

Village of Cleveland Annual Organizational Board Meeting July 13, 2010

PRESENT: Mayor Norm Youmans, Trustees: Joseph Carr and Deborah Kite, DPW Superintendent Doug Riggs, Fire Chief Joni Hinds, John Hinds, Historian Charlene Weed, Town Supervisor Chuck Gilkey, County Legislator Ron Sykonyi, Laureen Tackman, Elwood Engebrekt, Joseph Mazi, Sherry Kaderli, Bonnie McCollough, Jerry Erler and Paul Baxter-Tug Hill Commission.

ABSENT: Trustee Joseph Domachowske

CALL TO ORDER by Mayor Youmans at 7:30 pm with Pledge of Allegiance

APPOINT TRUSTEE: Mayor Youmans appointed Laureen Tackman as Trustee to fill his one year unexpired term as Trustee. (Laureen left after taking Oath of Office, she was not feeling well)

OATH OF OFFICERS: Trustee Kite and newly appointed Trustee Laureen Tackman were sworn into office by Clerk Sweeten. Mayor Youmans' Oath of Office was taken at an earlier date.

OPENING REMARKS: Mayor Youmans recognized and thanked all past Mayors, stating that the position of Mayor and Trustee is basically a volunteer position. Many Mayors have gone through the ranks caring for the Village, working to make it a better place to live with no thought for financial or political gain. The last three Mayors were Mal Davis, Kevin Gribbon and Roy Reehil. Kevin Gribbon and Roy Reehil were young fathers and spent many hours working for the Village away from their families. Mal Davis gave his time and effort to Cleveland for many years. It would be hard to find a more dedicated individual. Mayor Youmans then recognized other volunteers in the Village including; Joni Hinds and the Spirit Committee, Karen Riggs and the Flower Power Garden Group, the Fireman, Historian Charlene Weed and Marge Thomas and the Glassworks Theater for their efforts put forth to better the Village. The Village employees, DPW Superintendent Doug Riggs (24 years of dedicated service), Rod Batte, Zach Avery, Village Clerk Phyllis Sweeten and Kay Foster were all recognized for their service to the Village. Mayor Youmans said he has no big projects planned and believes "we should step back, exchange ideas and decide how we can move our Village forward. If we are going to survive as a Village, we are going to have to plan together, work together and respect each other". Some thoughts for projects include Neighborhood Watch, Neighborhood Help, Citizen Advisory Group and establishing an E-mail Newsletter for better communication within the Cleveland community.

2010-2011 APPOINTMENTS & ORGANIZATIONAL MEETING BUSINESS:

BUDGET OFFICER: Mayor Norman Youmans

Motion: Trustee Kite, Seconded: Trustee Carr, all in favor, motion carried.

DEPUTY MAYOR: Deborah Kite

Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

DPW SUPERINTENDENT: Douglas Riggs

Motion: Mayor Youmans, Second: Trustee Carr, all in favor, motion carried.

CLERK/TREASURER: Phyllis Sweeten, two-year term ending July 2012.

Motion: Mayor Youmans, Second: Trustee Carr, all in favor, motion carried.

CODE ENFORCEMENT OFFICER: John Illingworth

Motion: Mayor Youmans, Second: Trustee Carr, all in favor, motion carried.

ANIMAL CONTROL OFFICER, Karen Ashley: to continue her services as stated in contract.

Motion: Mayor Youmans, Seconded: Trustee Kite, all in favor, motion carried.

VILLAGE HISTORIAN: Charlene Weed, this is a voluntary position
Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

VILLAGE NEWSPAPER: Citizen Outlet for the postings of all meetings, public notices, etc.
Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

VILLAGE BANK: Pathfinder Bank and Bank of America
Motion: Mayor Youmans, Seconded: Trustee Kite, all in favor, motion carried.

VILLAGE BOARD MEETINGS to be held on the second Tuesday of the month at 7:30 p.m., as posted, with the exception of holidays, then the meeting will be held on the third Tuesday.
Motion: Mayor Youmans, Seconded: Trustee Kite, all in favor, motion carried.

