

Village of Leicester

October 19, 2020 Board Meeting Organizational Meeting

CALL TO ORDER: Mayor Briffa called the meeting to order at 6:30 pm followed by the Pledge of Allegiance.

PRESENT:

Mayor: Barry Briffa

Trustees: Mike Constantino, Tom Frantz, Don Jacobs, Ken Rizzo

Clerk-Treasurer: Kirstie DeGraff

Fire Chief: Jim Kane

Highway Superintendent: Russ Page

Water Operator:

Zoning/Code Enforcement:

Residents: Alan Cole, Pat Cole, Don Kane, Karen Roffe

MINUTES: The minutes of the September 21, 2020 Board Meeting and September 28, 2020 Special Board Meeting were accepted on a motion by Trustee Jacobs, 2nd by Trustee Frantz [Motion Carried 4-0]

COMMITTEE REPORTS:

Fire Company Report: Fire Chief Jim Kane reported the following:

- 1) 5 calls, 54 calls year to date
- 2) DEC Forestry Grant – waiting for invoices to submit for reimbursement (\$1500 towards \$3000 purchase)
- 3) No news on FEMA Grant
- 4) October 23rd Fire Fighter Appreciation Dinner at Fire Hall
- 5) Painted bathrooms and hallway in Fire Hall

Highway Superintendent Report: Highway Superintendent Russ Page reported the following:

- 1) Davis sink hole on Oak Manor has been repaired
- 2) Rizzo drainage issue on Oak Manor needs to be addressed
- 3) Trees for Main Street came in are being stored by barn until planters come in
- 4) Leaf pick up scheduled for October 26th, November 2nd & November 16th
- 5) Jones Bridge to be discussed. Mayor Briffa will meet with Russ next week to discuss how to utilize Chips money so we don't lose it.

Water Report: Water Operator Al Mothershed submitted a report on the following:

- 1) Hydrant flushing next week
- 2) Continuing to work with Clerk-Treasurer DeGraff on the billing issue with Seneca Foods since the installation of the new meter
- 3) **Route 36 Water Meter Improvement:** has been completed, with the exception of the small section of pipe near the pole that will have to wait until it is determined what we can do with NYSEG. The project did experience several issues with regards specifically to a hydrant valve. The valve when closed leaked considerably so we opted to replace the valve and the hydrant. Service for the one customer on that line was interrupted for less than 8 hours. The drain line was also installed and the new vault cover was

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installed as well. Al will have further communications with the engineer and Villager Construction with regards to the last section of piping and any adjustments for the valve and the hydrant replacement. The hydrant we had in stock as it was part of our original list of materials for the project.

Zoning/Code Enforcement Report: Mayor Briffa noted there are issues to be addressed when Jerry Parsons comes in or Board members can feel free to contact him directly.

ADOPTION OF POLICIES:

Motion was made by Trustee Rizzo, 2nd by Trustee Frantz to collectively adopt the following policies. [Motion Carried 4-0]

Board Meetings: All official Board Meetings held on the third Monday of the month at 6:30 pm

Investment Policy: WHEREAS, the Village Board of Trustees desire to establish an investment policy in order to insure funds not needed for the immediate payment of bills will be invested to earn a safe return as provided under the Village Law, the General Municipal Law and the local Finance Law; and

WHEREAS; the Village Board desires to designate certain banks for the placing of investments; and

WHEREAS, the Village Board desires to authorize the Village Clerk-Treasurer as the fiscal officer to make such investments,

NOW, THEREFORE the Board of Trustees authorizes the use of the following commercial banks or trust

companies located and authorized to do business in New York State, for placing investments: Five Star Bank

The Board of Trustees authorizes the use of the following types of investment;

Instruments for investing Village monies:

- 1) Savings Account
- 2) NOW. account
- 3) Money Market Deposit Accounts
- 4) Super NOW. Accounts
- 5) 7 to 31 Day Accounts
- 6) Certificates of Deposit
- 7) Repurchase Agreements
- 8) Purchase of United States Treasury Bonds, Bills, and Notes
- 9) Other investment instruments as may be approved by the Office of the State Comptroller from time to time

The Board of Trustees specifically delegates the authority to make day-to-day investment decisions within the guidelines and limitations of this policy resolution to the Village Clerk-Treasurer, as Chief Fiscal Officer. The Chief Fiscal Officer is authorized to utilize the advisory services of Municipal Consulting Firms in planning the timing, amount, maturity, bidding, placement, and reporting on any investments made hereunder.

The Board of Trustees specifically authorizes the designated official to use electronic transfer of funds; among the approved banking institutions, to assist in obtaining "federal funds" enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a "wire transfer" and subsequently supported by the bank confirmation notice to provide an audit trail.

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The Board of Trustees authorizes the designated official the authority to turn over the physical custody of Certificates of Deposit and other evidences of investments for safekeeping possession to the winning bank, as provided in section 11 (3) of the General Municipal Law, to facilitate access to funds at maturity and to eliminate having live certificates in the Village Office.

