

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON JUNE 30, 2012 AT 105 BROADWAY, SALTAIRE, NEW YORK.

Mayor Cox called the Board of Trustees meeting to order at 9:05 a.m. and the following were in attendance:

Robert Lynn Cox III, Mayor  
John A. Zaccaro Jr, Trustee  
Alexander K. Chefetz, Trustee  
Hugh A. O'Brien, Trustee  
Frank Wolf, Trustee  
Joseph Harry Baker, Counselor to the Board  
Mario Posillico, Administrator & Clerk  
Donna Lyudmer, Treasurer  
Joseph Prokop, Village Attorney  
Dennis Foley, Chief of Security  
And approximately 35 other attendees

PLEDGE OF ALLEGIANCE

Mayor Cox led the Board and all attendees in the Pledge of Allegiance to the flag of the United States.

APPROVAL OF MINUTES

Draft copies of the minutes of the meeting of May 28, 2012, having been previously presented to the Board and posted in draft form on the Village web site, were presented for adoption. After discussion, and all having a chance to be heard, Trustee O'Brien made a motion to adopt the minutes as presented, which was seconded by Trustee Wolf and on call without objection was unanimously approved.

ABSTRACT AUDIT

Mayor Cox stated that the following Abstracts were presented for approval by the Village Administrator and the Village Treasurer:

Trust & Agency No. 1A in the amount of	\$8,000.00
General Checking No. 1A in the amount of	\$207,014.57

After discussion and opportunity for questions, Trustee O'Brien made a motion that Trust & Agency Abstract 1A be approved as presented and that the Mayor be authorized to execute the warrants. Trustee Chefetz seconded the motion and on call without objection it was unanimously approved. After further discussion and opportunity for questions, O'Brien made a motion that General Checking Abstract 1A be approved as presented and that the Mayor be authorized to execute the warrants. Trustee Wolf seconded the motion and on call without objection it was unanimously approved.

## OLD BUSINESS

### POTENTIAL AGREEMENT WITH SUFFOLK COUNTY WATER AUTHORITY

Mayor Cox reported that the contract between the Village and the Suffolk County Water Authority (SCWA) has been delayed somewhat since the new C.E.O. of SCWA wants to review the parameters of the agreement, and has requested their engineers to investigate the possibility of tunneling the new main under the existing concrete of Lighthouse Promenade as opposed to reconstructing a new concrete walkway. Their engineers' initial analysis shows this new method to be a very expensive proposition, but SCWA still wants to develop it through a public bid process, as an alternate method for final cost comparison. The Mayor stated this delay puts pressure on an already very tight construction window, and may result in delay of the project start until the following year. He also stated that if the SCWA changes the parameters of the agreement, it will require new contract language and new approval from the Board.

### APPLICATION TO REALLOCATE COVENANTS & RESTRICTIONS – 306 NEPTUNE

Salvatore Zizza, the owner of 306 Neptune had requested at a public hearing on March 1 the removal and transfer of deeded non-development covenants that exist on a portion of his property, specifically Lot numbers 1945 & 1946 in Block 56 of the Map of the Village of Saltaire, to another portion of his property, specifically Lot numbers 1949 and 1950 in Block 56 of the map of the Village of Saltaire. Nicholas Petschek, representing Mr. Zizza, stated that the purpose of the request was to allow Mr. Zizza to repost and relocate his existing structure northward, forty feet further away from the dune-line, and that the total square footage of land with non-development restrictions will remain the same after as before the transfer. He further stated that Mr. Zizza is not requesting any relief from the zoning ordinances, and that any future development will adhere to the zoning regulations in place at the time of construction. After discussion amongst the members of the Board and those in attendance, Mayor Cox stated, and so advised the applicant, that he felt that before the Board could make a final determination on the request being made, it needed to see the full extent of the project scope and design so that the Board and the adjacent neighbors have a more complete sense of the impact to the surrounding area, and that any approval granted would be conditioned upon the Village being held harmless by the applicant, along with other conditions that would protect the Village and the neighbors.

### CELL TOWERS

Mayor Cox reported that the Board, as it has periodically over the past 15 years, is investigating the possibility of leasing municipal space in the Village for the installation of a cell tower. He stated that the currently proposed 50-foot tower would bring in approximately \$30,000 annually while significantly improving cell coverage in the Village, but that past investigations have always resulted in decisions to forgo these benefits due to aesthetic and health concerns. After discussion amongst the Board and from those in attendance, and all having a chance to be heard, Mayor Cox stated that the issue would be tabled for future discussion if and when one of the Board members wishes to pursue the concept further.

