

Organizational Meeting
October 12, 2020 7:00 pm

Mayor Phillip Brown called the meeting to order at 7 pm with the pledge of allegiance. Trustee Najarian, Hartley, Maley and Tuttle were present, along with Clerk Treasurer Lisa Darling. The Village Board meeting was a Zoom meeting (teleconference) due to COVID-19 following Executive order 202.15

Visitors:	Electric Supt. Jeff Livingston	OIC Jeff Messina	Ben Johnson
	SP Operator Steve Ingraham	Officer Mike Nordberg	Rod Andrews
	Working Supervisor B. Kinney	Nickolas Flynn	Gwendolyn Flynn
	Fire Chief Phil Mirabito	Jonalyn Cooper	Karen Bryant

The Clerk Treasurer Lisa Darling administered the Oath of Office to the Trustee Najarian, Trustee Hartley and Trustee Maley.

Trustee Najarian moved, seconded by Trustee Tuttle to accept the appointments: (Inserted under separate cover) Ayes-all. Carried.

Trustee Maley moved, seconded by Trustee Hartley that annual resolution for payments in advance for utilities, postage, leases, freight etc. was adopted: (Inserted under separate cover).Ayes-all. Carried.

Trustee Tuttle moved, seconded by Trustee Maley that annual resolution for payments in advance for attendance to conference and seminars that benefit the municipality was adopted: (Inserted under separate cover).Ayes-all. Carried.

Trustee Hartley moved, seconded by Trustee Najarian that the annual resolution for mileage reimbursement .50/mile was adopted: (Inserted under separate cover).Ayes-all. Carried.

Trustee Hartley, seconded by Trustee Najarian that the Procurement Policy and Fee Schedule were reviewed and adopted for the coming year. Ayes-all. Carried.

Motion by Trustee Maley, seconded by Trustee Tuttle to adjourn the meeting at 7:08 pm. Ayes-all. Carried.

Respectfully Submitted,



Lisa Darling
Clerk Treasurer

APPOINTMENTS – ORGANIZATIONAL MEETING
October 12, 2020

<u>POSITION</u>	<u>TERM</u>	<u>APPOINTMENT</u>
Supt. of Electric Dept.	1 Year	Jeff Livingston
Working Supervisor	1 Year	Bruce Kinney
Sewer Plant Operator	1 Year	Steve Ingraham
Deputy Mayor	1 Year	Wayne Hartley
Supervising Police Officer	1 Year	Jeff Messina
Deputy Clerk Treasurer	1 Year	Irene Tornillo
Deputy Clerk	1 Year	Dedra Ingraham
Village Attorney	1 Year	Robert Larkin
Alternate Village Justice	1 Year	Alta Martin
Registrar of Vital Statistics	1 Year	Deborah Thomas
Bingo Inspector	1 Year	Marcia Miller
Auditors	1 Year	Board of Trustees
Board of Health	1 Year	Chenango Co. Health Dept.
Official Newspaper	1 Year	The Evening Sun
Official Depository	1 Year	Tioga State Bank
“ “	1 Year	M & T

Newton Boyce Memorial Trust Fund Committee
Mayor Brown, Trustees Hartley and Trustee Najarian

Zoning Board of Appeals
 Marcia Miller 2022 (Chairman)
 Pete Mansheffer 2022
 Shirley Girton 2021 (Alternate)
 Stephen Ohl 2021
 George Marr 2022
 Bonnie Pecka 2021

Board of Ethics
Lisa Darling, Ron Williamson, Joe Moxley

Oversight Committee (Emergency Squad)
Byron Miller, TBD

<u>DEPARTMENT</u>	<u>TRUSTEES-PRIMARY</u>	<u>TRUSTEES-SECONDARY</u>
Electric	Wayne Hartley	Jodi Najarian
Public Works	Jodi Najarian	Karen Tuttle
Water & Sewer	Karen Tuttle	Elizabeth Maley
Public Safety	Elizabeth Maley	Wayne Hartley

Annual resolutions for:

1. That the Board of Trustees authorized payment in advance of audit of claims for public utility services, postage, lease, freight, 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. This resolution shall take effect immediately.
2. It is determined by the Board of Trustees that attendance by certain municipal officials and employees at schools and conferences and seminars benefits the municipality. Therefore the following are pre-approved:

MEUA
NYMPA

Rural Water
NYCOM

American Public Works
Chen. Co. Hwy. Supt.

