Trustee Nazemetz, second by Trustee Gleason resolved to approve the Allegany Firemen's Parade celebration for \$500. Aye-all. Nay-none.

RESOLUTION #2014-063

APPOINT JUDY MCCARTHY TO PLANNING BOARD AS 2 YEAR ALTERNATE



On motion made by Trustee Gleason, second by Trustee Nazemetz resolved to appoint Judy McCarthy to the Planning Board as a 2 year alternate. Aye-all. Nay-none.

RESOLUTION #2014-064

ACCEPT STATE OF NEW YORK JUSTICE COURT GRANT FOR \$6,200

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to accept the State of New York Justice Court Grant for \$6,200 for duress alarms, security alarm system and electronic access control for the municipal building. Aye-all. Nay-none.

RESOLUTION #2014-065

APPROVE THE CONTRACT WITH SHAWLEY OFFICE FOR ANNUAL MAINTENANCE ON THE CASH REGISTER FOR \$93.50

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to approve the contract with Shawley Office for annual maintenance for the cash register for \$93.50. Aye-all. Nay-none.

RESOLUTION #2014-066

APPROVE ALCS BUFFALO NEWS KIDS DAY FOR APRIL 29

On motion made by Trustee Cummins, second by Trustee Gleason resolved to approve ALCS Buffalo News Kids Day on April 29 to sell newspapers in the village at the intersections of 1<sup>st</sup> and Maple and 1<sup>st</sup> and Main from 6 am to approximately 8:30 am. Aye-all. Nay-none.

RESOLUTION #2014-067

APPROVE BANNER HANGING FOR COMMUNITY WIDE GARAGE SALE

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to approve the banner hanging on Main St. between 3<sup>rd</sup> and 4<sup>th</sup> Sts. for the community wide garage sale over Memorial Day weekend. Aye-all. Nay-none.

RESOLUTION #2014-068

APPROVE CONTRACT WITH CATTARAUGUS COUNTY BOARD OF ELECTIONS FOR USING MUNICIPAL BUILDING AS A POLLING PLACE SITE

On motion made by Trustee Gleason, second by Trustee Cummins resolved to approve the contract with Cattaraugus County Board of Elections for use of the municipal building as a

polling place site for the upcoming September primary and November general election. Aye-all. Nay-none.

RESOLUTION #2014-069

APPROVE PURCHASE OF NEW SERVER FROM OMNIS FOR \$5,718.00

On motion made by Trustee Cummins, second by Trustee Gleason resolved to approve the purchase of a new server from Omnis for \$5,718.00 using the general fund balance if received before fiscal year end. Aye-all. Nay-none.

RESOLUTION #2014-070

APPROVE HIRING AMBER KERLING FOR VILLAGE PROSECUTING ATTORNEY

On motion made by Trustee Cummins, second by Trustee Gleason resolved to approve the hiring of Amber Kerling as village Prosecuting Attorney pending acceptance of the contract drafted by Fodor. Aye-all. Nay-none.

RESOLUTION #2014-071

APPROVE 2015 BUDGET

On motion made by Trustee Cummins, second by Trustee Gleason resolved to approve the 2015 Budget with an increase of .6%. Aye-all. Nay-none.

RESOLUTION #2014-072

ENTER EXECUTIVE SESSION

On motion made by Trustee Gleason, second by Trustee Cummins resolved to enter executive session at 5:40 pm to discuss personnel and union contracts. Aye-all. Nay-none.

RESOLUTION #2014-073

CLOSE EXECUTIVE SESSION

On motion made by Trustee Cummins, second by Trustee Gleason resolved to close executive session at 6:35 pm. Aye-all. Nay-none.

**VILLAGE OF ALLEGANY**  
**APPOINTMENTS 2014-2015**

Deputy Mayor Alexander Nazemetz

Clerk Treasurer, Court Clerk Rena Flynn

Registrar of Vital Statistics

Deputy Clerk, Deputy Court Clerk Athena Silluzio

Deputy Registrar of Vital Statistics

Office Clerk (part time) Rhea Carls

Building Maintenance (part time) Robert Tucker

Acting Justice David Porter

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 Oberfell  
Jennifer Graham  
Christopher Baker  
Timothy Blovsky  
Matthew Rado  
Anthony Ellis

Juvenile Officer  
Emergency Command Coordinator  
Attorney  
Code Enforcement Officer  
Chief Water Operator  
Crossing Guards

Dominic G. Papasergi  
Dominic G. Papasergi  
Janine Fodor  
Lance Jobe  
Lance Jobe  
Frank Boni  
Donna Eberle  
Thomas Jones