## SOLAR PANELS & MARINA FEE STRUCTURE

Mayor Cox reported that Trustee Zaccaro will be investigating the possibility of installing solar panels on certain Village buildings in an effort to reduce the Village's overall electric costs, and also the concept of a new more simplified fee structure for boats leasing space in the Saltaire Marina.

## NEW BUSINESS

### RETENTION OF VILLAGE AUDITORS

Mayor Cox reported that Village conducted a Request for Proposal process for Village auditing and financial reporting services, the results of which are listed below:

Cullen & Danowski	\$25,000
Albrecht, Viggiano, Zureck & Co	\$32,000
Sheehan & Co.	\$34,000

Mayor Cox reported that Sheehan & Co. had been the Village auditors for a number of years, and that the Village was very satisfied with the service they provided, but also that Cullen & Danowski comes very highly recommended and performs similar service for a number of other municipalities in Suffolk County. After discussion amongst the Board and those in attendance, and all having chance to be heard, Trustee Wolf made a motion to authorize the Village Treasurer to engage the firm of Cullen & Danowski for the audit of the Village, the Fire Company and the Village Justice Court for the 2011/12 fiscal year pursuant to the terms of the proposal documents. The motion was seconded by Trustee O'Brien, and on call without objection, the motion was unanimously so approved.

### APPOINTMENT OF VILLAGE OFFICIALS

Trustee Zaccaro made the following motion:

WHEREAS the Honorable Robert Cox III as the Mayor of the Incorporated Village of Saltaire has made certain appointments of Village Officials, Commissioners, Board Members and other appointed officers of the Village, and;

WHEREAS at the annual organizational meeting of the Village conducted on June 30, 2012 these appointments duly came before the Board of Trustees for approval, and the Board duly approved those appointments, it is therefore;

RESOLVED that the appointments of Village Officials, Officers, Commissioners, Board Members and other appointed officers of the Village are hereby approved as follows:

ADMINISTRATOR & CLERK	Mario Posillico
TREASURER	Donna Lyudmer
COUNSELOR TO THE BOARD	Harry Baker
TAX ASSESSOR	Mario Posillico
BUILDING INSPECTOR	Mario Posillico
FIRE COMPANY PRESIDENT	Ted Weinrib
FIRE COMPANY CHIEF	Kevin Gillespie
FIRE MARSHAL	Vacant

VILLAGE HISTORIAN  
REGISTRAR OF VITAL STATISTICS  
VILLAGE ATTORNEY  
ACTING VILLAGE JUSTICE

Patricia Hennessy  
Liv Hempel  
Joseph Prokop  
Nicholas DiCostanzo  
Hillary Richard  
Linda Cassano  
Mark Geistfeld  
Jim McDonald  
Liv Hempel

PROSECUTORS

COURT CLERK .....

**BOARDS & COMMISSIONS**

BOARD OF APPEALS.....(Chair)	Martin Semel (2013) Jon Lindsey (2015) Scott Rosenblum (2014) Ralph Perlberger (Alternate)
ARCHITECTURAL REVIEW COMM. ....(Chair)	Robert Mayers (2014) Nat Oppenhiemer (2015) Jeff Murphy (2013)
BD. OF ASSESSMENT REVIEW.....(Chair)	Elizabeth Starkey (2010- Holdover) Ann Connolly (2014) Henry Glanternik (2012- Holdover)
PLANNING COMMISSION.....(Chair)	Patricia McElhone (2015) Bob Mason (2015) Steve Kunreuther (2013) Carol Hochman (2014) James McCann (2013) Anna Kovner Meisel (Alternate)
MEDICAL ADVISORY COMM.....(Chair)	J. Ferguson, MD (2015) H. Weinberg, MD (2013) R. Fuchs, MD (2014) Anthony Smith MD (Alternate) Bill Veronese (Alternate)

The motion was seconded by Trustee Chefetz, and on call without objection was unanimously so approved.