3. It is determined by the Board of Trustees to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village. Be it resolved that the Board of Trustees shall approve reimbursement to such officers and employees at the rate of 50 cents per mile. This resolution shall take effect immediately.

VILLAGE OF GREENE
PROCUREMENT POLICY

General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be bid.

Bidding Limits: Greater than \$20,000.00 for goods and services
Greater than \$35,000.00 for public works

Adopted by Board of Trustees 1/14/08: Reviewed 4/1/09; 4/1/10; 4/1/11; 12/10/12; 4/1/14; 4/15;
4/16;4/17; 4/18, 4/19, 10/20

GOODS AND SERVICES

- a) Under \$5,000.00 - If budgeted, no approval needed. If not in budget, primary Trustee approval.
- b) \$5,001. - \$9,999. – 3 written/fax quotes.

Purchase orders issued upon request.

PUBLIC WORKS CONTRACTS

- a) Under \$10,000.00 - If budgeted, no prior authorization needed. If not in budget, Board approval needed.
- c) \$10,001 - \$19,999 - 3 written/fax quotes.

PROFESSIONAL SERVICES

Criteria - If subject to State licensing or testing requirements

- a) Under \$3,000 – If budgeted, no prior authorization needed
- b) \$3,000. and above – Board approval

Items not subject to competitive bidding are: purchase contracts under \$20,000.; public works contracts under \$35,000; emergency purchases, purchases under state and county contracts; goods purchased from correctional institutions; surplus and second-hand goods from another government entity.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the number of proposals or quotes, 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.

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

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

Pursuant to General Municipal Law Section 104-b(2)(f), **the following circumstances may not be in the best interests of the Village of Greene to solicit quotations or document** the basis for not accepting the lowest bids:

- 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, judgment, integrity, 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.

In determining whether a service fits into this 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 the municipal officials. Professional or technical services shall include but not be limited to the following:

- a) Services of an attorney; services of a physician; technical services to 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 art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

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 seek alternative proposals may threaten the life, health, safety or welfare of residents. This section does not preclude alternate proposals if time permits.

Purchases of surplus and second-hand goods from any source. 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.

This policy adopted by the Board of Trustees on January 14, 2008 and will be reviewed annually.

Effective 10/12/20 the following may make purchases on behalf of the Village of Greene:

Lisa Darling	Clerk Treasurer
Irene Tornillo	Deputy Clerk Treasurer
Dedra Ingraham	Deputy Clerk

Bruce Kinney	Working Supervisor
Dept. member's w/authorization of the Supt. or WS	
Steve Ingraham	Sewer Plant Operator
Dylan Dedrick	Laborer
Adam Wells	MEO
Michael Ingraham	MEO
Randy Neubauer	Laborer

Jeff Livingston	Electric Superintendent
Dept. member's w/authorization of Superintendent:	
Jake Harmon	Utility Assistant
Kurt Davis	Utility Assistant

Jeff Messina	Supervising Police Officer
Dept. member w/authorization of Supervisor:	
Mary Jane Alger	Police Secretary
Michael Nordberg	Police Officer

FEE SCHEDULE FOR VILLAGE OF GREENE

Tax Searches			
5 year	\$10.00	Storage Fees	\$10./day
10 year	\$20.00	Mass Gathering Permit	\$100.00
Notary Fees	\$2.00	Subdivisions	
Return Check Charges	\$15.00	Minor	\$75.00
Parking Tickets	\$15.00	Major	\$250.00
Tax Reminder Letters	\$1.00	Zoning Bd Applications	\$20.00

WATER FUND

New Services -Up to 3/4"	\$150.00	
-Up to 1"	\$200.00	
Over 1"		Time & Materials

5% Penalty on user fees after 20 days from statement date

Disconnect/Recovery Fees	\$35.00	working hours
Frozen meters/freeze plates	\$100.00	after hours
	\$50.00	working hours

If meter need changing \$75.00 after hours
 \$100.00 plus frozen meter fee

Contractor Rates (effective 7/13/2020) \$4.10 per thousand

SEWER FUND

Inspection Fee	No Fee
New Services	Time & Materials
5% Penalty on user fees after 30 days	