

Village of Cossackie
Board of Trustees

Organizational Meeting

April 4, 2022

7:00 p.m.

- **Meeting called to order/Pledge of Allegiance**

- **Swearing in of Elected Officials**

Trustee Katlyn Irwin
Trustee Rebecca Vermilyea

- **Appointment of Officials**

Deputy Clerk/Treasurer	-	Shannon Slater
Highway Superintendent	-	Scott Martell
Dog Control Officer	-	Sherry Vieta
Village Attorney	-	Robert A. Stout Jr.
Village Engineer	-	Delaware Engineering
Village Health Officer	-	Dr. Stephen Hassett

- **Appointment of Planning Board Members**

Robert J. Van Valkenburg, Jr. - 1 Year Term from 4/22-4/23
Jarrett M. Lane – 4 Year Term from 4/22-4/26
Rodney Levine – 5 Year Term from 4/22-4/27

- **Motion to approve above appointments / Swear-In officials present**

- **Liaison Appointments**

Public Works Department	Trustee Daoust	Mayor Evans
Water Department	Trustee Vermilyea	Mayor Evans
Wastewater Department	Trustee Irwin	Mayor Evans
Code Enforcement	Trustee Hanse	Mayor Evans
Fire Department	Trustee Vermilyea	Mayor Evans
Police Department	Trustee Hanse	Mayor Evans
Planning Board	Trustee Irwin	Mayor Evans
Zoning Board of Appeals	Trustee Hanse	Mayor Evans

- **Disclosure**

All elected officials must disclose any conflicts of interest at this time.

- **Organizational Motions**

1. Set the second Monday of each month at 7:00 p.m. as the Regular Monthly Board of Trustees meeting and a monthly Workshop Meeting on Thursday prior to the monthly Board meeting at 6:00 p.m. at Village Hall at 119 Mansion Street. Both meetings are open to the public.
2. Set the Village Clerk's office hours as Monday through Friday from 8:00 a.m. to 4:00 p.m.
3. Name the Catskill Daily Mail as the official newspaper.
4. Designate the Village of Coxsackie-Village Hall, Griffins Market, US Post Office – Reed Street, Stewart's, and the Tops Market as the official posting places.
5. Approve the established procurement policy.
6. Set New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Columbus Day, General Election Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day as official holidays.
7. Set Village wide clean-up day on Saturday, June 4, 2022.
8. Set July 16 and 17, 2022 as Village wide yard sale days.
9. Approve Resolution No. 32022 for attendance of officials and employees at meetings and conferences.
10. Approve Resolution No. 42022 for advanced payments of certain claims for electric, fuel oil, propane, cell phones, freight and express charges.
11. Approve Resolution No. 52022 naming the National Bank of Coxsackie as the official depository.

Motion to adjourn the Organizational Meeting.

Chapter 18

PROCUREMENT POLICY

§ 18-1. Review of purchase types; competitive bidding; documentation.

- A. 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 the 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 § 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; certain municipal hospital purchases; goods purchased from correctional institutions; purchases under state and County contracts; and surplus and secondhand purchases from another governmental entity.
- B. The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This 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.

§ 18-2. Request for proposals; exceptions.

All goods and services will be secured by use of written requests for proposals, three written quotations, three verbal quotations or any other 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 \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to § 186 of the Correction Law; purchases under state contracts pursuant to § 104 of the General Municipal Law; purchases under County contracts pursuant to § 103, Subdivision 3, of the General Municipal Law; or purchases pursuant to § 18-5 of this chapter.

§ 18-3. Method of purchase.

- A. 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

\$1 to \$249>3 verbal quotations

\$250 to \$2,999>3 written/fax quotations

\$3,000 to \$9,999>3 written/fax quotations or 3 written request for proposals

Estimated Amount of Public Works Contract>Method

\$1 to \$249>3 verbal quotations

\$250 to 4,999>3 written/fax quotations

\$5,000 to \$19,999>3 written/fax quotations or written request for proposals

- B. 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 be a bar to the procurement. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. Whenever possible, consideration shall be given to local vendors subject to the Procurement Policy.

§ 18-4. Documentation required.

Documentation is required of each action taken in connection with each procurement.

§ 18-5. Awarding of contracts.

Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This 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.

§ 18-6. Exemptions from solicitation.

- A. Pursuant to General Municipal Law § 104-b, Subdivision 2f, the procurement policy may contain circumstances when, or types of procurement 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 Coxsackie to solicit quotations or document the basis for not accepting the lowest bid:
- (1) Professional services or services requiring special technical skill, training or expertise.

