

ORGANIZATIONAL MEETING OF THE VILLAGE BOARD OF TRUSTEES HELD ON  
MARCH 16, 2023 AT 5:00 PM AT VILLAGE HALL 61 FRONT ST.

MOTION #1/23-24

Motion made by Trustee Strauss and seconded by Trustee Durning to appoint Trustee Warner as Acting Deputy Mayor for one year. Motion passed unanimously.

MOTION #2/23-24

Motion made by Trustee Strauss seconded by Trustee Warner to appoint Becky Ottens as Assessors Clerk for a one-year term. Motion passed unanimously.

MOTION #3/23-24

Motion made by Trustee Strauss seconded by Trustee Warner to appoint the Village Board as the board of assessment review. Motion passed unanimously.

MOTION #4/23-24

Motion made by Trustee Durning seconded by Trustee Strauss to appoint Peter Hathaway as Code Enforcement Officer for a one year term. Motion passed unanimously.

MOTION #5/23-24

Motion made by Trustee Durning seconded by Trustee Strauss to appoint Beth Westfall as Village Attorney. Motion passed unanimously.

MOTION #6/23-24

Motion made by Trustee Strauss seconded by Trustee Warner to appoint Mike Livolsi as alternate Village Attorney. Motion passed unanimously.

MOTION #7/23-24

Motion made by Trustee Warner seconded by Trustee Strauss to appoint John O'Connor as the Village Historian. Motion passed unanimously.

MOTION #8/23-24

Motion made by Strauss seconded by Trustee Warner to designate the Deposit Courier as the official newspaper of the Village. Motion passed unanimously.

MOTION #9/23-24

Motion was made by Trustee Strauss seconded by Trustee Durning to designate the Regular Session to be held at 7PM on the second Tuesday at Village Hall, 61Front St., Deposit, NY . Motion passed unanimously.

MOTION #10/23-24

Motion was made by Trustee Durning seconded by Trustee Strauss to designate the work sessions will be held on the fourth Tuesday of every month at 4:30 p.m. at the Village Hall, 61 Front St., Deposit, NY. Motion passed unanimously.

## MOTION #11/23-24

Motion made by Trustee Strauss seconded by Trustee Warner to designate the 3<sup>rd</sup> Wednesday at 9 AM of every month as the date the EDRLF Committee will meet when needed. Motion passed unanimously.

## PROCUREMENT POLICY FOR THE VILLAGE OF DEPOSIT

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: Purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus or second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, 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 contacts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 1896 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases 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; further purchases over \$5,000.00 shall be pre-approved by the Board of Trustees.

<u>Estimated amount of Contract</u>	<u>Method</u>
\$5,000-\$9,999	3 written/fax quotations or written request for proposals

<u>Estimated amount of Public Works Contract</u>	<u>Method</u>
\$5,000-\$7,999	2 written/fax quotations
\$8,000-\$23,000	3 written/fax quotations 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 are 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 offer or was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2)(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 interest of the Village of Deposit 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 Village Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of

an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker, services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$1000. 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 interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- e. Services 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 was last updated March 2023 and will be reviewed annually.

#### MOTION#12/23-24

A motion was made by Trustee Strauss seconded by Trustee Durning to accept the Procurement Policy. The motion passed unanimously.

#### MOTION #13/23-24

Motion made by Trustee Strauss seconded by Trustee Warner to approve the following appointments. Motion passed unanimously.

#### **The following are on the EDRLF Committee with their terms:**

- |                  |                             |
|------------------|-----------------------------|
| 1. VACANT        | 2 yr. term – 2022           |
| 2. Rob Finch     | 2 yr. term – 2023-REAPPOINT |
| 2. Deb Stever    | 2 yr. term - 2024           |
| 3. John O'Connor | 2 yr. term - 2024           |
| 4. Mark Tucker   | 2 yr. term - 2024           |
| 5. VACANT        | 2 yr. term - 2023           |
| 6. VACANT        | 2 yr. term - 2024           |

**The following are on the Zoning Board of Appeals with their terms:**

1. Gino Jones 3 yr. term – 2024
2. Mary Mapes 3 yr term - 2023-REAPPOINT
3. Carole McQuade 3 yr term - 2024
4. Patrick Ries 3 yr term- 2025

**The following are on the Planning Board with their terms:**

1. Sarah Evans, Chair 5 yr. term - 2024
2. Mike Musante 5 yr. term – 2025
3. John O'Connor 5 yr. term – 2024
4. Brian Riter 5 yr. term – 2024
5. Gail Musante 5 yr term - 2027
6. Peter Carson 5 yr term – 2025

**MOTION #14/23-24**

Motion made by Trustee Strauss seconded by Trustee Warner to reappoint Rob Finch to the EDRLF Committee. Motion passed unanimously.

**MOTION #15/23-24**

Motion made by Trustee Warner seconded by Trustee Strauss to reappoint Mary Mapes for a 3 year term to the Zoning Board of Appeals. Motion passed unanimously.