Official Newspaper

Times Herald, Olean

Village Board Meetings

1<sup>st</sup> Monday of each month, 4:30 pm  
3<sup>rd</sup> 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 2014-2015**

Streets

John Davis

Water

Alexander Nazemetz

Daniel Gleason

Sewer

Alexander Nazemetz

Daniel Gleason

Police

John Davis

Fire Department Liaison

Richard Lamberson

Budget

Richard Lamberson

Sidewalks

Alexander Nazemetz

Trees

Alexander Nazemetz

	Daniel Gleason
Contracts	Jerry Cummins
Clerk's Office	Jerry Cummins
Zoning/Planning Boards	Daniel Gleason
Village/Town/School Liaison	John Davis
Safety Committee	Jerry Cummins
Personnel Committee	Alexander Nazemetz Richard Lamberson

### **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:

\$1-1,999	At the discretion of the Department Head.
\$2,000-4,999	At the discretion of the Board and Department Head (may be verbal).
\$5,000-19,999	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**

\$1-1,999	At the discretion of the Department Head.
\$2,000-4,999	At the discretion of the Board and Department Head.
\$5,000-9,999	Documented telephone quotes from at least 3 separate vendors if available)

\$10,000-34,999	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 \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_ 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 \$.56 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.

The Credit Card Policy is adopted on \_\_\_\_\_ and shall be reviewed annually by the Board of Trustees.

RESOLUTION #2014-074

ADJOURN MEETING

On motion made by Trustee Gleason, second by Trustee Cummins resolved to adjourn the meeting at 6:44 pm. Aye-all. Nay-none.

Respectfully submitted,

Rena Flynn, Clerk Treasurer

**2015 APPROVED BUDGET**

**Budget**  
**5/31/2015**

Assessed Value	80,302,714
Taxable Value	69,702,668
Tax Rate per 1000=\$	8.170778
Rate % +/-	0.00648891
Rate \$ +/-	0.05268

**REVENUE**

A1001.000	Real Property Tax	569,525.00
A1090.000	Int/Penalty-Prop Tax	6,400.00
A1120.000	County Sales Tax	210,000.00
A1130.000	Utilities Tax	22,000.00
A1170.000	Franchises	25,500.00
A1190.000	Int/Penalty-non prop tax	0.00
A1255.000	Clerk Fees	200.00
A1289.000	Other Govt Income	1,300.00
A1560.000	Safety Inspection	500.00
A1589.000	Public Safety Income	0.00
A1603.000	Reg of Vital Stats	100.00
A2110.000	Zoning Fees	4,800.00
A2130.000	Refuse/Garbage charges	50,000.00
A2189.000	Sidewalks	0.00
A2260.000	Police Services	18,100.00
A2401.000	Interest Earnings	2,000.00
A2530.000	Games of Chance	30.00
A2555.000	Building Permits	1,600.00
A2610.000	Fines/Forfeitures	40,000.00
A2665.000	Sales of Equipment	29,000.00
A2680.000	Insurance Recovery	0.00
A2770.000	Miscellaneous Revenues	300.00
A3001.000	State Aid per Capita	13,000.00
A3005.000	Mortgage Tax	9,000.00
A3089.000	Other Govt Aid	0.00
A3501.000	Consolidated Highway Aid	26,600.00
A3820.000	Youth Programs	

**TOTAL REVENUE** **1,029,955.00**

**EXPENSES**

A1010.100	Bd of Trustees-Personnel	11,700.00
A1010.400	Bd of Trustees-Contractual	300.00
A1110.100	Justice-Personnel	23,000.00
A1110.400	Justice-Contractual	3,900.00
A1110.426	Justice-Office Sup	500.00
A1110.460	Justice-Postage	600.00
A1210.100	Mayor-Personnel	6,100.00
A1210.400	Mayor-Contractual	300.00
A1325.100	ClerkTreas-Personnel	18,300.00
A1325.200	ClerkTreas-Equipment	8,500.00
A1325.400	ClerkTreas-Contractual	4,000.00
A1325.426	ClerkTreas-Office	2,400.00
A1325.430	ClerkTreas-Phone	1,600.00
A1325.460	ClerkTreas-Postage	2,300.00
A1325.480	ClerkTreas-Advertising	500.00
A1325.490	Clerk Treas-Contracts	8,500.00
A1410.100	DepClerk-Personnel	14,400.00
A1420.100	Law/Attorney-Personnel	7,800.00
A1420.400	Law/Attorney-Contractual	150.00
A1450.400	Elections-Contractual	1,000.00
A1620.100	Bldg-Personnel	7,200.00
A1620.200	Bldg-Equipment	8,400.00
A1620.400	Bldg-Contractual	1,500.00
A1620.410	Bldg-Electric	6,000.00
A1620.420	Bldg-Heat	2,200.00
A1620.427	Bldg-Maint/Supplies	4,200.00
A1910.400	Unallocated Insurance	43,000.00
A1920.400	Municipal Association Dues	1,900.00
A1950.000	Taxes & Assessments on Property	0.00
<b>sub-total</b>		<b>190,250.00</b>
A1420.400	Law/Attorney-Contractual	2,000.00