**ORGANIZATIONAL MEETING RESOLUTIONS.**

Trustee Zaccaro made a motion to adopt all of the following resolutions that establish certain procedures for Village operations:

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DETERMINING STANDARD WORK DAY**

WHEREAS, The Village is required to establish a standard work day for elected and appointed officials for retirement reporting purposes,

BE IT RESOLVED, that the Village of Saltaire hereby establishes the following as standard work days for elected and appointed officials as shown and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>							
<b>Appointed Officials</b>							
Administrator Clerk Treasurer	Mario Posillico	XXXX	XXXXXXXX	8	6/1/2010-5/31/2012	Y	20
Deputy Clerk Treasurer	Donna Lyudmer	XXXX	XXXXXXXX	8	6/1/2010-5/31/2012	Y	20

**INCORPORATED VILLAGE OF SALTIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DETERMINING COST OF BONDING VILLAGE OFFICERS TO BE A VILLAGE EXPENSE**

WHEREAS certain officers of the Incorporated Village of Saltaire are required by law to be bonded, and;

WHEREAS such bonding is in conjunction with the discharge of their duties as officers of the Village, and;

WHEREAS the Board of Trustees by law may determine that the cost of such bonding is a Village expense, it is therefore;

RESOLVED by the Board of Trustees of the Village of Saltaire that the cost of the bonding and/or insurance required of certain Village officers in conjunction with the discharge of their duties as a Village officer is a Village expense, and that such charge shall be charged to and paid by the Incorporated Village of Saltaire.

**INCORPORATED VILLAGE OF SALTIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE BANKS AND DEPOSITORIES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to designate and approve a bank as the official depositories of the Village for the deposit of Village funds, it is therefore;

RESOLVED that the official banks and depositories of the Incorporated Village of Saltaire shall be the following:

JP Morgan Chase  
Municipal Investors Service Corporation

Subject to the review of appropriate documentation of each bank by the Village Attorney and Treasurer.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING OFFICIAL VILLAGE NEWSPAPER**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to designate and approve a newspaper as the official newspaper of the Village for the posting of public notices of the Village, and other requirements, it is therefore;

RESOLVED that the official newspapers of the Incorporated Village of Saltaire are the Islip Bulletin or Newsday.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
SETTING DATES OF REGULAR MONTHLY MEETINGS AND  
ADOPTING THE RULES OF THE OPEN MEETINGS LAW**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to set the date for regular monthly meetings of the Board of Trustees through the year, unless otherwise designated by the Board and proper public notification is given, and;

WHEREAS the Mayor and Board of Trustees are desirous of adopting the requirements of the open meetings law as set forth in the Public Officers Law, and the other laws of the State of New York, it is therefore;

RESOLVED that the regular meeting date of the Board of Trustees of the Incorporated Village of Saltaire shall be as follows:

June 30, 2012, Broadway, Saltaire

July 27, 2012, Broadway, Saltaire

September 1, 2012, Broadway, Saltaire

October 6, 2012, Broadway, Saltaire

November 3, 2012, Broadway, Saltaire or  
November 7, 2012, New York City

December 8, 2012, Broadway, Saltaire or  
December 12, 2012, New York City

January 26, 2013, Broadway, Saltaire or  
January 30, 2013, New York City

March 2, 2013, Broadway, Saltaire or  
March 6, 2013, New York City

April 6, 2013, Broadway, Saltaire or  
April 10, 2013, New York City

April 27, 2013, Broadway, Saltaire

May 27, 2013, Broadway, Saltaire

unless a proper public notice is otherwise made and given, then the meeting for that month shall be on such other date as may be so set, and it is further;

RESOLVED that the Board of Trustees hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board, and directs the Village Clerk, unless otherwise directed or required, to provide at least seventy-two hours notice via posting on the Village bulletins boards.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ESTABLISHING PROCEDURES FOR THE SETTING  
AND NOTIFICATION OF A SPECIAL MEETING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire desire to establish a procedure for setting special meetings of the Board of Trustees of the Village, it is therefore;

RESOLVED that a special meeting of the Board of Trustees of the Village of Saltaire may be called by either the Mayor or by four Trustees of the Village of Saltaire acting together, and it is further;

RESOLVED that in the event of a special meeting being called, the Mayor and every member of the Board of Trustees shall be informed by telephone or by such other manner permissible by law by either the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting, and posted on the Village notice boards, and if notice cannot be made more than 72 hours in advance of the meeting, such notice shall be given to the local media, and otherwise as in conformance with the Public Officers Law, and the other laws of the State of New York.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING RULES OF ORDER AS THE  
OFFICIAL PROCEDURE OF THE BOARD**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are able to develop or designate rules of procedure and meetings to be applied for the meetings of the Board, and;

WHEREAS the Board of Trustees believes it is in the best interests of the Village to continue to operate under the Rules of Procedure originally adopted on September 5, 1998;

RESOLVED that the Rules of Procedure originally adopted on September 5, 1998 are hereby adopted as the rules of procedure for the Board of Trustees of the Village to the extent that they are not inconsistent with New York State law.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire had on June 30, 2007 adopted an Employee Handbook of Village of Saltaire Employee Handbook, outlining the policies governing employee rights and requirements, and;