NEXT VILLAGE ORGANIZATIONAL MEETING will be held on Tuesday July 12, 2011
Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

RESOLUTION: that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant of officer incurring or approving the same shall be jointly and severally liable for an amount disallowed by the Board of Trustees. That this resolution is effective immediately. Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

PROCUREMENT POLICY: Mayor Youmans made a resolution to adopt the Village's Procurement Policy with suggested changes (Guideline 2 &4) as recommended by the Village Attorney and as written and attached, seconded by Trustee Kite, all in favor, motion carried.

MILEAGE REIMBURSEMENT: The Board of Trustees shall approve reimbursement to such officers and employees at the rate of 50 cents per mile, effective immediately.
Motion: Mayor Youmans, Seconded: Trustee Carr, all in favor, motion carried.

MEETINGS, CONFERENCES, and SCHOOLS: all officers and employees are authorized to attend such that would benefit the Village. The Mayor and Trustees must obtain the Board approval. The Employees must obtain approval from the Mayor.
Motion: Mayor Youmans, Seconded: Trustee Kite, all in favor, motion carried.

VILLAGE ATTORNEY: Allison J. Nelson, Firm of Caraccioli & Nelson, PLLC for a period of one year.
Motion: Mayor Youmans, Seconded: Trustee Kite, all in favor, motion carried.

BOARD of APPEALS: Mayor Youmans made motion to appoint Sue VanName to a 1-year term (7/10-7/11) on the Board of Appeals, Seconded: Trustee Carr, all in favor, motion carried.
John Goodfellow (Chair), was appointed in 2008 to a three-year term (7/08-7/11). James Pacific was appointed in 2009 to a 2-year term (7/09-7/11).

ASSIGNMENTS FOR BOARD MEMBERS: Assignments will be given at the next meeting.

REGULAR BOARD MEETING BUSINESS:

APPROVAL OF MINUTES: Mayor Youmans made motion to approve the minutes from June 29, 2010 work meeting, Second Trustee Kite, all in favor, motion carried.

FISCAL ADVISOR REPORTS: Mayor Youmans would like to wait to approve May 2010 Fiscal Reports for further review.

PAY BILLS: Mayor made motion to pay bills on Abstract # 2 vouchers #47-96, second by Trustee Carr, all in favor, motion carried. Bills discussed: Vellano Bros \$3580., pipe locator.

CODE ENFORCEMENT OFFICER:

Mayor read monthly report: Additions-1, pool permit-1, Fees Collected \$125.00, Mileage 20.25 miles, Complaints- as written on memo. Mayor made motion to accept Code Officers report as presented, second by Trustee Kite, all in favor, motion carried.

FIRE DEPT: Fire Chief Joni Hinds read the Fire Alarm report for June.

SPIRIT COMMITTEE UPDATE: Joni Hinds gave update: First Market Day, June 24th went well. The Spirit Committee and Sherry Kaderli donated funds raised to the Parks & Rec Program. The next Market Day is June 22nd; people with gardens are encouraged to sell their vegetable. The Mayor said that the Market Days is a great thing for people to get together. The next Spirit Committee meeting will be held on August 3rd at 7:00 pm.

NEXT MEETINGS: Next Regular Board Meeting August 10, 2010 at 7:30 pm.

PUBLIC COMMENT:

Supervisor Gilkey advised that 1000 feet of water main is being laid per day.

Legislator Sykonyi shared updates from the County. Paperless capabilities in the near future, grants, ATV updates, Family Fun Day, Rabies Clinics closer to our area, etc.

Paul Baxter: Training sessions for time management, and budget process may be offered in Central Square. The County Mayors Association will be held tomorrow in Parish at the Candlelight at 6:30pm.

Elwood Engelbrekt asked how many counselors for the Parks & Rec Program are from the County? There are two from Youth Works, a County run program. Usually four counselors are provided, but due to State budget cuts the Village received two. At a previous meeting the Board made the decision to hire 2 counselors rather than shut the program down.

