

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
SETTING THE DATE OF THE 2018 ORGANIZATIONAL MEETING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are empowered to set the date of the 2018 organizational meeting of the Village of Saltaire, it is therefore;

RESOLVED that the 2018 Organizational Meeting of the Village of Saltaire shall be held on June 30, 2018, at 9:00 a.m.

**INCORPORATED VILLAGE OF SALTAIRE
APPROVING APPOINTMENTS OF VILLAGE OFFICIALS**

WHEREAS the Honorable John A. Zaccaro Jr. 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, 2018 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:

DEPUTY MAYOR.....	Hillary Richard
ADMINISTRATOR & CLERK	Mario Posillico
TREASURER	Donna Lyudmer
COUNSELOR TO THE BOARD EMERITUS.....	Harry Baker
COUNSELOR TO THE BOARD	Scott Rosenblum
TAX ASSESSOR.....	Mario Posillico
BUILDING INSPECTOR.....	Mario Posillico
VILLAGE ATTORNEY.....	Joseph Prokop
FIRE COMPANY PRESIDENT.....	James McDonald
FIRE CHIEF.....	James Rieger
EMERGENCY MANAGEMENT COORDINATORS	Mario Posillico/Vern Henriksen
PUBLIC WORKS WATER SUPERINTENDENT	Vernon Henriksen
PUBLIC SAFETY CHIEF.....	Bob Rittenhouse
FIRE MARSHAL.....	Joe Russo
WATER SAFETY COORD. & CHIEF LIFEGUARD.....	Richard Wilde
VILLAGE HISTORIAN.....	Patricia Hennessy
CAMP DIRECTOR.....	Keith Miller
LIBRARIAN	Kate Valente
ACTING VILLAGE JUSTICE	Larry Shire
PROSECUTORS	Mark Geistfeld
	Jarrold Bernstein
COURT CLERK	Liv Hempel

BOARDS & COMMISSIONS

BOARD OF FIRE COMMISSIONERS

Board of Trustees

- BOARD OF APPEALS..... (Chair) Jon Lindsey (2021)
Jeffrey Murphy (2019)
Seth Lesser (2020)
Jeannemarie O’Brien (Alternate)

- BD. OF ASSESSMENT REVIEW..... (Chair) Ann Connolly (2020)
Daryn Grossman (2019)
Stanley Karp (2021)
Keith Stein (Alternate)

- PLANNING COMMISSION..... (Chair) Anna Kovner Meisel (2021)
Alexa Ryan (2020)
Carol Cappeletti (2019)
Jim Sconzo (2020)
Sal Zizza (2019)

- ARCHITECTURAL REVIEW COMM. (Chair) Nicolas Oudin (2019)
Catherine Corrigan Woods (2021)
Tim Bruce (2020)

- MEDICAL ADVISORY COMM..... (Chair) Lela Mayers M.D (2021)
Ellen McCabe (2019)
Susan Lipsitz M.D (2020)

**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/M onth (based on Record of Activities)
Elected Officials							
Appointed Officials							
Administrator	Mario Posillico			8	6/1/2018-	Y	20

Clerk		XXXX	XXXXXXXX		5/31/2019		
Treasurer	Donna Lyudmer	XXXX	XXXXXXXX	8	6/1/2018- 5/31/2019	Y	20

**INCORPORATED VILLAGE OF SALTAIRE
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 SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING RETENTION AND DISPOSTION SCHEDULE**

WHEREAS New York State Law requires the retention of certain records for certain lengths of time and recommends the disposition of other records after certain lengths of time, it is therefore:

RESOLVED by the Board of Trustees of the Village of Saltaire that the most current Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, and

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention periods described therein, and;
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

**INCORPORATED VILLAGE OF SALTAIRE
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
NY CLASS

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 newspaper of the Incorporated Village of Saltaire is the Islip Bulletin, with Newsday as an Alternate in cases where publication deadlines cannot be met by using the Islip Bulletin.