WHEREAS the Board of Trustees has seen fit to amend and modify the Employee Handbook from time to time as necessary, it is therefore;

RESOLVED that the Village of Saltaire Employee Handbook as amended and modified as of the date of this resolution shall hereby be adopted as the official Employee Handbook for the Village of Saltaire from hereafter.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZATION TO PAY VILLAGE EMPLOYEES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire had on April 4, 2012 adopted the official budget of the Village of Saltaire for the 2012/13 fiscal year, which includes approval of payroll and salary for employees of the Village for each department of the Village for the fiscal year, and;

WHEREAS the Mayor on April 9, 2012 authorized the Village Treasurer to pay the full time employees of the Village of Saltaire as defined in the Village's Employee Handbook their annual salaries as approved in the adopted budget, or pro-rated for part thereof, on a semi-monthly basis, as so adopted, and;

WHEREAS the adopted budget includes seasonal and part time payroll allocation for each department of the Village, which is determined by the total approved payroll allocation for each department minus the full time salaries allocated to each respective department, and lists the total seasonal and part time payroll for each department or categories of departments, as well as the range of hourly rates of pay for the seasonal and part time employees of those departments, and it is therefore;

RESOLVED that the Village Administrator is hereby authorized to hire all seasonal and part time employees necessary to staff each of the departments of the Village for the 2012/13 fiscal year up to the total levels so budgeted for each department and to compensate them within the hourly rate ranges approved for each department, and further that he has discretion to specify the hourly rate for each employee or category of employee within the approved range in order to recruit, retain and reward employees for maximum production all in the best interests of the Village.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE INVESTMENT POLICY**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate certain policy and procedures regarding the investment and deposit of Village funds, and the management of that money, and;

WHEREAS the Village of Saltaire has previously adopted an investment policy, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following investment policy:

- 1) The objectives of the investment policy of the Village of Saltaire are:
  - a) To invest only in instruments legally permissible for municipalities.
  - b) To minimize risk so as to preserve principal and maintain a stable asset value
  - c) To manage portfolio to ensure that cash will be available as required to finance operations
  - d) To maximize current income to the degree consistent with legality, safety and liquidity.

- 2) In accordance with this policy, the Village Treasurer is hereby authorized to invest all funds, including proceeds of obligations and reserve funds, in:
  - a) Certificates of deposit issued by a bank or trust company authorized to do business in New York State.
  - b) Time deposit accounts in a bank or trust company authorized to do business in New York State.
  - c) Obligations of New York State.
  - d) Obligations of the United States Government.
  - e) Repurchase agreements involving the purchase and sale of direct obligations of the United States.
- 3) All funds may be invested in:
  - a) Obligations of agencies of the federal government, if principal and interest is guaranteed by the United States.
- 4) No other Village of Saltaire officials have the authority to receive money in their official capacity.
- 5) All investments made pursuant to this investment policy shall comply with the following conditions:
  - a) Collateral.
    - (1) Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments, or a combination of same. Collateral shall be delivered to the Village of Saltaire or a custodial bank with which the Village of Saltaire has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.
    - (2) Securities purchased through a repurchase agreement shall be valued to market at least weekly.
    - (3) Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.
  - b) Delivery of securities.
    - (1) Repurchase agreements. Every repurchase agreement shall provide for payment to the seller only upon the seller's delivery of obligations of the United States to the custodial bank designated by the Village of Saltaire or, in the case of a book-entry transaction, when the obligations of the United States are credited to the custodian's Federal Reserve Bank account. The seller shall not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The custodial bank shall confirm all transactions in writing to ensure that the Village of Saltaire's ownership of the securities is properly reflected on the records of the custodial bank.
    - (2) Payment shall be made by or on behalf of the Village of Saltaire for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposit and other purchased securities upon the delivery thereof to the custodial bank or, in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System account. All transactions shall be confirmed in writing.
    - (3) Written contracts. Written contracts are required for repurchase agreements, certificates of deposit and custodial undertakings. With respect to the purchase of obligations of the United States, New York State or other governmental entities, etc., in which moneys may be invested, the interests of the Village of Saltaire will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Village of Saltaire or custodian or, in case of book-entry transactions, on the crediting of purchased securities to the custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Village of Saltaire. It is, therefore, the policy of the Village of Saltaire to require written contracts as follows:
      - (a) Written contracts shall be required for all repurchase agreements. Only creditworthy banks and primary reporting dealers shall be qualified to enter into a repurchase agreement with the Village of Saltaire. The written contract shall provide that only obligations of the United States may be purchased, and the Village of Saltaire shall make payment upon delivery of the securities or appropriate book-entry of the purchased securities. No specific repurchase agreement has been executed between the Village of Saltaire and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement shall not exceed 30 days.
      - (b) Written contracts shall be required for the purchase of all certificates of deposit over \$100,000.

