

**VILLAGE OF OAKFIELD BOARD OF TRUSTEES  
MONTHLY MEETING**

**July 9<sup>th</sup>, 2018 @ 6:30 pm**

A regular monthly meeting of the Village of Oakfield Board of Trustees was called to order at 6:30 p.m. by Mayor David Boyle, followed by the Pledge to the Flag led by Milena Lindsley. The following Trustees were present: John Igoe, Michael Cianfrini, John Mullen, Michele Graham.

Also, Present: Deputy Clerk/Treasurer, Michelle Bartholomew; DPW Supervisor, Dave Laney; Mountain Engineering President, Steve Mountain; Oakfield Betterment Member, Jamie Lindsley; Milena & Tia Lindsley; Code/Zoning Officer, Mike Morris; Melissa Cianfrini and John Cianfrini.

**PUBLIC HEARING:**

**1. Resolution # 18 – 2018: Amending the Village of Oakfield Procurement Policy.**

**A Motion** was made by Trustee Cianfrini to open the public hearing @ 6:31 PM for **Resolution # 18 – 2018: Amending the Village of Oakfield Procurement Policy**, Second by Trustee Igoe. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**A Motion** was made by Trustee Cianfrini to approve **Resolution # 18 – 2018: Amending the Village of Oakfield Procurement Policy**, second by Trustee Igoe. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**A Motion** was made by Trustee Igoe to close the public hearing @ 8:15 PM. for **Resolution # 18 – 2018: Amending the Village of Oakfield Procurement Policy.**, Second by Trustee Graham. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**PUBLIC COMMENTS:**

Jamie Lindsley from the Oakfield Betterment Committee gave an update on the Labor Daze celebration and handed out a flyer/agenda of events for the celebration. She also inquired about the electrical service at the park and an update on the gazebo.

**OLD BUSINESS:**

**1. Mountain Engineering Update, WWTP Rehab Capital Project and Drainage Capital Project. President; Steve Mountain.**

- a) **Suggested form of Agreements with STC Construction and Suburban Electric for Phase 1.** Steve Mountain addressed that they are working on getting back the agreements and paperwork from two contractors for Phase 1 improvements. He also said they submitted the wrong bond forms and had to send them back and will review them before it gets sent to the Village attorney to also review.

**A Motion** was made by Trustee Igoe to approve and execute the agreements with STC Construction and Suburban Electric for Phase 1 of the Waste Water Treatment Plant Rehab Capital Project contingent on the agreements being reviewed by the Village's Attorney, once reviewed

and fully executed, notices to proceed will be issued, second by Trustee Mullen. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

Steve Mountain asked the Board a tentative pre-construction meeting was scheduled with the contractors on Thursday, July 19, 2018 at 10:30 am. Camden Group meeting will be moved from Wednesday, July 18<sup>th</sup> to Thursday, July 19, 2018 at 9:00 am.

### **NEW BUSINESS:**

#### **1. Tompkins Trust Agreement for Investment Services.**

**A Motion** was made by Trustee Graham to approve the Tompkins Trust Agreement for Investment Services, second by Trustee Igoe. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

#### **2. Approval of Budget Revisions/Amendments/Adjustments for 2017-2018.**

**A Motion** was made by Trustee Igoe to approve GENERAL Fund Budget Revisions/Amendments/Adjustments for 2017-2018 as listed in Appendix A, second by Trustee Mullen. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**A Motion** was made by Trustee Graham to approve WATER Fund Budget Revisions/Amendments/Adjustments for 2017-2018 as listed in Appendix A, second by Trustee Cianfrini. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**A Motion** was made by Trustee Cianfrini to approve SEWER Fund Budget Revisions/Amendments/Adjustments for 2017-2018 as listed in Appendix A, second by Trustee Mullen. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

- 3. Fire Department Report. No Report Submitted.**
- 4. Zoning/Code Report. Mike Morris provided a verbal report.**
- 5. Camden Group Report. No Report Submitted.**
- 6. Approval of June 18<sup>th</sup>, 2018 Minutes.**

**A Motion** was made by Trustee Igoe to approve the June 18th, 2018 minutes, second by Trustee Cianfrini. Ayes: Igoe, Mullen, Cianfrini. Abstained: Graham.

