

Minutes of the Village Board Meeting held at Town Hall on June 9, 2016 at 7PM

Present: Michael Queenan, Village Mayor
Neil Crouse, Timothy Egan, Thomas Flood and Anthony Mickolajczyk, Trustees
Absent: None
Also Present: Robert Weyant, Village Streets Superintendent; Jessica McClennan, Deputy Village Clerk;
John Smith, Town Parks Commission

I. Organizational Meeting:

a. Consultants for the Village:

Motion was offered by Trustee Egan, seconded by Trustee Flood, to appoint the following consultants for the FY2016/2017:

Dennis Lynch	Special Counsel for the Village
Dennis Lindsay	Engineer for the Village
Stuart Turner	Planner for the Village
Lisa Felicissimo	Attorney for the Zoning Board of Appeal

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Authorize Engineer to File:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Egan, to authorize Dennis Lindsay, as the Engineer for the Village, to file applications to all regulatory agencies, as required, on behalf of the Village of Woodbury in FY2016/17 for those projects authorized by the Village Board.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

b. Deputy Mayor:

Mayor Queenan stated he appoints Timothy Egan as Deputy Mayor.

c. Membership in State Association:

Motion was offered by Trustee Flood, seconded by Trustee Egan, to authorize the Village Clerk to enroll the Village as members with the New York State Conference of Mayors (NYCOM); the Orange County Association of Towns, Villages and Cities; the Orange County Municipal Planning Federation and the Woodbury Chamber of Commerce.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

d. Designation of Official Newspaper:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to designate the Times Herald Record as the official newspaper for the Village.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

e. Investment Policy/Designation of Depository/Audited of Abstract Vouchers Procedure:

Motion was offered by Trustee Egan, seconded by Trustee Crouse, to adopt the Investment Policy of the Village as follows:

“The objectives of the Investment Policy of the Village of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In

accordance with this policy, the Mayor is authorized to invest Village funds which are in excess of current operating needs. Village investments are governed by applicable New York State Laws.

That the Mayor make the following types of investments, for the present, until other types of investments are submitted to the Village Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Village. Such Certificates of Deposit are to be collateralized by obligations enumerated in item "a" above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Village or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Village. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in item "a" above.

The Mayor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following bank is to be designated as the official bank for the Village:

Sterling National Bank, Monroe
Orange County Trust, Vails Gate

The Mayor shall be authorized to invest funds of the Village in this bank during the 2016/17 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis."

The Mayor shall be authorized to deposit any Village monies in this bank during the 2016/17 fiscal year.

Prior to all invoices being paid, they must be attached to vouchers which must be signed by at least two members of the Board. An "abstract of audited vouchers" will be prepared by the Village Treasurer for action by the Board. After the Board votes to approve payment, a record of the check issued for payment must be attached to the voucher indicating who the check was written too, the date payment was made and the amount of the payment.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

f. Mileage Reimbursement/Food Stipend:

Motion was offered by Trustee Crouse, seconded by Trustee Egan, to reimburse members of the Village Government and its employees, when on official business or duty for the Village, the rate established annually by the Internal Revenue Services for the use of their personal vehicle (includes gas and wear/tear). Vouchers are to be completed and filed with the Village Treasurer before reimbursement is made.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

Motion was then offered by Trustee Crouse, seconded by Trustee Mickolajczyk, to reimburse employees not more than \$50 per day for food purchased while attending a Board approved

conference/meeting that is held for an entire day and is for Village related issues, if not included in the registration cost. Alcohol will not be reimbursed. Complete receipts must be submitted with voucher.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

g. Board Liaisons/Appointed Positions:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Flood, to establish the following liaisons of the Village Board:

Liaison to Town Board	Mayor Queenan, Trustee Egan
Liaison to Planning Board	Trustee Egan, Flood
Liaison to Zoning Board	Trustee Crouse, Mickolajczyk
Liaison to Fire Department	Trustee Egan, Mickolajczyk
Liaison to Water/Sewer Department	Mayor Queenan, Trustee Mickolajczyk
Liaison to Building Department	Mayor Queenan, Trustee Crouse
Liaison to Highway Department	Trustees Flood, Mickolajczyk
Employee Liaison	Mayor Queenan, Trustee Flood
Insurance Liaisons	Trustees Flood and Crouse
Grant Writing/Research	Trustees Crouse and Egan

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Motion was then offered by Trustee Crouse, seconded by Trustee Flood, to appoint the following individuals to the following positions:

Appeals Officer for FOIL's	Michael Queenan
Village Clerk/Treasurer	Desiree Potvin
Procurement Officer	Michael Queenan
Zoning Board	Joseph DeVenuto (<i>term expires 5/31/2021</i>)
Planning Board	Sandra Capriglione (<i>term expires 5/31/2021</i>)

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

h. Appointment of Chairperson:

Motion was offered by Trustee Crouse, seconded by Trustee Egan, to designate the following individuals as Chairperson for the following Boards:

Maria Hunter	Planning Board
Victor Ferrarelli	Zoning Board

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

i. Meeting Dates and Meeting/Public Comment Procedures:

Motion was offered by Trustee Flood, seconded by Trustee Egan, 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 Town Hall, 511 Route 32, Highland Mills, New York. If cancelled, notification will be given to the media and posted on the official signboard of the Town 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.”