6) Financial strength of institutions

- a) All trading partners must be creditworthy. Their financial statements must be reviewed at least annually by the Treasurer to determine satisfactory financial strength, or the Treasurer may use credit-rating agencies to determine creditworthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule is not to place more than \$2,000,000 in overnight investments with any one institution.
- b) Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Treasurer to determine satisfactory financial strength.
- c) When purchasing eligible securities, the seller shall be required to deliver the securities to our custodial bank.
- d) Repurchase agreements shall be entered into only with banks or trust companies or registered and primary reporting dealers in government securities. Sound credit judgments must be made with respect to trading partners in repurchase agreements. It is not assumed that inclusion on a list of the federal reserve is automatically adequate evidence of creditworthiness.
- e) Repurchase agreements should not be entered into with undercapitalized trading firms.
- f) A margin of 5% or higher of the market value of purchased securities in repurchase agreements must be maintained.

7) Operations, audit and reporting.

- a) The Treasurer or the deputy Treasurer shall authorize the purchase and sale of all securities and execute contracts for repurchase agreements and certificates of deposit on behalf of the Village of Saltaire. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Village of Saltaire shall pay for purchased securities upon the delivery or book-entry thereof.
- b) The Village of Saltaire will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.
- c) At the time New York State auditors conduct the an audit of the accounts and financial affairs of the Village of Saltaire, the New York State auditors shall audit the investments of the Village of Saltaire for compliance with the provisions of these investment guidelines.
- d) Within 60 days of the end of each of the first three quarters of the fiscal year, the Village treasurer shall prepare and submit to the Board of Trustees of the Village of Saltaire a quarterly investment report which indicates new investments, the inventory of existing investments and such other matters as the Treasurer deems appropriate.
- e) Within 120 days of the end of the fiscal year, the Village treasurer officer shall prepare and submit to the Board of Trustees of the Village of Saltaire an annual investment report; recommendations for change in these investment guidelines; the results of the annual New York State audit, if available; the investment income record; a list of total fees, commissions or other charges, if any, paid to the custodial bank; and such other matters as the Treasurer deems appropriate.
- f) At least annually, and, if practicable, at the annual organization meeting of the Board of Trustees of the Village of Saltaire, the Board of Trustees shall review and amend, if necessary, these investment guidelines.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
ADOPTING THE VILLAGE PROCUREMENT POLICY**

WHEREAS, General Municipal Law 104-b 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 publicly bid, and

WHEREAS the Village of Saltaire had previously adopted a procurement policy for the Village, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF SALTAIRE

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 General Municipal Law §103: 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.

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

Estimated Amount of Purchase Contract	Method
\$1,500 - \$7,499	2 verbal quotes
\$7,500 - \$19,999	3 written/fax quotes or written request for proposals

Estimated Amount of Public Works Contract	Method
\$1,500 - \$7,499	2 verbal quotes
\$7,500 - \$12,499	2 written/fax quotations
\$12,500 - \$29,999	3 written/fax quotes or written request for proposals

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. Documentation 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 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.

6. Pursuant to General Municipal Law 104-b(2)(f), 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 Village of Saltaire 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, 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 Purchaser 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; services of a state licensed trade with special knowledge or training, 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. Do 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 of Saltaire 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 \$1,500. 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 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 upon adoption, will be reviewed annually, and will remain in effect until otherwise modified and adopted.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
DESIGNATING VILLAGE AUDITORS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to retain the services of a public accounting firm to serve in the capacity as the auditors of the Village, and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are desirous of retaining the services of Cullen & Danowski as the auditors of the Village of Saltaire for the 2011/12 fiscal year, it is therefore;

RESOLVED that Cullen & Danowski is hereby appointed as the Village Auditors of the Village of Saltaire, subject to further agreement of engagement to be submitted by that firm for review.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING PAYMENT OF CERTAIN CLAIMS PRIOR TO AUDIT**

WHEREAS, the Mayor and the Board of Trustees of the Incorporated Village of Saltaire have determined that upon occasion it may be necessary that the Village pay claims or invoices of third parties prior to the next available audit by the Board of Trustees of such claims or invoices when the failure to timely pay such claims or invoices would result in cancellation or interruption of service, excessive interest charges, or other penalties to the Village or when such claims or services are rendered on an emergency basis and require immediate payment (collectively, the "Pre-Audited Payments");