#### **7. Approval of July 2018 Abstract.**

**A Motion** was made by Trustee Graham to approve the July 2018 Abstract, second by Trustee Igoe. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

- 8. Fire Department Report. Trustee Igoe provided a verbal report.**
- 9. D.P.W. Report. Written Report Submitted.**
- 10. Clerk's Report. Written Report Submitted.**
- 11.**

**A Motion** was made by Trustee Igoe to approve the cyber security proposal from Lawley Insurance at a cost of \$1767 and to be renewed annually as cyber security is an important piece of Information Technology and the workplace and safe guarding our technology, second by Trustee Mullen. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

**12. Trustee Reports.** Trustee Graham questioned the Emergency Water Plan and the Hazardous Waste Emergency Response Plan on getting these updated since they are both about 10 years old.

**13. Mayor's Report.** Mayor Boyle provided a verbal report to the Board of Trustees.

Having no further business to come before the Board, the meeting was adjourned @ 8:16 PM on **A Motion** by Trustee Mullen, Second by Trustee Igoe. Ayes: Igoe, Mullen, Graham, Cianfrini. Carried.

The next regular Board meeting scheduled for July 23rd, 2018 @ 6:30 PM has been cancelled. The next regular Board meeting will be held on August 13<sup>th</sup>, 2018 @ 6:30 PM at the Village Hall, 39 Main St and will include a public hearing for amending the Procurement Policy.

Respectfully Submitted,

Michelle Bartholomew  
Deputy Clerk/Treasurer  
July 9<sup>th</sup>, 2018

**JULY 9<sup>TH</sup>, 2018**

**RESOLUTION #18 - 2018 Adopting Village of Oakfield  
Amended Procurement Policy**

VILLAGE OF OAKFIELD  
PROCUREMENT POLICY

WHEREAS, Section 104 of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of Oakfield involved in the procurement process, now, therefore, be it

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

PROCUREMENT POLICY FOR  
THE VILLAGE OF OAKFIELD

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 spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000

and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, 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 Section 175-b of the State Finance Law, goods purchased for correctional institutions pursuant to Section 186 of the Correction Law, purchased under state contracts pursuant to Section 104 of the General Municipal Law, purchased under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy;

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>ESTIMATED AMOUNT OF PURCHASE CONTRACT</u>	<u>METHOD</u>
\$500 - \$2999	verbal quotes (no less than 2 quotations)
\$3000 - \$19,999	written/fax quote or written requests for proposals (no less than 2 quotes)

<u>ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT</u>	<u>METHOD</u>
\$500 - \$2999	Verbal quotations
\$3000 - \$4999	written/fax quotations (no less than 2 quotations)
\$5000 - \$34999	written/fax quote or written requests for proposals (no less than 2 quotes)

A good faith effect 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 attempts 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 bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2) (f), the procurement policy may contain circumstances when, or types or 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 interest of the Village of Oakfield to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company chosen must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees of the Village of Oakfield 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 performances 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 engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work, management of municipally owned property; and computer software or programming services for customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Goods or services under \$500.00. The time and documentations required to purchase through this policy may be costlier than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded on the basis of favoritism.

**7. The Village of Oakfield will adopt and comply with Federal Uniform Guidance (UG) policies, as recurrently amended, and formally 2 C.F.R. 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Village will comply with the Federal Uniform Guidance Policy, including, but no limited to; Adherence to the standards of conduct and conflicts of interest. Avoiding unnecessary or duplicative acquisitions and act in the best interest of the tax payer and public funds. Selecting vendors and suppliers who are responsible, and have a proven track record of integrity, compliance with public policy, and successful past performance.**

Maintain records sufficient to detail the history of procurement including the rationale for the method of procurement, contractor selection, and price considerations. All procurement *must* be conducted in a manner providing full and open competition consistent with federal requirements. The Village of Oakfield *must* take steps to use minority or women owned business when possible, the Village of Oakfield *must* make procurement documentation available to its federal funder when requested. A Link to Federal Uniform Guidance Policies may be obtained through the Village Office of Oakfield. In addition, the purchasing of goods and services using Federal Funding, the Village's Purchasing policies and procedures are to be followed. It is the responsibility of the requesting Department Head to ensure that all federal purchasing regulations are followed for the purchase and monitoring of contractor performance as a result of that purchase.