**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, 2018, Broadway, Saltaire

August 5, 2018, Broadway, Saltaire

September 1, 2018, Broadway, Saltaire

October 6, 2018, Broadway, Saltaire

November 7, 2018, New York City

December 12, 2018, New York City

January 23, 2019, New York City

February 27, 2019, New York City

March 13, 2019 (BUDGET WORKSHOP)

April 10, 2019, New York City (BUDGET HEARING)

April 27, 2019, Broadway, Saltaire

May 27, 2019, 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 as presented below:

Section 1. REGULAR MEETINGS.

The Board of Trustees shall hold regular meetings monthly to the extent practicable and on dates and times determined by the Board of Trustees.

Section 2. SPECIAL MEETINGS.

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by the Mayor or by four Trustees of the Village of Saltaire acting together upon notice to the entire Board. Notice shall be given by email, telecopier, telephone, in person, or hand delivered, or mailed in writing.

Section 3. QUORUM.

A quorum shall be required to conduct business. A quorum of the five member board of trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Section 4. EXECUTIVE SESSIONS.

Executive sessions shall be held in accordance with the NYS Public Officers Law §105. All executive sessions shall be commenced in a public meeting.

Section 5. AGENDAS.

The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk at least 24 hours before the meeting, however, items may be placed on the agenda at anytime, including during the meeting.

Section 6. VOTING.

Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

Section 7. MINUTES.

Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes may contain a general summary of background but shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so. Minutes shall be approved by the Board and circulated for such approval prior to the next Board meeting. Amendments to the minutes shall require Board approval.

Section 8. ORDER OF BUSINESS.

The order of business shall be:

- Call to order
- Report of officers and committees
- Public comment period after each report as directed by the Mayor
- Ratification of approval of minutes of previous meeting

- Auditing
- Final Public comment period
- Adjournment

The order of business need not be followed if the Mayor determines that it is necessary to deviate.

Section 9. GENERAL RULES OF PROCEDURE.

The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor as so appointed by the Mayor shall preside. The presiding officer may debate, move, vote and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and, if in order, they shall be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and shall require a majority vote.

Section 10. GUIDELINES FOR PUBLIC COMMENT.

- The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as the Mayor shall allow.
- Speakers must give their name and address if so requested by the Mayor.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 2 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per meeting to speak.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Clerk or his designee. Speakers may not read written communications verbatim but should summarize their contents.

Section 11. USE OF RECORDING EQUIPMENT

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner which does not interfere with the meeting. The Mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment, and the ability of the public to still participate in the meeting. If the Mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the Mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

Section 12. ADJOURNMENT.

Meetings shall be adjourned by motion.

Section 13. AMENDMENTS TO THE RULES OF PROCEDURE.

The foregoing procedures may be amended from time to time by a majority vote of the Board.

RESOLVED that the Rules of Procedure 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 10, 2018 adopted the official budget of the Village of Saltaire for the 2018/19 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 10, 2018 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 2018/19 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 AND CASH MANAGEMENT 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 SALTIRE
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 (whenever practical to be followed by email or other written form of confirmation), 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
2,500 - \$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
\$2,500- \$7,499	2 verbal quotes
\$7,500 - \$12,499	2 written/fax quotations
\$12,500 - \$34,999	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. The Village Administrator, at his discretion, may appoint a Selection Team to assist him or her in recommending for approval by the Board of Trustees a firm to provide Professional Services to the Village, whether or not pursuant to a formalized Request for Proposals process for those Services.

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 \$2,500. 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. Conflict of Interest Avoidance: No employee, officer or agent of the Village of Saltaire shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half-brother, or sister;
3. His/her partner; or
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

8. Avoidance of unnecessary or duplicative purchase: The director or supervisor of each department or agency of the Village of Saltaire responsible for procurement of services, supplies, equipment, or construction obtained with Federal, State or Local funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase or lease versus purchase alternatives. When determined appropriate by the director or supervisor, an analysis to determine which approach would be the most economical to be undertaken.