All investments shall be documented in written reports to the Village Board, outlining the details of the investment and the bids received thereon. When investments are placed, these reports should be presented no less than monthly.

The primary objective of this policy is to enhance the safety and availability of any Village monies invested. Safety is enhanced by FDIC Insurance limit as presently set or subsequently revised, are to be insured by a pledging of appropriate collateral with the institution winning the bid for the investment. Where appropriate, all investments must be bid specifying, "with collateral."

Procurement Policy:

1) Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. The documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts of \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103 of the General Municipal Law; or purchases to subdivision 6 of this policy.

3) The following method of purchase will be used when required by this policy in order to achieve the highest savings:

ESTIMATED AMOUNT OF PURCHASE CONTRACT	METHOD
\$ 2,500 - \$ 4,999	2 verbal quotations
\$ 5,000 - \$ 9,999	3 written/fax/email quotations or written request for proposal

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ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT	METHOD
\$ 2,500 - \$ 4,999	2 verbal quotations
\$ 5,000 - \$ 9,999	3 written/fax/email quotations
\$10,000 - \$19,999	3 written/fax/email quotations or written request for proposal

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals or quotations; the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

- 4) Documentation is required of each action taken in connection with each procurement.
- 5) Documentation and an explanation are required whenever a contract is awarded to anyone other than the lowest responsible offeror. The documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
- 6) Pursuant to General Municipal Law section 104-b (2)(1), the procurement policy may contain circumstances when, or types of procurements for which in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Leicester to solicit quotations or document the basis for not accepting the lowest proposal.
 - A. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that readily lend themselves to competitive procurement procedures. In determining whether a service fits into a category the Village Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not limited to the following: services of an attorney; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing or pre-packaged software.
 - B. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to

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- seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
 - D. Goods or services under \$2,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such contracts would be awarded favoritism.
 - E. Service contracts encountered into through New York State Office of General Services. In these instances, the State has already investigated and secured the lowest possible price for the municipality.

Advance Payment of Claims:

Trustees Rizzo motioned, 2nd by Trustee Constantino to pass the Advance Payment of Claims Policy Resolution for the fiscal year 2020-2021 [Motion carried 4-0]

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit pf claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. This this resolution is effective immediately.

Mileage Reimbursement:

Trustees Constantino motioned, 2nd by Trustee Frantz to pass the Approval of Mileage Resolution for the fiscal year 2020-2021 [Motion carried 4-0]

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursed to Village Officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such Officers and employees at the rate per mile as set by the IRS and payable by the payroll company.

Section 2. That this resolution is effective immediately.

Approval of Designated Depositories:

Trustees Rizzo motioned, 2nd by Trustee Jacobs to pass the Approval of Designated Depositories Resolution for the fiscal year 2020-2021 [Motion carried 4-0]

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WHEREAS The Board of Trustees has determined that the Village Law §4-412 (3)(2) requires the designation of banks or trust companies for deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all monies received by the village treasurer, clerk, and receiver of taxes. Names of institutions:

Five Star Bank

M & T Bank Collateral Custody Services

Section 2. That this resolution is effective immediately.

APPOINTMENTS:

Trustee Constantino made a motion to accept the following appointments for the fiscal year 2020-2021 seconded by Trustee Frantz. [Motion Carried 4-0]

Deputy Mayor	Ken Rizzo
Deputy Clerk-Treasurer	Jennifer Lubanski
Tax Collector	Kirstie DeGraff
Records Management Officer	Kirstie DeGraff
Budget Officer	Kirstie DeGraff
Auditing Committee	Ken Rizzo / Mike Constantino
Street & Parks Committee	All Board Members
Recreation Committee	Mike Constantino / Tom Frantz
Water & Lights Committee	Don Jacobs / Ken Rizzo
Community & Village Building	Mike Constantino / Ken Rizzo
Fire Department Committee	Mike Constantino / Tom Frantz
Highway Department	Mike Constantino / Don Jacobs / Ken Rizzo
Youth Committee	Mike Constantino / Tom Frantz
Attorney	James Coniglio
Accounting Firm	St. Johns Baldwin
Engineering Firm	** TBD **
Registrar	Amy Neumann
Historian	Karen Roffe
Official Newspaper	Livingston County News
Official Depository	Five Star Bank
Secretary to the Planning/Zoning Officer	Jennifer Lubanski
Code Enforcement Officer	Gerald Parsons
Planning Board Members	Dan Christiano – Chair (4 yr – exp May 2024)
	Pete Fanaro (4 yr – exp May 2024)
	Charles Metz (4 yr – exp May 2024)
	Tim Muscarella (4 yr – exp May 2024)
	Joe Nahalka (4 yr – exp May 2024)

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OLD BUSINESS:

Community Building: There was discussion on ARC currently renting space and their need for renting more space in the building. Mayor Briffa presented the annual contract for Water Wise for the chemicals for the boiler system. After some discussion it was agreed to pay the contract quarterly at \$375 each quarter. Clerk-Treasurer DeGraff noted that this amount needed to be added to the abstract for approval. There was discussion on another possibly entity interested in purchasing the building. After some discussion Trustee Rizzo motioned, 2nd by Trustee Jacobs to extend AB Cole Real Estate contract that currently expires October 23, 2020 to April 1, 2021 [Motion Carried 4-0]

NEW BUSINESS:

Main Street/First Impressions Grant: Mayor Briffa presented the planters, benches, trash receptacles and bike rack that was ordered under the grant program for Main Street. Also presented was a sculpture proposal that could be utilized under next year's grant program with the County's new Village branding.