- (a) The individual or company must be chosen based on accountability, reliability, responsibility and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.
 - (b) In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: whether the services are subject to state licensing or testing requirements; whether substantial formal education or training is a prerequisite to the performances of the services; and whether the services require a personal relationship between the individual and the municipal officials. Professional or technical services shall include but not be limited to the following; services of an attorney; services of a physician; technical services or an engineer 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 artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.
- (2) Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature to this exception, these goods or services must be purchased immediately and a delay ignored to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - (3) Purchases of surplus and secondhand goods from any source, alternate proposals are required. The Village of Coxsackie is precluded from purchasing surplus and secondhand 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.
 - (4) Goods or services under \$250. The time and documentation required to purchase through this policy may be, therefore, not in the best interests of the taxpayer. In addition, it is not likely that such de minimus contracts would be awarded based on favoritism.
 - (5) Sole source situations.
 - (6) Goods purchased from another governmental agency.
- B. Whenever possible, consideration shall be given to local vendors subject to Procurement Policy.

§ 18-7

COXSACKIE CODE

§ 18-7

§ 18-7. Annual review.

This policy shall be reviewed by the Village Board at its Organizational Meeting.

At the Meeting of the
Board of Trustees of the Village of
Coxsackie held at Village Hall in said
Village on April 4, 2022 at 7:00 p.m.

RESOLUTION NO. 32022

2022 Conference Resolution

The meeting was called to order by Mayor Mark R. Evans

There were

PRESENT: Mark R. Evans, Mayor
Donald Daoust, Trustee
Stephen Hanse, Trustee
Katlyn Irwin, Trustee
Rebecca Vermilyea, Trustee

ABSENT:

WHEREAS, it is determined by the Board of Trustees that attendance
by certain municipal officials and employees at one or more of these
meetings, conferences, or schools benefit the municipality,

NOW THEREFORE BE IT RESOLVED, Section 1) that the following
officers and employees are hereby authorized to attend the following
schools: a) the Mayor and Trustees for NYCOM annual meeting in May, b)
clerk, deputy clerk and treasurer and any board members to the Fall Training
School, c) the clerk, deputy clerk and any board members to the Municipal
Clerk Association, d) treasurer and any board members to the Municipal

Finance Association Workshops, e) Mayor, Trustees, Clerk and other employees and any special invited guests to the Mohawk Hudson Association meeting, f) Water Superintendent and selected employees of the Water plant to Rural Water Association meeting, g) Public Works Superintendent to public works conference, h) New Official's Workshop, i) Wastewater Training Schools and j) Code Enforcement Officer and Fire Inspector to schools.

Section 2) this resolution shall take place immediately.

Roll Call Vote:

Mayor Mark R. Evans
Trustee Donald Daoust
Trustee Stephen Hanse
Trustee Katlyn Irwin
Trustee Rebecca Vermilyea

I, the undersigned Clerk of the Village of Coxsackie do hereby certify that the above is a resolution duly adopted by the Village Board of Trustees on April 4, 2022.

SEAL

Nikki Berezna, Clerk

Board of Trustees of the Village of
Coxsackie held at Village Hall in said
Village on April 4, 2022 at 7:00 p.m.

RESOLUTION NO. 42022

2022 Advance Payment Resolution

The meeting was called to order by Mayor Mark R. Evans

There were

PRESENT: Mark R. Evans, Mayor
Donald Daoust, Trustee
Stephen Hanse, Trustee
Katlyn Irwin, Trustee
Rebecca Vermilyea, Trustee

ABSENT:

WHEREAS, certain bills need approval for payment in advance of audit of claims

NOW THEREFORE BE IT RESOLVED, the Village of Coxsackie Board of Trustees
authorizes such payments in advance for public services such as electric, fuel, propane, cell
phones, postage, freight and express charges.

Roll Call Vote

Mayor Mark R. Evans
Trustee Donald Daoust
Trustee Stephen Hanse
Trustee Katlyn Irwin
Trustee Rebecca Vermilyea

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SEAL

Nikki Berezna, Clerk

Board of Trustees of the Village of
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Village on April 4, 2022 at 7:00 p.m.

RESOLUTION NO. 52022

Designating Depository

The meeting was called to order by Mayor Mark R. Evans

There were

PRESENT: Mark R. Evans, Mayor
Donald Daoust, Trustee
Stephen Hanse, Trustee
Katlyn Irwin, Trustee
Rebecca Vermilyea, Trustee

ABSENT:

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

NOW THEREFORE BE IT RESOLVED, Section 1. That the board of trustees designates the following institution as depository of all moneys received by the village treasurer, clerk, and receiver of taxes. Names of Institution: National Bank of Coxsackie.

Section 2. That this resolution is effective immediately.

Roll Call Vote

Mayor Mark R. Evans
Trustee Donald Daoust
Trustee Stephen Hanse
Trustee Katlyn Irwin
Trustee Rebecca Vermilyea

I, the undersigned Clerk of the Village of Coxsackie do hereby certify that the above is a resolution duly adopted by the Village Board of Trustees on April 4, 2022.

SEAL

Nikki Berezna, Clerk