Sherry Kaderli: Reminded the Board that the Oswego County Tourism Council will hold their monthly meeting here at the Village Hall on Tuesday July 20th at 10:00am. Jack Cottet will be presenting "History of the Glass Factory". There will be artifacts displayed. All are welcome to attend.

Doug Riggs: Mayor Youmans asked DPW Superintendent Doug Riggs what was planned for the month. Doug stated that mowing is on the agenda as usual. Next week they will begin the process of taking trees down along the area of Bridge Street where the new water main installation is planned.

Charlene Weed asked if street and sidewalk repair was planned. Mayor Youmans told her the Village uses CHIPS funds for paving. It will take 2-3 years to accumulate enough funds to do a sizable project.

Paul Baxter mentioned that if passed, the 'minimum maintenance road standard' would enable the Village to adjust the standards for roads.

MEETING ADJOURNED: Mayor Youmans made motion to adjourn at 8:35pm, seconded by Trustee Kite, all in favor, motion carried.

Submitted by: Phyllis Sweeten/Clerk Treasurer 7/19/10

ATTACHMENT 7/13/10

VILLAGE OF CLEVELAND PROCUREMENT POLICY

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103.

Every Village officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Village departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase.

Guideline 2. All purchases of (a) supplies or equipment that will exceed \$10,000 in the fiscal year, or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML §103.

Guideline 3. Procedure For Purchase Of Supplies And Equipment Not Subject To Competitive Bidding.

All estimated purchase of supplies or equipment:

- (a) Less than \$10,000 but greater than \$3,000 require a written request for proposal (RFP) and written quotes from 3 vendors.
- (b) Less than \$3,000 but greater than \$1,000 require an oral request for the goods and an oral quotes from 2 vendors. The recipient shall document said oral quotes.
- (c) Less than \$1,000 but greater than \$250 are left to the judgment and discretion of the Purchaser.

Guideline 4. Procedure For Award of Public Works Contracts Not Subject To Competitive Bidding.

All estimated public works contracts of:

- (a) Less than \$35,000 but greater than \$10,000 require a written request for proposal (RFP) and written quotes from 3 contractors.
- (b) Less than \$10,000 but greater than \$3,000 require a written proposal from 2 contractors.
- (c) Less than \$3,000 but greater than \$500 are left to the judgment and discretion of the Purchaser.

Guideline 5. Documentation of all oral and written RFP's and quotes.

All written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral quotes offered.

Guideline 6. Selection of the lowest responsible proposal or quote.

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest 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 judgment shall also be documented and filed with the records supporting the procurement.

Guideline 7. Good Faith Effort for Compliance.

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 shall document the attempts made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 8. Exceptions.

Except when directed by the Village Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies or unforeseen occurrences affecting public buildings, public property or the life, health, safety or property of inhabitants of the Village that requires immediate action;
- (c) Sole source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped pursuant to NY State Finance Law §162 as reauthorized by Chapter 95 of the Laws of 2000;
- (e) Goods purchased from correctional facilities pursuant to NY State Finance Law §162 as reauthorized by Chapter 95 of the Laws of 2000;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased for less than \$250;
- (h) Public Works contracts for less than \$500; and
- (i) Recycled goods purchased pursuant to current State policy.

Guideline 9. Purchasing Agent

The Village Board shall serve as the purchasing agent pursuant to, and in accordance with, this policy.

Guideline 10. Documentation of Compliance.

All information generated and gathered in complying with the procedures of these Guidelines, including but not limited to RFP, oral proposals or bids, basis for rejection of bids or proposals, and vendor lists, shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract. The documentation shall be forwarded to the Village Clerk for central filing and retention in accordance with the then current mandated records retention schedule.

Guideline 11. Review and Distribution.

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

This policy shall be distributed, by the Village Clerk, after adoption and after each annual review to all department heads and other employees of the Village authorized to make any purchases hereunder.