The following procedure 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 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

j. Procurement Policy:

Motion was offered by Trustee Flood, seconded by Trustee Crouse, 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 Tiplado, Bruce Frank and Robert Brady
Fire Department	Scott McClennan, John Jones, Pasquale Prozzillo Christopher Burke
Water/Sewer Department	Michael Phillips, Jason Braghirol, Jean Mundy
Mayor/Trustees	Michael Queenan, Desiree Potvin, Jessica McClennan
Clerk/Treasurer	Desiree Potvin, Jessica McClennan, Carol Herb

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 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

k. Fee Schedule:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to adopt the 2016/2017 fee schedule as follows:

Highway Department:	
Road Opening Permit	\$250
Leaf Bags	5 for \$2
Water/Sewer Department:	
Water Meter	\$300
Water Inspection	\$300
Sewer Inspection	\$300
Building Department:	
Floodplain letter	\$20 per letter
Building Permit	
Based on total cost of construction including labor	
Residential	\$10 per thousand
Commercial	\$12 per thousand
Certificate of occupancy or copies	\$25
Amendment to building permit	\$50
Extension of building permit	\$10 per month (three month minimum)
Fire permit:	\$100, except there shall be no fire permit fee required for any events sponsored by the Village or Town of Woodbury
Blasting permit	\$100
Bungalow permit	\$10 per unit
Floodplain development permit	\$500.00
Fireworks permit:	\$250, except the Village Board of Trustees may waive the fee required for any events sponsored by the Town or Village of Woodbury
Municipal search	\$100

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

II. Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Trustee Crouse, seconded by Trustee Egan, to accept the minutes of the meeting held May 24, 2016.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk

NOES 0

b. Approval of Abstract:

Motion was offered by Trustee Flood, seconded by Trustee Mickolajczyk, to approve Abstract 1 containing vouchers 160001 – 160076 and totaling \$509,977.49.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

c. Fire Department Equipment Request:

Motion was offered by Trustee Egan, seconded by Trustee Mickolajczyk, to approve Fire Department Equipment Requisition 2016-10 totaling approximately \$4578.50 to purchase ten pagers and batteries.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

d. Fire Department Membership Updates:

Motion was offered by Trustee Egan, seconded by Trustee Flood, to change the status of the following individuals from “active” to “inactive” effective immediately as requested by HM Captain Burke: Kevin Watson, Alex Rosario, Christopher Redmond, Andrew Krause, Sean Nash.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

e. Schedule Joint Informational Meeting with Town Board - June 30, 2016:

Motion was offered by Trustee Egan, seconded by Trustee Mickolajczyk, to schedule a special meeting to be held on June 30, 2016 at 7:30PM at Town Hall with the Town Board to interact with the public while discussing the proposal for the new municipal center.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

III. Old Business: *There was no old business to discuss.*

IV. New Business:

a. Waiver of Fire Permit Fee – Highland Mills Fire Company:

Motion was offered by Trustee Egan, seconded by Trustee Flood, to waive the \$250 fire permit fee for the Highland Mills Fire Company for their annual fireworks Independence Day display, which this year will take place on July 2, 2016.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

b. Offer of Dedication – Seaman Court:

An offer of dedication was received from the developer of the “Vineyards at Woodbury” development of Seaman Court. The Village Engineer and Streets Superintendent have reviewed the documents received and the only outstanding issue is some wording relating to the easements. Special Counsel Naughton has reviewed all the legal documents and has suggested SEQRA action be taken and a public hearing scheduled.

Motion was then offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to assume the Village Board of Trustees as Lead Agency under SEQRA for this application of the road dedication of Seaman Court.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Motion was then offered by Trustee Egan, seconded by Trustee Flood, to type this application of a road dedication of Seaman Court as unlisted under SEQRA.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Motion was then offered by Trustee Egan, seconded by Trustee Mickolajczyk, to declare a negative declaration under SEQRA for this application of a road dedication of Seaman Court.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Motion was then offered by Trustee Egan, seconded by Trustee Flood, to schedule a public hearing to be held at Town Hall on July 14, 2016 to entertain public comments on the dedication of Seaman Court.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

c. Road Closure Request – Valley/Smith Clove/Perrone Lane:

Motion was offered by Trustee Flood, seconded by Trustee Egan, to approve the closing of the intersection of Valley Avenue/Perrone Lane to the intersection of Valley Avenue/Smith Clove Road on June 18, 2016, 9AM – 6PM, for the purpose of Hudson Valley Seafood to hold a grand opening.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

V. Public Comment:

Cliff Ader stated he has concerns with regards to properties all over Town with extremely over grown lawns. He feels that it should be policed by the Building Department so that these properties are maintained properly. He also feels there should be a mechanism in place to be sure this maintenance is being done on a continual basis to protect the quality of life. Mayor Queenan stated he agrees, as did Trustees Egan and Flood.

Charles Knuth questioned about the recent sale of a brush truck. He asked why it was sold when there is no apparatus in the current fleet to replace it. Additionally he heard that the Chief's plan to take an existing utility truck and equip/retrofit it as a brush truck but he does not believe it will be able to handle the weight of the equipment. Trustee Egan stated the truck was sold at the recommendation of the Fire Chief, who is the head of the Fire Department. It was explained to the Board that the brush truck was "at the end of its life". Trustee Egan will bring Mr. Knuth's concerns to the Fire Chief's and then contact him with the answers/explanations that he receives.

VI. Board Member/Department Comment

Trustee Mickolajczyk congratulated Town Justice David Levinson on his retirement and thanked him for his many years of service to the community. Mayor Queenan concurred.

Trustee Crouse stated the 21st Annual Woodbury Community Association Golf outing is tomorrow and noted that all proceeds raised are used in the community.

Superintendent Weyant announced that the Touch-a-Truck event will be held on July 2 in conjunction with the Highland Mills Fire Company fireworks.

VII. Adjournment:

With no further business to discuss, a motion was offered by Trustee Crouse, seconded by Trustee Mickolajczyk, to adjourn the meeting at 7:30PM.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

Desiree Potvin, Village Clerk