

Mid-Fiscal Year Organizational Meeting:

a. Deputy Mayor:

Mayor Egan stated he appoints Andrew Giacomazza as Deputy Mayor.

b. Board Liaisons/Appointed Positions:

Motion was offered by _____, seconded by _____, to establish the following liaisons of the Village Board:

Liaison to Town Board	Mayor Egan, Trustee Giacomazza
Liaison to Planning Board	Trustee Graziano, Trustee Gomez
Liaison to Zoning Board	Trustee Giacomazza, Trustee Burek
Liaison to Fire Department	Mayor Egan, Trustee Gomez
Liaison to Water/Sewer Department	Mayor Egan, Trustee Graziano
Liaison to Building Department	Mayor Egan, Trustee Burek
Liaison to Highway Department	Mayor Egan, Trustee Giacomazza
Employee Liaisons	Mayor Egan, Trustee Giacomazza
Insurance Liaisons	Trustee Burek, Trustee Gomez

ADOPTED AYES
NOES

Motion was then offered by _____, seconded by _____, to appoint the following individuals to the following positions:

Appeals Officer for FOIL's	Timothy Egan
Village Clerk/Treasurer/Registrar	Desiree Potvin
Procurement Officer	Timothy Egan

ADOPTED AYES
NOES

Motion was then offered by _____, seconded by _____, to designate Richard Golden, with the law firm Burke Miele Golden Naughton, as attorney for the Village.

ADOPTED AYES
NOES

h. Meeting Dates and Meeting/Public Comment Procedures:

Motion was offered by _____, seconded by _____, to adopt the following meeting procedures:

“That the Village Board hold regular meetings on the second and fourth Thursday of each and every month at 7PM, at Village Hall, 455 Route 32, Highland Mills, New York. If cancelled, notification will be given to the media and posted on the official signboard of the Village Clerk. Special meetings are to be called by the Mayor and all Trustees will be notified by telephone, electronic mail, in person or by postal service by the Village Clerk at least twenty-four hours in advance of the meeting unless in the opinion of the Mayor emergency conditions dictate the necessity of shorter notice. Agendas will be prepared by the Village Mayor and Clerk no later than twenty-four hours prior to all meetings. Items can be added and deleted when needed. Minutes of the meetings will be prepared by the Village Clerk in accordance with the Open Meetings Law. When action is required, a motion, followed by a second, will be asked for by the Mayor. A discussion can then be held and then each member will vote verbally on the issue (one vote per member). When required, the Board will be polled by the Village Clerk. If there is a dispute as to the form or priority of motions or other meeting procedural issues not set forth herein Roberts Rules of Order shall prevail, consistent with New York municipal law, with the Attorney for the Village acting

as Parliamentarian. When all business is finalized, the meeting will be adjourned. Any deviation from these procedures must be determined by the Village Board.”

ADOPTED AYES
NOES

Motion was then offered by _____, seconded by _____, to adopt the following procedures to be followed during the public comment segment of the meetings:

- a. The public may speak only during public comment or at any time the Village Board permits, for a period of five minutes. Time cannot be yielded to other members of the public.
- b. Comments are to be made to the Village Board only, not other members of the public or individual Board members.
- c. Speakers will observe commonly accepted rules of courtesy, decorum, dignity and good taste when addressing the Board and making comments.
- d. Written communication will be accepted/presented to the Village Clerk.

Any deviation from these procedures must be determined by the Village Board.

ADOPTED AYES
NOES

i. Procurement Policy:

Motion was offered by _____, seconded by _____, to adopt a procurement policy as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every municipality to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML 103 or any other law; and,

NOW, THEREFORE, BE IT

RESOLVED that the Village of Woodbury does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. “Purchaser” is defined as a Village official, board member, department head or individual assigned by the department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

Building Department	Gary Thomasberger, Maria Rubio, Marian Tipaldo,
Fire Department	Scott McClennan, Pasquale Prozzillo, Christopher Burke
Water/Sewer Department	Michael Phillips, Jason Braghirol, Jean Mundy
Mayor/Trustees	Timothy Egan, Desiree Potvin, Jessica McClennan
Clerk/Treasurer	Desiree Potvin, Jessica McClennan, Carol Herb
Highway Department	Robert Weyant, Sheila Beadle

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103. In 2013 this amendment to GML 103 will sunset and the limits will return to \$10,000 for all purchases of supplies or equipment and \$20,000 for all public works contracts. When/If this occurs, then the limits listed in Guideline 3 exceeding the current limits will be null and void.

Guideline 3. Purchases of supplies or equipment shall require the following:

Less than \$20,000 but greater than \$10,000	Three written quotes with documentation
Less than \$10,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to discretion of Purchaser

Pursuant to GML 103(1) purchases of “commodities, service or technology” may not be “artificially divided” for the purposes of satisfying the “discretionary buying thresholds”. “The reasonably expected aggregated amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase” must be considered.

Purchases of public works/service contracts shall require the following:

Less than \$35,000 but greater than \$20,000	Three written quotes with documentation
Less than \$20,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to the discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for which quotes have been received by using the form provided by the Village Clerk. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded unless the Purchaser prepares a written justification providing reasons why it is in the best interested of the Village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgments shall also be documented.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt(s) made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Village Mayor, no solicitation of proposals/quotes shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- c) Sole-Source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;

Guideline 7 This policy shall be reviewed annually by the Village Board of Trustees at its organizational meeting or as soon thereafter as is reasonably practicable.

ADOPTED AYES

NOES

Official Undertaking:

Motion was offered by _____, seconded by _____, to approve the below form (in italics) of the official undertaking of municipal officers of the Village, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Village's insurance company surety. This undertaking will be administered to all elected officials upon the start of their elected term that handle funds on behalf of the Village of Woodbury:

VILLAGE OF WOODBURY, ORANGE COUNTY, NEW YORK
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, _____, of the Village of Woodbury, County of Orange, New York, has been elected to the office of _____ in the Village of Woodbury; and

NOW THEREFORE, he/she as respective officer above, do hereby undertake with the Village of Woodbury that he/she will faithfully perform and discharge the duties of the office, and will promptly account for and pay over all moneys or property received as a Village Officer, in accordance with the law; and

The Village does and shall maintain insurance coverage (presently with Travelers Casualty & Surety Company of America) in the sum of \$300,000 per loss (plus an additional \$500,000 for the Tax Collector Deputy Tax Collector, \$500,000 for the Village Clerk-Treasurer/Deputy Clerk-Treasurer) to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

ADOPTED AYES
 NOES