RESOLVED, that the Village Treasurer or the Village Clerk each is hereby authorized to make Pre-Audited Payments of claims and invoices that, in the determination of the Village Treasurer, if not promptly paid prior to the next available audit by the Board of Trustees would be detrimental to the Village, provided that as of the time of payment the Village Treasurer gives written notification to the Mayor and the Board of Trustees of the payment,

including the name of the payee, the amount paid, the nature of the claim or matter invoiced, and the reason why the payment was a Pre-Audited Payment.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING OFFICERS AND EMPLOYEES OF THE  
VILLAGE TO ATTEND CONFERENCES AND SEMINARS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of Saltaire from time to time attend conferences and seminars of public employees and officials for educational and training and other similar purposes and that upon prior approval that they may be reimbursed for some or all of their reasonable expenses incurred, it is therefore;

RESOLVED that the officers, employees and advisors of the Village of Saltaire may after prior approval by the Board of Trustees attend conferences and seminars of public employees and officials for the purpose of education and training and other related purposes, and be reimbursed for part or all of their reasonable expenses incurred provided that their attendance and the expenses are approved by the Board of Trustees.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
RESIDENCY REQUIREMENTS FOR KEY EMPLOYEES**

WHEREAS, the Village of Saltaire is located on Fire Island, a barrier island which is geographically separated from the mainland of Long Island and to which vehicle access is severely limited by federal and local regulations, and to which ferry service is severely limited or nonexistent between the months of September through May each year; and,

WHEREAS, the Village of Saltaire is primarily a summer community, consisting mostly of residents whose homes are not winterized and are closed up for most of the calendar year, and of only a small number of residents who reside in the Village on a year-round basis; and

WHEREAS, the Board of Trustees has determined that it is necessary to require certain key employees to reside in the Village or to continue to reside in the Village as previously required by prior Boards in order to provide a necessary or desired level of service to both the summer and year-round community, to oversee and maintain the public infrastructure, and to guard and protect private and public property on a continuing basis; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby require the following employees as a condition or continuing condition of employment to reside or to continue to reside in the Village of Saltaire, allowing for short periods of lapses in residency for personal reasons upon notification of supervisor, for the duration of their employment whether seasonal or annual, or until such time that employment ends or a determination is made by the Board of Trustees by separate resolution that residency is no longer required for any or all employees, and designates and offers the following Village properties for occupancy by the specified employees shown, and his or her family if applicable, in order to fulfill such requirement of residency, according to the terms of the housing license required to be executed by the employee and filed with the Village Clerk:

Mario Posillico	Annual	109 Neptune Walk
Vernon Henriksen	Annual	103 Neptune Walk
Dennis Foley	Annual	104B Neptune Walk
James Wilde	Annual	5B Pomander Walk
Ted & Jen Nagengast	Seasonal	2 Pomander
Richard Wilde	Seasonal	5A Pomander Walk and/or 107 Neptune

Dr. Furey or covering doctor  
Rotating Paramedics

Seasonal  
Seasonal

100 Neptune Walk  
106 Neptune

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
VILLAGE OFFICIAL & EMPLOYEE TRANSPORTATION POLICY**

WHEREAS, the Board of Trustees of the Village of Saltaire hereby determines that, it is necessary, in order for the Village to recruit and retain qualified employees on both a seasonal and year-round basis and to ensure their reliable access to the village at all times when their services are required, to facilitate transportation into and out of the Village of Saltaire for certain categories of employment, and

WHEREAS, the transportation process shall include ferry and water taxi transportation, vehicle access, and parking in the Village-owned Bay Shore parking lot and Robert Moses State Park parking field number 5, and

WHEREAS, the Village Administrator shall upon request of the Board present to the Board a list of the specific employees or other Village officials affected by one or more aspects of this policy together with the designated modes of transportation indicated therein.

WHEREAS the Village of Saltaire has previously adopted an transportation policy, which is reviewed annually, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following transportation policy:

**VEHICLE ACCESS**

Maintenance Department Vehicles

The Board of Trustees further hereby determine that it is in the best interest of the Village of Saltaire for members of the Village Maintenance department that shall be determined by the Board of Trustees to be provided with the use of a Village vehicle for purposes of traveling to and from the Village during normal business hours and to fulfill the requirements of his job beyond normal business hours, in order that the selected employee may respond to work-related emergencies as they may arise, to provide delivery services as are determined to be necessary for the effective operation of the Village, and to provide transportation into the workplace to other members of the Maintenance staff as can be accommodated safely and legally in the vehicle. Such designated Maintenance employee shall not allow the use of the vehicle by any other person other than a properly licensed Village employee in the course of Village business. A report of the use of the vehicle shall be supplied as requested by the Board of Trustee or the Village Administrator. The use of the vehicle and the policy and procedures may be unilaterally terminated or modified without notice by the Board of Trustees.