A3120.100	Police-Personnel	139,000.00
A3120.200	Police-Equipment	5,000.00
A3120.400	Police-Contractual	7,500.00
A3120.411	Police-Motor Vehicle R&M	5,000.00
A3120.412	Gas & Oil	15,500.00
A3120.415	Radio Repair	750.00
A3120.423	Uniforms	0.00
A3120.424	Uniform Cleaning	1,000.00
A3120.425	Ammo	1,500.00
A3120.426	Police-Office Supplies	500.00
A3120.428	Educational Supplies	500.00
A3120.430	Telephone	2,000.00
A3120.490	Police Contracts	2,000.00
A9950.900	Reserves	8,000.00
<b>sub-total</b>		<b>190,250.00</b>

A3620.100	Bldg/Zoning-Personnel	19,500.00
A3620.400	Bldg/Zoning-Contractual	3,500.00
<b>sub-total</b>		<b>23,000.00</b>

A1420.400	Law/Attorney-Contractual	2,000.00
A5010.100	Streets-Admin Service	20,400.00
A5020.000	Engineer	0
A5110.100	Streets-Personnel	77,500.00
A5110.200	Sts-Equipment	11,500.00
A5110.400	Sts-Contractual	15,500.00
A5110.411	Sts-Motor Veh R&M	15,000.00
A5110.412	Sts-Gas & Oil	7,000.00
A5110.414	Sts-Maintenance	50,000.00
A5110.419	Equipment Rental	1,000.00
A5110.420	Curbing	0.00
A5132.400	Building Maint	1,500.00
A5132.410	Garage Bldg-Electric	1,000.00
A5132.420	Garage Bldg-Heat	2,500.00
A5142.100	Snow Removal-Personnel	12,000.00
A5142.400	Snow-Contractual	12,000.00
A5182.410	Street Light-Contractual	35,500.00
A5410.000	Sidewalks	2,500.00

A7110.100	Parks-Personnel	1,000.00
A7550.400	Celebrations-Contractual	3,500.00
A8140.100	Storm Sewers-Personnel	5,000.00
A8140.400	Storm Sewers-Contractual	5,000.00
A8160.400	Refuse Collection-Contractual	60,500.00
A8170.100	Street Clean-Personnel	15,000.00
A8510.000	Community Beautification	4,000.00
A8560.400	Trees Contractual	3,000.00
<b>sub-total</b>		<b>363,900.00</b>

A8010.400	Zoning Contractual	200.00
A8010.100	ZBA Services	1,000.00
A8020.100	Planning Board Services	1,525.00
A8025.400	Planning Board Contractual	400.00
<b>sub-total</b>		<b>3,125.00</b>

A9010.800	State Retirement	28,800.00
A9015.800	Fire & Police Retirement	42,650.00
A9030.800	Social Security	23,590.00
A9035.800	Medicare	5,515.00
A9040.800	Workers Comp	26,725.00
A9055.800	Disability Ins	200.00
A9060.800	Health Insurance	65,550.00
A9050.800	Unemployment Insurance	
<b>sub-total</b>		<b>193,030.00</b>

A9901.900	Transfer to Library	31,500.00
A9901.910	Transfer to Debt	29,900.00
A9950.900	Transfer-Capital Project	5,000.00
<b>sub-total</b>		<b>66,400.00</b>

<b>Total General Expenses</b>		<b>1,029,955.00</b>
Fund Balance		
<b>Net General</b>		<b>0.00</b>

**WATER FUND**  
**Revenue**

F2140.000	Metered Water Sales	95,000.00
F2142.000	Unmetered Water Sales	300.00
F2148.000	Int/Penalty-Water	1,200.00
F2378.000	Town Districts	186,000.00
F2401.000	Interest Earnings	1,200.00
F2665.000	Sale of Equipment	5,850.00
F2770.000	Misc Revenues	3,100.00
<b>Total Revenue</b>		<b>292,650.00</b>