**MOTION #16/23-24**

Motion made by Trustee Strauss seconded by Trustee Warner to adopt the following Investment Policy Resolution. Motion passed unanimously.

**Investment Policy Resolution**

Whereas, the Village of Deposit maintains numerous funds as prescribed by the office of the State Comptroller, and

Whereas, the Village of Deposit investments have grown to exceed \$1,000,000.00 and,

Whereas, the Village of Deposit Board of Trustees recognize the responsibility to assure that the Village funds are invested properly according to State and Municipal law to gain the highest rate of return within the insured investments.

Be it thereby resolved that the Village Board of Trustees directs the President to appoint a Village and EDRLF fund (s) investment advisory committee of not less than four persons, whose terms of office shall be annual, as follows:

Village President, Village Deputy President, Village Clerk/Treasurer, and Deputy Village Clerk Treasurer

Be it further resolved that the following banks be and hereby are designated as depositories for all Village bank accounts.

NBT of Norwich: Deposit, NY Branch

Be it further resolved that the Village of Deposit Board of Trustees may as it sees fit amend the list of depositories and

Be it further resolved that the Village of Deposit Clerk/Treasurer be and hereby is authorized to invest money not needed temporarily in United States Treasury obligations and various savings accounts and certificates of deposit at prevailing interest rates in any bank authorized for the deposit of Village funds as per this resolution. The total deposits excluding United States Treasury obligations are not to exceed the amounts authorized by this resolution and are to be secured by obligations of the United States of America, the State of New York or political subdivisions thereof, to the extent deposits exceed FDIC coverage, pursuant to section II of the General Municipal Law and State Comptroller's financial management guide.

Be it further resolved that President Moore and Clerk/Treasurer Budine are hereby authorized to sign and execute on behalf of the Village any and all transactions with respect to all Village maintained funds. Clerk/Treasurer Budine is hereby authorized to sign and execute on behalf of the Village all general, water and sewer fund accounts with the exception of money market accounts, and

Be it further resolved that the Village Clerk/Treasurer shall monthly monitor collateral pledged by banks as to adequacy and custodial management, and

Be it further resolved that this resolution shall take effect immediately.

President Moore has assigned the following committees for fiscal year 2023-2024

Personnel:

Trustee Warner

Trustee Durning

Finance

Trustee Strauss

Trustee O'Connor

Buildings

Trustee Strauss

Trustee Durning

Fire

Mayor Moore

Trustee Warner

Highways

Trustee Strauss

Trustee Warner

Library

Trustee O'Connor

Trustee Durning

Chamber

Trustee Warner

School

Trustee Durning

Senior Center

Trustee O'Connor

Trustee Durning

Mayor Moore

Trustee Durning

Union Negotiating Committee:

Trustee Strauss

Trustee Durning

Sewer Sustainability Committee

Trustee Strauss

Trustee O'Connor

MOTION #17/23-24

Motion made by Trustee Strauss seconded by Trustee Durning to set the mileage reimbursement rate at \$.56 per mile. Mileage to be paid only to those Village officers and approve employees and appointees who are authorized to receive upon proper receipt of billing whenever performance of their duties makes it necessary for them to use their personal vehicles. Motion passed unanimously carried. This mileage reimbursement is applied only when the Village car cannot be used.

MOTION #18/23-24

Motion made by Trustee Durning and seconded by Trustee Strauss to approve the water and sewer charge for all new hookups and to approve all fee schedules as follows: Motion passed unanimously.

**WATER SERVICE CHARGE FOR ALL NEW HOOKUPS**

Maximum length not to exceed 100 feet.

¾" WATER SERVICE: includes main tap with ¾" service line to curb, stop to property line. Total \$400.00

¾ x 5/8 meter with meter horn Total \$ 225.00

1" WATER SERVICE: includes 1" copper pipe to property line with shutoff. Total \$500.00

1" METER with attachments Total \$415.00

1 ½" WATER SERVICE: includes 1 ½" copper pipe-curb stop at property line, we will use 2", 1" taps with WYE into 1 ½" copper. Total \$650.00

1 ½" METER with attachments. Total \$750.00

2" WATER SERVICE: includes 3 – 1" taps into main into a 3 branch into 2" copper. Total \$1000.00

2" WATER METER with accessories. Total \$1023.00

Water service of larger sizes will be quoted upon request.

Each water meter will be charged a debt reduction charge.

### **SEWER SERVICE HOOK-UP CHARGE**

Inspection permit fee Total \$ 25.00

6" Sewer line from main line to property line. Total \$450.00

Any service of larger size will be quoted upon request not to exceed 100 feet.