Security Department Vehicle

The Board of Trustees further hereby determines that it is in the best interest of the Village of Saltaire that the Security patrol vehicle be used, upon direction of the Village Administrator to transport into and out of the Village, Members of the Board of Trustees engaged in the performance of the duties of their offices where ferry service is either unavailable or impracticable for the tasks being performed, appointed members of Village Boards or Commissions engaged in the performance of the duties of their offices where ferry service is either unavailable or impracticable for the tasks being performed, Security staff for shift changes when it has been determined by the Village Administrator that such vehicle transportation is necessary for the effective operation of the department, and other department staff, or vendors, repairmen, professionals, etc., when it has been determined by the Village Administrator that such vehicle transportation is necessary for the effective operation of the Village.

Resident Employee Vehicles

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to maintain a core of necessary employees who maintain residences in Saltaire or one of the surrounding communities. Therefore, all full time employees of the Village of Saltaire, as defined in the Village of Saltaire Employee handbook, who

maintain permanent residency in Saltaire or one of the surrounding communities, shall be required to obtain a Village of Saltaire vehicle permit but shall not be required to remit the fee associated with that permit. Further, all such employees shall be reimbursed the requisite vehicle permit fees charged by the Town of Islip and Fire Island National Seashore, upon submission of proof of payment of such fees.

## FERRY TRANSPORTATION

### Employees

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to provide ferry transportation in the form of roundtrip ferry access (when not otherwise provided) to the following classifications of employees: Village Office staff, Post Office staff, Medical Office staff, Security staff, Maintenance staff, Lifeguard staff, Recreation Administration (including the Recreation Director, Camp Director, Art Director, Nature Director, and Group Leaders, but not including youth counselors) in order to facilitate access to the Village for their employment. Ferry transportation for such qualified employees will be provided through the use of discount ferry tickets distributed by the respective department heads.

### Resident Employees

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to maintain a core of necessary employees who maintain permanent and/or seasonal residences in Saltaire. The Board may, at its discretion, allocate some number of the employee ferry passes that are made available through contractual obligation with Fire Island Ferries, Inc., to those seasonal or permanent resident employees and their families as an inducement to maintain both required and voluntary residency and to meet the Village's needs and obligations.

## WATER TAXI TRANSPORTATION

The Board of Trustees hereby further determines that water taxi transportation for employment is not warranted under routine circumstances, however, that Water Taxi transportation in the case of a work emergency may be provided by or reimbursed by the Village of Saltaire, provided such transportation shall have the approval of the Village Administrator or department head.

## PARKING

### Robert Moses Field 5

Upon determination of the Village Administrator that it is beneficial to the operation of the Village or results in a cost savings, parking privileges may be provided in Robert Moses Field 5 for the following classes of employees: Lifeguard Staff, Recreation Administration (including the Recreation Director, Camp Director, Art Director, Nature Director, and Group Leader, but not including youth counselors.) who may choose to walk or bike into and out of the Village from that location rather than use ferry or vehicle transportation.

The Village of Saltaire shall meet this obligation only through the reimbursement to the qualified employee of the requisite fee for the purchase of an annual parking pass, upon submission of proof of payment of such fee.

### Bay Shore Parking Lots

The Board of Trustees hereby further determines that it is in the best interest of the Village of Saltaire to provide parking privileges at the Village-owned parking lot at its Bay Shore ferry terminal, to certain key seasonal or year-round employees, the allocation of which shall be made on an annual basis from the employee parking spaces that are made available by the contractual obligation of Fire Island Terminal, Inc. The Village Administrator in consultation with the Board of Trustees shall make such annual determination based upon a number of factors, including but not limited to operational efficiency and maintaining key employees in required or voluntary residency.