**Expenses**

F1440.400	Engineers-Contractual	2,000.00
F1420.400	Law/Attorney-Contractual	1,000.00
F8310.100	Admin-Personnel	38,250.00
F8310.200	Admin-Equipment	5,650.00
F8310.400	Contractual	16,500.00
F8310.420	Heat (Gas)	4,100.00
F8310.430	Phone	1,400.00
F8320.100	Water Supply-Personnel	60,500.00
F8320.400	Source of Supply-Contractual	
F8320.410	Source-Electric	48,000.00
F8320.420	Source-Phone	500.00
F8340.200	Trans & Dist-Equip	29,500.00
F8340.400	Trans & Dist-Contractual	18,500.00
F8340.421	Flouride	17,500.00
F8340.422	Water Testing	7,500.00
F8340.427	Maint & Supplies	4,000.00
F9010.800	State Retirement	13,750.00
F9030.800	Social Security	6,125.00
F9035.800	Medicare	1,450.00
F9040.800	Workers Comp	4,500.00
F9055.800	Disability	75.00
F9060.800	Hospitalization	32,200.00
F9950.900	Transfer-Capital Fund, B&E	10,000.00

<b>Total Expenses</b>		<b>323,000.00</b>
Fund Balance		30,350.00
<b>Net Water</b>		<b>0.00</b>

**SEWER FUND**

**Revenue**

G2120.000	Sewer Rents	248,000.00
G2128.000	Int/Penalty-Sewer	3,200.00
G2374.000	Town	165,000.00
G2401.000	Interest Earnings	1,200.00
G2665.000	Sale of Equipment	1,650.00
G2680.000	Insurance Recoveries	
G2770.000	Miscellaneous revenues	

**Total Revenue** **419,050.00**

**Expenses**

G1440.000	Engineer	2,500.00
G1420.400	Law/Attorney Contractual	2,000.00
G8110.100	Admin Personnel	38,250.00
G8110.200	Admin Equip Exp	6,000.00
G8110.400	Contractual	14,000.00
G8120.100	Sanitary Sewer-Personnel	9,000.00
G8120.200	Sanitary Sewer Equip	5,500.00
G8120.400	Sanitary Sewer Contractual	4,000.00
G8120.410	Sanitary Sewer-Electric	14,000.00
G8120.420	Sanitary Sewer-Heat	2,000.00
G8120.430	Sanitary Sewer-Phone	1,000.00
G8130.100	Sewage Treatment-Personnel	19,500.00
G8130.200	Sewage Treatment-Equipment	5,000.00
	Sewage Treatment-Disp	
G8130.400	Contract	1,500.00
G8130.410	Sewer Processing-Olean	240,000.00
G8130.421	Bacteria	6,000.00
G8130.427	Maint & Supplies	3,000.00
G9010.800	State Retirement	9,300.00
G9030.800	Social Security	4,150.00
G9035.800	Medicare	975.00
G9040.800	Workers Comp	2,100.00
G9055.800	Disability	50.00
G9060.800	Hospitalization	23,000.00
G9901.900	Transfer to Other Funds	16,000.00

**Total Expenses** **428,825.00**

Fund Balance 9,775.00

**Net Sewer** **0.00**

**Library****Revenue**

L2360.000	Town Revenue	31,350.00
L2370.000	Library System Aid	1,200.00
L2401.000	Interest & Earnings	16.00
L2670.000	Book Sale	125.00
L2680.000	Insurance Recovery	
L2705.000	Gift/Donations	360.00
L2716.000	Memorials	
L2760.000	Grants	250.00
L2770.000	Fines/Fees/Copies	719.00
L5031.000	Transfer from other	31,350.00
L2710.000	Investment	6,650.00

**Total Revenue****72,020.00****Expenses**

L7410.100	Personnel	46,450.00
L7410.200	Equipment	1,500.00
L7410.400	Contractual	6,274.00
L7410.410	Electric	2,300.00
L7410.420	Gas (Heat)	2,200.00
L7410.430	Phone/Internet	320.00
L7410.440	Library Books	4,268.00
L9010.800	NYS Retirement	6,300.00
L9030.800	Social Security	3,100.00
L9035.800	Medicare	800.00
L9040.800	Workers Comp	350.00
L9055.800	Disability	350.00

**Total Expenses****74,212.00**

Fund Balance

2,192.00

**Net Library****0.00****Total Revenue****1,813,675.00****Total Expenses****1,855,992.00****Fund Balance****42,317.00****Net****0.00**

