



AGENDA

December 5, 2022 – Organizational Meeting
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1. Open Organizational Meeting with Pledge of Allegiance.
2. Appointments.
3. Meeting Schedule for 2023.
4. Schedule next organizational meeting for December 4, 2023.
5. Advance Approval of Claims.
6. Mileage Allowance.
7. Attendance at Schools and Conferences.
8. Designation of Depositories.
9. Review Procurement Policy.
10. Close Organizational Meeting.

Appointments – December 5, 2022

Deputy Mayor	Dan Peters
Registrar of Vital Statistics	Jennifer Osborn
Deputy Registrar of Vital Statistics	Elizabeth Shedd
Water Commissioner	Dan Peters & Tom Meyer
Street Commissioner	Jerry Locascio
Garbage Commissioner	Jerry Locascio
Buildings Commissioner	John Burweger
MS4 Liaison	Lauri Taylor
Employee Liaison	John Burweger
Attorney	Daniels, Porco & Lusardi
Engineer	LaBella
ZBA	Nicholas Vorolieff – 5 Year Term
Planning Board	Robert Pfister Jr. – 5 Year Term
Town Board Liaison	Tom Meyer
Master Plan Update	Village Board
Planning and Zoning Board of Appeals Liaison	Lauri Taylor
Budget Officer	Lauri Taylor
Newspapers	Poughkeepsie Journal
Board Meeting	1 st and 3 rd Mondays of every month at 7:00 P.M. – See attached meeting schedule

Village Board of Trustees 2023 Meeting Schedule

Tuesday, January 3, 2023 – Rescheduled due to New Year's Day
Tuesday, January 17, 2023 – Rescheduled due to Martin Luther King Jr. Day

Monday, February 6, 2023
Tuesday, February 21, 2023 – Rescheduled due to President's Day

Monday, March 6, 2023
Monday, March 20, 2023

Monday, April 3, 2023
Monday, April 17, 2023

Monday, May 1, 2023
Monday, May 15, 2023

Monday, June 5, 2023
Tuesday, June 20, 2023 – Rescheduled due to Juneteenth

Tuesday, July 3, 2023
Monday, July 17, 2023

Monday, August 7, 2023
Monday, August 21, 2023

Tuesday, September 5, 2023 – Rescheduled due to Labor Day
Monday, September 18, 2023

Monday, October 2, 2023
Monday, October 16, 2023

Monday, November 6, 2023
Monday, November 20, 2023

Monday, December 4, 2023
Monday, December 18, 2023

WHEREAS the board of trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring of approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2. That this resolution shall take effect immediately.

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees shall approve reimbursement to such officers and employees at the rate of 62.5 cents per mile.

Section 2. That this resolution shall take effect immediately.

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the NYS Society of Finance Officers Meetings and NYS City and Village Clerks Association; d) the International Institute of Municipal Clerks School.

WHEREAS it is determined by the board of trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or school benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

Village Clerk-	NYCOM Fall Training School IIMC Municipal Clerks meetings and school NYS City and Village Clerks Association Others to be determined with board approval
Treasurer-	NYS Municipal Finance Officers Associations NYCOM Fall Training School Others to be determined with board approval
Highway Dept-	to be determined
Village Board -	to be determined

Section 2. That this resolution shall take effect immediately.

WHEREAS the board of trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees does hereby designate the following institutions as depositories of all moneys receives by the village treasurer, clerk, and receiver of taxes.

Names of Institutions: Key Bank
PCSB Bank

Section 2. That this resolution shall take effect immediately.

VILLAGE OF PAWLING PROCUREMENT POLICY

WHEREAS, Section 104-b 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 involved in the procurement process,

NOW, THEREFORE BE IT RESOLVED, that the Village of Pawling 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 PAWLING

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 by the purchaser, 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 \$20,000.00 or public works contracts under \$35,000.00; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the items 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 or services 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 from correctional institutions pursuant to Section 186 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:

Estimated Amount of Purchase Contract	Method
\$500 - \$2,999	Verbal quotations
\$3,000 - \$19,999	Written/fax quotations or written request for proposals
Estimated Amount of Public Works Contract	Method
\$500 - \$2,999	Verbal quotations
\$3,000 - \$14,999	Written/fax quotations
\$15,000 - \$34,999	Written/fax quotations or written request for proposals

A good faith effort shall be made by the purchaser to obtain as many proposals or quotations as possible. If the purchaser is unable to obtain two, three or more 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 for 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 offerer. This documentation will include an explanation of how the award will achieve savings and further the purposes of Section 104-b of the General Municipal Law.

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 Village Board, 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 Pawling 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 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 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 the above category the Board of Trustees shall take into consideration the following guidelines:

- a. whether the services are subject to State licensing or testing requirements;
- b. whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- c. whether the services require a personal relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer 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 alternative proposals may threaten the life, health, safety or welfare of the residents of the Village. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$500. The time and documentation required to purchase goods and services through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayers. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. Individuals Responsible for making purchases under this Procurement Policy are:
Mayor Lauri Taylor
Trustee John Burweger
Trustee Tom Meyer
Trustee Jerry Locascio
Trustee Daniel Peters
Village Clerk Jennifer Osborn
Village Treasurer Elizabeth Shedd
Working Supervisor James Greges and
Pawling Joint Sewer Commissioner Secretary Christine Brown.
8. This policy shall go into effect upon its adoption and will be reviewed annually.

Adopted:	February 3, 1992
Reviewed and amended:	April 2, 2001
Reviewed:	April 4, 2005, April 3, 2006, April 9, 2007 and April 7, 2008
Reviewed and amended:	December 7, 2009
Reviewed:	December 6, 2010
Reviewed and amended:	December 5, 2011, December 3, 2012, December 2, 2013 and December 1, 2014

Reviewed: December 7, 2015, December 5, 2016, December 4, 2017,
December 3, 2018

Reviewed and amended: December 9, 2019

Reviewed: January 4, 2021, December 6, 2021 and December 5, 2022