**INCORPORATED VILLAGE OF SALTIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING AND SETTING RATE OF MILEAGE  
REIMBURSEMENT FOR VILLAGE OFFICERS AND EMPLOYEES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire have determined that it is in the best interests of the Village and its residents that officers and employees of the Village of Saltaire be reimbursed for the reasonable cost of the use of their personal vehicles for Village purposes, and that a standard for the rate of this reimbursement be adopted by the Village, it is therefore;

RESOLVED that the Village of Saltaire will reimburse the officers and employees for the reasonable cost of the use of their personal vehicles for village purposes on the submission of a written request and documentation of same, and that the rate of reimbursement shall be the then posted rate as set by the Internal Revenue Service at the time of the use.

**INCORPORATED VILLAGE OF SALTAIRE  
RESOLUTION OF THE BOARD OF TRUSTEES  
AUTHORIZING CAPITALIZATION & DEPRECIATION SCHEDULES**

CAPITALIZATION SCHEDULES

<u>Item</u>	<u>Tracking &amp; Inventory</u>	<u>Capitalization &amp; Depreciation</u>
Land	\$1	Capitalize Only
Land Improvements	\$1	Capitalize Only
Building	\$1	\$25,000
Building Improvements	\$1	\$50,000
Machinery & Equipment	\$1,000	\$5,000
Vehicles	\$1,000	\$5,000
Infrastructure	\$1	Capitalize Only

DEPRECIATION SCHEDULES

<u>Items</u>	<u>Years</u>	<u>Method</u>
Automobiles	3	Straight Line
Office Equipment	3	Straight Line
Other Equipment	7	Straight Line
Fire Trucks	10	Straight Line
Incineration	25	Straight Line
Boardwalks	25	Straight Line
Cement Walks/Asphalt	30	Straight Line
Water System	30	Straight Line
Docks/Bulkhead/Marina	40	Straight Line
Buildings	40	Straight Line

The motion was seconded by Trustee Chefetz, and on call without objection was unanimously so approved.

**RESOLUTION AUTHORIZING COURT ACTION TO COLLECT TAX ARREARS**

Trustee Chefetz made the following motion:

RESOLVED that the Board of Trustees of the Village of Saltaire hereby authorizes Village Attorney Joseph W. Prokop, Esq. to commence an action to collect real property tax arrears that are outstanding from the 2010/11 and the 2011/12 tax years, and all tax years in the future that may become delinquent prior to the resolution of the action.

The motion was seconded by Trustee O'Brien, and on call without objection it was unanimously so approved.

#### TRUSTEE ASSIGNMENTS

Mayor Cox reported the following Trustee oversight and reporting responsibilities for the 2012/13 fiscal year:

TRUSTEE JOHN ZACCARO, JR.  
Public Works

TRUSTEE ALEXANDER K. CHEFETZ  
Finance, Recreation, Lifeguards

TRUSTEE HUGH O'BRIEN (2013)  
Public Health, Village Code and Ordinances

TRUSTEE FRANK WOLF (2014)  
Security, Fire, Insurance

#### TRUSTEE REPORTS

Each Trustee provided a report on his area of responsibility.

#### ADJOURN INTO EXECUTIVE SESSION

After the Board received and responded to questions from those in attendance, Trustee Chefetz made a motion that the Board adjourn into Executive Session to discuss litigation strategy, contract and personnel issues. The motion was seconded by Trustee O'Brien and on call without objection was so approved at 11:48 a.m.

#### RE-ADJOURNMENT INTO PUBLIC SESSION

Trustee Zaccaro made a motion to re-adjourn into public session at 12:40 p.m. The motion was seconded by Trustee Chefetz, and on call without objection was unanimously so approved. The public meeting was called back into session by Mayor Cox at 12:40 p.m. and the following were in attendance:

Robert Lynn Cox III, Mayor  
John A. Zaccaro Jr, Trustee  
Alexander K. Chefetz, Trustee  
Hugh A. O'Brien, Trustee

Frank Wolf, Trustee  
Mario Posillico, Administrator & Clerk  
Joseph Prokop, Village Attorney  
And other attendees

#### VILLAGE FIREWORKS

Trustee Zaccaro stated that he would like to see if he can organize private donations for a Village fireworks show to cap off the Saltaire Bayfront Picnic on August 4, 2012. After discussion, the Board members agreed that such an event, privately funded, would add to the public enjoyment of the day, and authorized Trustee Zaccaro to see if it is feasible.

#### NEXT BOARD MEETING & CLOSE OF MEETING

After all having had a chance to be heard, and there being no further business before the Board, Trustee Zaccaro made a motion to close the meeting, with the next meeting to be held on July 27, 2012, at 6:30 p.m. at 103 or 105 Broadway, Saltaire, New York. The motion was seconded by Trustee Chefetz, and on call without objection it was unanimously so approved to close the meeting at 12:45 p.m.