MAYOR'S REPORT:

Newsletter: None

CLERK'S REPORT:

Credit Card Fraud: Clerk-Treasurer DeGraff noted that there was a fraudulent charge on the Village's credit card but it was immediately caught, the charge was disputed, the card was cancelled and a new card is being issued.

Records Management Resolution:

Trustee Jacobs motioned, 2nd by Trustee Rizzo to adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1) [Motion Carried 4-1]

RESOLVED, By the Board of Trustees of the Village of Leicester that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

AUDIT OF BILLS:

Trustee Constantino motioned, 2nd by Trustee Rizzo, to accept the bills as audited [Motion Carried 4-0]
General Fund Vouchers 2080 - 2104 \$10,238.68 Water Fund Vouchers 792-799 \$54,362.58

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EXECUTIVE SESSION:

Trustee Rizzo motioned , 2nd by Trustee Jacobs to enter into Executive Session at 7:30 pm.

Trustee Frantz motioned, 2nd by Trustee Rizzo to exit Executive Session at 8:09 pm.

NEXT VILLAGE BOARD MEETING: Board of Trustees Meeting November 16, 2020 pm at 6:30 pm the Village Hall

ADJOURNMENT: Trustee Rizzo motioned, 2nd by Trustee Frantz to adjourn the meeting at 8:10 pm.
[Motion Carried 4-0]

Respectfully Submitted,
Kirstie DeGraff
Clerk-Treasurer
Village of Leicester

LEICESTER FIRE COMPANY REPORT FOR VILLAGE MEETING

10/19/2020

- 9/24/2020 Smell of Gas 5276 Upper Mt Morris Rd. (Vent Issue)
- 9/30/2020 Wire Down pole on fire 2161 Jones Bridge Rd. (Top)
- 10/3/2020 Control Burn 2290 Peoria Rd. (Info Page)
- 10/13/2020 Control Burn 4877 River Rd. (Info Page) (YTD53)
- 10/19/2020 CO2 Call 5363 Upper Mt Morris Rd. (Bad Detector) (YTD54)

- **9/21/2020 Village Board Meeting** (Jim Kane /Don Kane 1 hour each)
- **10/1/2020 Attended Fire Chief Meeting @ HC** (Jim Kane 2 Hours)
- **10/5/2020 Dept. Monthly Training (MP133Draft 134Feed)**
(@Peoria Dry Hydrant 7 Members (JK DK JP JeromeL JB WB HG 1 ½ Hour Each)
- **10/13/2020 Leicester Fire Company Meeting** (13 Members 1ProSective @30 minutes)
- **10/15/2020 LCFFA Meeting @ Geneseo Fire Hall**
(Jim Kane Don Kane Bill Kane Wayne Austin Jake Post 2Hourseach)

TRAINING - **11/2/2020** Dept. Monthly Training will Be
(SCBA Search And Rescue @ Fire Hall) Start @ 6:30 PM

OLD

- **FEMA GRANT**– Grants for 2019 rounds are out now summit grant (2/10/2020) no word yet

OLD

- **New Fire Hall** – committee info (no report)
- **Cancer Bill** – to start January 1 2019 village is working with insurance company
- **TRAINING**– list calendar
- **Bryx** – please use response mode button either way

- Fire Radio Channel – we are going to use channel 11 for traffic and on scene non critical talk
- dress for weather –
- _____ – Department Training – 1st Monday @ 6:30

member appreciation party October 23rd @ Fire Hall

- DEC Forestry Grant– (we got the grant we have ordered All the items some are in still waiting on some) paper work for the grant was turned in to the state (\$3000Total)(\$1500Grant/\$1500Match)

- New turn out gear – Got Village approval to order 2 set of new turn out gear need to order (2 set were ordered on 6/25/2020 from Churchville fire/Globe)

NEW -

Up Coming Events

- **LCFCA MEETING** – Thursday November 19th @ Sparta Center Fire Hall @ 7:00 PM

<u>EVENT</u>	<u>DATE</u>	<u>Start Time</u>	<u>Leave Time</u>
	11/4/2020	Wednesday Fire Police Meeting @ 7:00pm @ Caledonia Fire Hall	
	11/19/2020	Thursday LCFCA Meeting @ 7:00pm @ Sparta Center Fire Hall	
	12/17/2020	Thursday LCFFA Meeting @ 7:00pm @ Groveland Fire Hall	

Submitted by Leicester Fire Chief James Kane 10/19/2020