

December 12, 2016

Board of Trustees

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Proceedings by Authority

State of New York  
Village of Celoron  
Community Center

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A regular meeting of the Board of Trustees of the Village of Celoron, New York was held on Monday, December 12, 2016 at 6:00 P.M.

Members Present: Mayor Schrecengost, Trustees Keeney, Moss, Shanahan and Young

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, MMC/CMFO, Village Attorney John D. Vanstrom and seven members of the public

Mayor Schrecengost called the meeting to order, asked the Clerk to call the roll and led the Pledge of Allegiance.

**MAYOR'S COMMENTS:**

# PROCLAMATION

- WHEREAS a Village is a community of people, and
  - WHEREAS people are the lifeblood of a community, and
  - WHEREAS the success of a community can be measured by the service of its residents, and
  - WHEREAS service to one's community is an admirable quality, and
  - WHEREAS Norman L. Mattison has faithfully served as a Village of Celoron Trustee for over twelve and a half years, and
  - WHEREAS Norman L. Mattison served on numerous Board Committees and accepted the additional responsibilities of Deputy Mayor, and
  - WHEREAS Norman L. Mattison unselfishly volunteered his time and talents on numerous projects to improve our Village, which included lighting up the park for the holidays, setting up and participating in various ceremonies and celebrations, and
  - WHEREAS the Board of Trustees of the Village of Celoron unanimously wishes to acknowledge community service to the Village of Celoron by certain individuals,
- NOW, THEREFORE, I, Scott D. Schrecengost, Mayor of the Village of Celoron, do hereby recognize the years of community service to the Village of Celoron by

**NORMAN L. MATTISON**

December 12, 2016

In Witness Whereof, I have hereunto set my hand and caused the seal of the Village of Celoron to be affixed on this 12<sup>th</sup> day of December, 2016.

Scott D. Schrecengost  
Mayor

**OPPORTUNITY FOR PUBLIC COMMENT:**

Norm Mattison thanked the Board for the proclamation.

**APPROVAL OF MINUTES:**

Trustee Shanahan motioned, seconded by Trustee Young to approve the minutes of the Reorganizational Meeting of December 5, 2016.

Carried: 5 ayes

**COMMITTEE REPORTS**

**PUBLIC SAFETY** – In Trustee Shanahan and the Board reviewed the report from the Code Enforcement Officer. Attorney Vanstrom advised that he had not received any correspondence regarding 24 E. 10<sup>th</sup> Street and the time has expired for a reply.

**ANIMAL CONTROL** – Trustee Young – none

**PARKS** – Trustee Young and the Board reviewed two quotes for a Preliminary Architectural Feasibility Report for the construction of a new facilities building.

Trustee Shanahan moved, seconded by Trustee Keeney to accept the proposal received from Clark Patterson Lee in the amount of \$1,500.00 for the report. This was the lowest proposal received.

Carried: 5 ayes

Mayor Schrecengost noted that the Village has received a \$354,220 CFA grant for the boardwalk project.

**HIGHWAY AND EQUIPMENT** – Trustee Moss – none

**PLANNING** – Trustee Shanahan – none

**SANITATION** – Trustee Moss – none

**CORRESPONDENCE** – Clerk Sanfilippo reviewed the following correspondence:

1. NYCOM correspondence regarding legislation acted on by the Governor
2. Thank you from Betty Bachelor and Sally Hagg for the Holiday Dinner

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #13 in the amount of \$12,904.40, check #3175 thru 3193, dated December 1-12, 2016.

Trustee Shanahan moved, seconded by Trustee Young to approve payment of the abstract.

Carried: 5 ayes

The Board reviewed the fee schedule and made no changes.

The Board reviewed the following Procurement Policy:

**PROCUREMENT POLICY FOR THE VILLAGE OF CELORON, NEW YORK**

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 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 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 second-hand purchases from another governmental entity.

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.

2. All goods and services will be secured by use of written requests for proposals, written 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 \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to State Finance Law Section 175-b; goods purchased from correctional institutions pursuant to Correction Law Section 186; purchases under State contracts pursuant to General Municipal Law Section 104; purchases under County contracts pursuant to General Municipal Law Section 103(3); or purchases pursuant 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:

<u>ESTIMATED AMOUNT OF PURCHASE CONTRACT</u>	<u>METHOD</u>
Under \$500	None
\$500 - \$4,999	Two (2) Verbal Quotes
\$5,000 - \$19,999	Three (3) Written/Fax Quotes or written
RFPs	

ESTIMATED AMOUNT OF

PUBLIC WORKS CONTRACT

METHOD

Under \$1,000	None
\$1,000 - \$2,999	Two (2) Verbal Quotes
\$3,000 - \$9,999	Two (2) Written/Fax Quotes
\$10,000 - \$34,999	Three (3) Written/Fax Quotes or Written
RFPs	

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.

4. Document is required of each action taken in connection with each procurement.

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

6. Pursuant to General Municipal Law Section 104-b(2)(g), 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 Celoron, New York to solicit alternate proposals or quotations or document the basis for not accepting the lowest proposal:

a. Professional 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 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 be limited to the following: services of an attorney, services of a physician; 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 of 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 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 \$500.00. 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 interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

e. Service contracts entered into through the New York State Office of General Services. In these instances, the State has already investigated and secured the lowest possible price for the municipality.

7. This policy shall go into effect December 3, 2013 and will be reviewed annually thereafter.

Trustee Young moved, seconded by Trustee Moss to approve the Procurement Policy as written.

Carried: 5 ayes

AUDIT – Trustee Moss – none

INSURANCE – Trustee Young and the Board discussed a decision of Selective Insurance to settle a claim with Ashford Management without the knowledge of the Village.

BUILDING – Trustee Moss– none

RECREATION – Trustee Keeney – none

SPECIAL EVENTS – Trustee Keeney advised that both the Seniors Living Alone Dinner and the Children's Christmas Party were a success.

ZONING – Trustee Shanahan – none

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **MAYOR'S COMMENTS:**

Mayor Schrecengost stated that he was going to miss Norm Mattison, but we know where to find him.

### **OPPORTUNITY FOR PUBLIC COMMENT:**

Norm Mattison thanked the people of Celoron for voting for him over the years and stated that he hoped he had paid them back for their support.

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Trustee Young motioned to adjourn the meeting. Trustee Moss seconded the motion.

Carried: 5 ayes

The meeting was adjourned at 6:29 p.m.

Shirley A. Sanfilippo, MMC/CMFO  
Village Clerk-Treasurer