9. Protest Procedures: Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Statement. Any protest against solicitations must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Village Administrator, who may, at his/her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

10. 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 SALTIRE
RESOLUTION OF THE BOARD OF TRUSTEES
DESIGNATING VILLAGE AUDITORS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire is 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 is desirous of retaining the services of Cullen & Danowski as the auditors of the Village of Saltaire for the 2018/19 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
DESIGNATING VILLAGE ENVIRONMENTAL CONSULTANTS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire has found it to be in the best interest of the Village to retain the services of an environmental consulting firm to advise the Village on environmental regulations relevant to the Village and to procure environmental permits as necessary , and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire is desirous of retaining the services of Land Use Environmental Inc. as the environmental consultants of the Village of Saltaire for the 2018/19 fiscal year, it is therefore;

RESOLVED that Land Use Environmental Inc. is hereby appointed as the Environmental Consultants 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
DESIGNATING VILLAGE WALKWAY & DOCK ENGINEER**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire has found it to be in the best interest of the Village to retain the services of an engineering consulting firm to advise the Village on design, engineering and maintenance of the docks, boardwalks and concrete walkways of the Village, and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire is desirous of retaining the services of Gregg Schiavone PE, formerly of RMS Engineering and currently of Bayfront Engineering PLLC, as the engineering consultant to advise the Village on design, engineering and maintenance of the docks, boardwalks and concrete walkways of the Village of Saltaire for the 2018/19 fiscal year and beyond, it is therefore;

RESOLVED that Gregg Schiavone PE is hereby appointed as the dock, concrete and boardwalk (inclusive of adjacent and impacted water mains) engineering consultant of the Village of Saltaire, subject to further agreement of engagement to be submitted by his 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, or otherwise required by previously authorized contract, 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
Bob Rittenhouse	Annual	5B Pomander Walk
James Wilde	Annual	104A Neptune Walk
Matthew Nelson	Annual	106 Neptune Walk
Keith Miller	Seasonal	2 Pomander
Richard Wilde	Seasonal	107 Neptune
Dr. Furey or covering doctor	Seasonal	100 Neptune Walk
Rotating Paramedics	Annual	104B Neptune Walk

**INCORPORATED VILLAGE OF SALTIRE
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 a 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

- A. The Board of Trustees hereby determines 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.
- B. Employees driving Village vehicles may have occasions where an incidental stop is necessary between work-related stops. Such use shall not necessarily be considered a violation of this policy.
- C. No personal items other than incidentals shall be stored in the vehicle. The employee is required to keep the vehicle locked at all times with work-related items stored either in a lock box or trunk during times when the vehicle is not in use. Village employees shall not carry prohibited passengers, materials, or firearms in the vehicle unless required or authorized by Management. Employees shall not allow an unauthorized person to drive a Village vehicle.
- D. Any employee who is authorized to use a Village vehicle pursuant to the conditions set forth above shall not be issued a W-2 form at the end of the calendar year for the use of the vehicle because he or she is required to be available to use the vehicle on a twenty-four hour per day basis as part of his or her job responsibilities in order to be available to the Village.

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. It further determines that there may also be need for staff parking in Bay Shore beyond the limits of the Village-owned parking lot, and therefore the Village Administrator and/or Treasurer is authorized to procure sufficient parking spaces in the municipal lots or in other private locations in the Bay Shore area to meet the Village of Saltaire staffing needs.

**INCORPORATED VILLAGE OF SALTAIRE
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 & Inventory</u>	<u>Capitalization & Depreciation</u>
Land	\$1	Capitalize Only
Land Improvements	\$1	Capitalize Only
Building	\$1	\$25,000
Building Improvements	\$1	\$75,000
Machinery & Equipment	\$3,500	\$10,000
Vehicles	\$3,500	\$10,000
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