8. The following procedures are to be followed when a given supply, material or piece of equipment (over the amount of \$500.00 is needed:
1. A written Purchase Order or proposal, signed by the appropriate departmental authority is completed. The Purchase Order shall contain a complete description of the item, catalog or serial number, color or other distinguishing features, quantity, and price.
  2. The Purchase Order or proposal must be approved by the Village Board prior to purchasing/ordering.
  3. When the item is received, invoice is submitted to Village clerk's office with acknowledgement that goods were received in good condition.
  4. Voucher is prepared and submitted to Village Board for approval of payment.

#### Blanket Purchase Orders

1. Blanket Purchase Orders will be issued for those day to day requirements for small repair or replacement items.
2. Those items normally used in day to day operations include, but are not limited to office supplies, hardware, plumbing supplies, electrical supplies and automotive parts.
3. Blanket Purchase Orders are to state the length of time for which they are in effect and a not -to- exceed dollar amount.
4. All vendor invoices for purchases made on blank purchase orders shall clearly indicate the purchase order number.
5. Equipment is not to be purchased on a blanket purchase order.

8. This policy begin with an effective date June 1<sup>st</sup>, 2018 and shall be reviewed annually at the Village's annual reorganizational meeting.

Date: 07/02/2018  
 Time: 3:12:54PM

**Budget Revision Edit List**

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Village of Oakfield

BATCH NO.	Fiscal Year	REVISION NO.	DATE	CALENDAR	REFERENCE	DESCRIPTION	AMOUNT
		DIST. SUM	ACCOUNT NO.				
4228	2018	00000102	05/31/2018	5/2018		AO GENERAL FUND REVISIONS	0.00
		<del>001</del> <del>D</del>	<del>A0.3501.000</del>			<del>CONSOLIDATED HIGHWAY AID</del>	<del>45,107.66</del>
		<del>002</del> <del>D</del>	<del>A0.5112.200</del>			<del>STREET RE-CONSTRUCTION</del>	<del>45,107.66</del>
		003 D	A0.1210.100			MAYOR EXP PERSONNEL	0.04
		004 D	A0.1210.400			MAYOR EXP CONTRACTUAL	-0.04
		005 D	A0.1325.101			DEPUTY CLERK	187.37
		006 D	A0.1325.400			CLERK TREASURER CONTRACTUAL EXP	-187.37
		007 D	A0.1420.400			ATTORNEY/ PROFESSIONAL	3,015.00
		008 D	A0.1440.400			ENGINEER	-2,500.00
		009 D	A0.1450.400			ELECTION EXPENSE	-500.00
		010 D	A0.1450.100			ELECTION INSPECTORS	-15.00
		011 D	A0.1620.200			OFFICE EQUIPMENT LASTING 5 YEARS	2,795.82
		012 D	A0.1620.400			VILLAGE OFFICE EXPENSES	-1,340.14
		013 D	A0.1620.420			UTILITIES	-1,455.68
		014 D	A0.1620.430			LEGAL/ADVERTISEMENTS	90.47
		015 D	A0.1620.440			REPAIRS/MAINENANCE	-90.47
		016 D	A0.3410.202			FIRE DEPARTMENT - Tools/Equipment	25,876.03
		017 D	A0.3410.200			FIRE DEPARTMENT - Fire Gear	-19,921.91
		018 D	A0.3410.201			FIRE DEPARTMENT - Radios/Pagers	-1,230.47
		019 D	A0.3410.402			FIRE DEPARTMENT - Fuel	-1,782.42
		020 D	A0.3410.404			FIRE DEPARTMENT - Medical Exp.	-2,680.00
		021 D	A0.3410.405			FIRE DEPARTMENT - Training	-261.23
		022 D	A0.3410.400			FIRE DEPARTMENT - Equipment Maintenance	1,890.15
		023 D	A0.3410.405			FIRE DEPARTMENT - Training	-1,158.77
		024 D	A0.1990.400			CONTINGENT	-731.38
		025 D	A0.3410.401			FIRE DEPARTMENT - Truck Maintenance	448.29
		026 D	A0.1990.400			CONTINGENT	-448.29
		027 D	A0.5110.10T			STREETS - DPW Employee 1	72.79
		028 D	A0.5110.110			STREETS - DPW Employee 2	-72.79
		029 D	A0.5110.130			STREETS - Part-Time	21.00
		030 D	A0.5110.140			OVERTIME HOURS	-21.00
		031 D	A0.5110.400			STREETS EXP	486.61
		032 D	A0.5110.420			UTILITIES	-486.61
		033 D	A0.5142.400			PLOWING	1,587.15
		034 D	A0.1990.400			CONTINGENT	-1,587.15
		035 D	A0.8010.100			ZONING ENF OFFICER	0.03
		036 D	A0.8010.400			ZONING EXP	-0.03
		037 D	A0.8510.400			COMMUNITY BEAUTIFICATION	469.45
		038 D	A0.1990.400			CONTINGENT	-469.45
		039 D	A0.7550.400			CELEBRATIONS/CONCERTS	250.00
		040 D	A0.1990.400			CONTINGENT	-250.00
		041 D	A0.8560.400			TREES & REMOVAL	3,400.00
		042 D	A0.1990.400			CONTINGENT	-3,400.00
		043 D	A0.9040.800			SELF INSURANCE	1,593.00
		044 D	A0.1990.400			CONTINGENT	-1,593.00
		045 D	A0.9030.800			SOCIAL SECURITY	93.04
		046 D	A0.1990.400			CONTINGENT	-93.04
		047 D	A0.9050.800			UNEMPLOYMENT INSURANCE	3,104.80
		048 D	A0.1990.400			CONTINGENT	-3,104.80
		049 D	A0.9060.800			EMPLOYEE HEALTH INSURANCE	1,450.33
		050 D	A0.1990.400			CONTINGENT	-1,450.33
Batch 4,228 Totals							0.00
<b>Report Totals</b>							<b>0.00</b>
4245	2018	00000106	05/01/2018	5/2018	Adjustme	ao Adjust Rev-CHIPS & Exp-Recon	90,215.32
		001 D	A0.3501.000			CONSOLIDATED HIGHWAY AID	45,107.66
		002 D	A0.5112.200			STREET RE-CONSTRUCTION	45,107.66
Batch 4,245 Totals							90,215.32
<b>Report Totals</b>							<b>90,215.32</b>