### **SEWER RATES FOR PRIVATE HAULERS**

1 - 1,000 gals.	\$80.00
1,001-1,500 gals.	\$100.00

### **PLANNING BOARD FEE SCHEDULE**

Boundary Line Adjustments	\$ 25.00
Major Subdivision –	\$100.00
- New lots	\$ 10.00
Minor Subdivision –	\$ 50.00
- New lots	\$ 10.00
Site Plan reviews -	\$ 50.00
Special Use Permits	\$ 10.00

### **ZBA FEE SCHEDULE**

Sign permit Fee	\$ 50.00
Special Use Permit	\$150.00
Appeals/Variance Application Fee	\$200.00
Amending Zoning Code Fee	\$200.00

It is determined that any attorney fees that are incurred as a result of any Planning Board or ZBA action will be the responsibility of the applicant.

### **PERMIT FEES**



Transient Merchant Permit	\$50.00 FOR 6 MONTHS
Peddler Permit	\$50.00 PER EVENT
Food Truck Permit	\$100/YR

MOTION#19/23-24

A motion was made by Trustee Durning seconded by Trustee Warner to approve the above fee schedules pending resolutions to change. The motion passed unanimously.

**BUILDING PERMIT FEE SCHEDULE**

Cost of proposed activity	Application Fee
\$0-1,000	\$30
\$1,001-25,000	\$30 for first \$1,000 plus \$ 5 for each additional \$1,000 or Fraction Thereof
\$25,001 and up	\$ 145 for the first \$25,000 \$4.00 for each additional \$1,000 or fraction thereof
Demo Permit	\$25.00
Permit Renewal	20% of original building permit with minimum \$15.00

1. A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvements, removal or demolition of any building or structure except as noted below.
2. A BUILDING PERMIT IS NOT REQUIRED for necessary dimensions and schedule repairs which DO NOT involve material alteration of structural feature, plumbing, electrical or heating/ventilation systems: for agricultural buildings, erecting fences, and construction of noncommercial storage facilities under 144 SQ. FT.
3. Effective April 7, 1993, New York State workman's compensation law requires that before building permit is issued the application must submit proof of workman's compensation and disability benefits or SUBMIT A STATEMENT Affidavit Exemption, proof of insurance or exemption form CE 200 from workman's compensation board.
4. Demo: New York State Department of labor code rule 56 dealing with asbestos. Code rule 56 requires that an asbestos survey may be required before demo begins. For more information contact NYS Department of Labor. NYS Department of labor Syracuse, New York 315 479 3215
5. INSPECTIONS: it is the builder or owners responsibility to notify the building inspector when the building is ready for inspection: footings and foundation before concrete is poured, rough framing before insulation, plumbing and heating roughed in, insulation once installed, Final inspection . Certificate of Occupancy will be issued after

final inspection and electrical certificate is issued and energy code is met.

6. Undertaking activity that requires a building permit prior to obtaining permit is prohibited, with fine assessed up to two times the cost of the permit fee and a stop work order on the property.

**SNOW, GRASS REMOVAL**

There is a \$175.00 per hour fee for snow and grass removal for the first offense, second offense \$250 and third offense \$450 not to exceed \$450. There is also a \$75.00 per hour admin fee for all public works fees assigned to a property.

MOTION#20/23-24

A motion was made by Trustee Strauss seconded by Trustee Warner to approve the above fee schedules The motion passed unanimously.

The attached water and sewer rates are also in effect, as set by action of the adoption of the annual Village budgets adopted on January 10, 2023.

**Sewer Rates for 2023-2024  
Budget adopted 01/10/2023**

DEBT		O&M
		G2120 \$429,891.87
G9710.61	\$4,270.00	
G9710.72	\$ 160.00	
G9730.6	\$	
G9720.69	\$	\$537.36 annually
G9720.70	\$	\$134.34/quarter
G9901.91	\$	
G9730.6	\$ 96,196.00 EFC	\$134.34 O&M
G2122	\$100,626.00	\$ 37.72 DR
	Per quarter minimum per unit	\$172.06

**Water Rates for 2023-2024 adopted 01/10/2023**

DEBT		O&M
F9710.6	\$paid	\$425,477.52
F9730.61	\$11,250.00	Revenues \$ 55000.00
F9720.6	\$ paid	Approp FB \$0.00
F9720.7	\$ paid	
F9710.61	\$ 2,862.00	
F9720.71	\$ 104.00	F2140 \$419,977.52
T/D debt	\$14,216.00	
\$22.21/yr		38,200,000 gallons

\$5.55/quarter

\$10.99 per thousand gallons

\$10.99 1,000 gal. over 9,000

\$55.40 O&M per quarter minimum

\$5.55 DR per quarter minimum

\$60.95 Per quarter minimum per unit

New minimum water/sewer bill \$233.01

All units will be charged a \$20.00 administration fee per quarter.

All bills are subject to a \$50.00 fee to turn the water back on after disconnection for unpaid bills.

All water districts will be charged 1.5 times the above water rates, and upon the final formation of the district, out of district users will be charged the same as the above Village rates once districts are formed. Until the Water/Sewer Districts are formed, there will be no new installations considered

Respectfully Submitted:

Karen L. Budine  
Clerk Treasurer