Date: 07/02/2018  
Time: 3:13:05PM

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Village of Oakfield

BATCH NO.	FiscalYear	REVISION NO.	DATE	CALENDAR	REFERENCE	DESCRIPTION	AMOUNT
		DIST. SUM	ACCOUNT NO.				
4229	2018	00000103	05/31/2018	5/2018		F0 WATER FUND REVISIONS	0.00
		001 D	F0.8310.100			CLERK TREASURER PERSONNEL	0.01
		002 D	F0.8310.101			DEPUTY CLERK	-0.01
		003 D	F0.8340.10T			LINES - EMPLOYEE 1	36.37
		004 D	F0.8340.110			LINES - EMPLOYEE 2	-36.37
		005 D	F0.9010.800			NYS RETIREMENT	1,010.60
		006 D	F0.8340.400			LINES CONT EXP	-1,010.60
		007 D	F0.9040.800			SELF INSURANCE	796.50
		008 D	F0.8340.400			LINES CONT EXP	-796.50
Batch 4,229 Totals							0.00
<b>Report Totals</b>							<b>0.00</b>

Date: 07/02/2018  
 Time: 3:15:12PM

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Village of Oakfield

BATCH NO.	FiscalYear	REVISION NO. DIST. SUM	DATE ACCOUNT NO.	CALENDAR	REFERENCE	DESCRIPTION	AMOUNT
4230	2018	00000104	05/31/2018	5/2018		G0 SEWER FUND REVISIONS	0.00
		001 D	G0.8110.100			CLERK/TREASURER	0.01
		002 D	G0.8110.101			DEPUTY CLERK	-0.01
		003 D	G0.8130.10T			SEWER - EMPLOYEE 1	12.12
		004 D	G0.8130.110			SEWER - EMPLOYEE 2	-12.12
		005 D	G0.9040.800			SELF INSURANCE	265.50
		006 D	G0.9060.800			EMPLOYEE HEALTH INSURANCE	-265.50
4248	2018	00000107	05/31/2018	5/2018		Sewer Revision Correction -	0.00
		001 D	G0.8130.420			UTILITIES	5,175.08
		002 D	G0.8130.400			SEWER TREATMENT AND DISPOSAL	-5,175.08
Batch 4,248 Totals							0.00
<b>Report Totals</b>							<b>0.00</b>