Minutes - Board Meeting 12/17/2014

Minutes of the meeting of the Board of Trustees of the Incorporated Village of Mineola held Wednesday, December 17, 2014 at Village Hall, 155 Washington Avenue, Mineola, New York 11501.

PRESENT:	Mayor Scott P. Strauss Trustee Paul S. Cusato Trustee Paul A. Pereira Trustee George R. Durham Trustee Dennis J. Walsh
ALSO PRESENT:	Village Attorney John M. Spellman Village Clerk Joseph R. Scalero Superintendent of Public Works Thomas J. Rini
Press Observer:	*Mineola American* *Williston Times*
Sunshine Observers:	8 Observers

Mayor Scott P. Strauss called the Work Session to order at 6:35PM.

Resolution No. 346-14

Resolved to approve bills and payroll.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Paul A. Pereira

Vote:

Yes	No	Abstain
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Resolution No. 347-14

Resolved to approve the membership of the following candidates as recommended by the Mineola Fire Department:

Christopher Limazopoulos	Co. 1
Jacob Correia	Co. 1

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Paul A. Pereira

Vote:

Yes	No	Abstain
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Resolution No. 348-14

Resolved to authorize the purchase and installation of approximately 160 linear feet of custom 60" gym wall pad sections from Young Equipment Sales, Inc.

Total cost: $17,460.00
BOCES Contract 14/15-032

Motioned by Trustee George R. Durham
Seconded by Trustee Paul A. Pereira

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Resolution No. 349-14

Resolved to authorize the Village Clerk to post for the position of Cashier in the Village Justice Court.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Dennis J. Walsh

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Village Clerk Joseph R. Scalero presented a monthly Justice Court report for the month of November.

Resolution No. 350-14

Resolved to authorize the purchase of one (1) 2015 Chevrolet Tahoe SSV from the New York State Office of General Services Contract.

New York State OGS Contract PC66388PB, Award No. 22737
Vendor: Van Bortel Chevrolet
Color: White
Cost: $ 33,152.47
Funding Source: 2014/2015 Budget

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Paul A. Pereira

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Resolution No. 351-14

Resolved to authorize Change No. 1 to the Packed Tower Aeration Improvements at Well No. 4 contract.

Total of Change Orders: $34,084.89
Less Contract Allowance for any Changes: ($20,000.00)

Net Change Order Amount:	$14,084.89
Funding Source:	Water Fund & MTBE Settlements

Motioned by Trustee Paul A. Pereira
Seconded by Trustee George R. Durham

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Resolution No. 352-14

Resolved to authorize emergency repairs to replace 1,000 feet of damaged underground street lighting conductors and make connections for 16 light poles for Roselle Street, Barwick Boulevard, and Betty Lane.

Vendor:	Welsbach Electric Corporation of Long Island
Cost:	$ 25,400.00
Funding Source:	2014/2015 Budget – Road Maintenance

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee Paul A. Pereira

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Superintendent of Public Works Thomas J. Rini reminded residents that Village Hall will close at noon on Wednesday December 24 and all day Thursday December 25 in observance of Christmas Eve and Christmas Day and that the holiday sanitation schedule will be in effect for that week as well as the following week in observance of New Year's Eve and New Year's Day. Superintendent Rini stated that notices will be sent out to all Mineola businesses as a reminder of the holiday sanitation schedule and not to put out their garbage prior to when it is required.

Resolution No. 353-14

Resolved to adopt the Village of Mineola's Credit Card Use Policy as stated below:

Scope of this Policy

The Village policy relates to the use of any and all purchasing cards, and other credit cards issued by the Village, its agencies, departments or commissions, to departments or employees (hereinafter referred to collectively as "Village").

Village Cards are to be used in conjunction with current Village contracts, and with specific Village purchasing policies.

Acceptable Uses, Limits and Procedures

Village Cards shall be used solely for official Village business. Therefore, Village Cards shall not be used for personal or private business purchases.

Village Cards shall be issued only to individuals who have appropriate purchasing authority. Authorized use of Village Cards shall be limited to the person whose name appears on the face of

the Village Card, or who is specifically authorized by the Village Board of Trustees to use the Village Card. Village Cards shall not be loaned to other individuals.

Each employee receiving a Village Card shall be bound by the limits, policies, and procedures of the Incorporated Village of Mineola.

Intentional misuse or fraudulent abuse of any Village Card may result in disciplinary action, up to and including dismissal and/or criminal sanctions. In addition, the authorized holder of the Village Card shall promptly reimburse the Village for any unacceptable purchases. If reimbursement is not made upon demand, the Village is authorized to withhold payroll to satisfy the amount owed.

Auditing and Documentation

All departments distributing Village Cards shall provide a copy of this policy to each employee receiving a Village Card, and require the employee to acknowledge receipt of the policy by signing.

Individual Village Card holders are responsible for maintaining adequate documentation supporting all Village Card purchases and furnish all receipts to the Village Treasurer within three (3) business days of purchase. The Village shall retain such documentation. Documentation shall support the business purpose of all transactions made with Village Cards, and shall include the following items:

- Copy of this policy, signed by each Village Card holder
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- User logs, when available.

Village Treasurer shall be responsible for periodically auditing the records of authorized purchasing card users to ensure that Village Cards are used only by authorized users for official Village business.

Security

Each Department Head shall be responsible for safeguarding the Village Cards for each Department. Department Heads shall ensure that Village Cards are kept in accessible but secure locations, and that account numbers on Village Cards are not posted or left in conspicuous places. An employee who has had his/her Village Card lost and/or stolen is to immediately report it to their Department Head. Department Heads shall immediately and properly report lost and/or stolen Village Cards to the Village Treasurer. The Village Treasurer shall immediately notify the necessary credit card company.

All Village Cards shall be returned to the issuing agency, department or commission immediately upon request or upon termination of employment (including retirement).

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee Paul A. Pereira

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Mayor Scott P. Strauss requested a motion to close the Work Session at 6:55 PM.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Dennis J. Walsh

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		

Mayor Scott P. Strauss called the Public Meeting to order at 7:30 PM.

PRESENT: Mayor Scott P. Strauss
Trustee Paul S. Cusato
Trustee Paul A. Pereira
Trustee George R. Durham
Trustee Dennis J. Walsh

ALSO PRESENT: Village Attorney John M. Spellman
Village Clerk Joseph R. Scalero

Press Observer: *Mineola American*

Sunshine Observers: 10 Observers

Mayor Scott P. Strauss reported on the Christmas tree lighting ceremony, thanking staff and volunteers for making it a great event. Mayor Strauss extended his best wishes for a Happy Holiday season and for a happy, healthy New Year.

Trustee Paul A. Pereira wished everyone Happy Holidays and a happy New Year.

Trustee Paul S. Cusato reported on the extraordinary success of the Toys-for-Tots program and wished everyone a Happy Holiday season.

Trustee George R. Durham extended his best wishes for a Happy Holiday.

Trustee Dennis Walsh reported on Senator Jack Martins toy drive for the children at Winthrop University Hospital and wished everyone a Happy Holiday season.

1 Speaker addressed the Board

Mayor Scott P. Strauss requested a motion to close the Public Meeting at 7:40 PM.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee George R. Durham

Vote:

Yes	**No**	**Abstain**
Mayor Scott P. Strauss		
Trustee Paul S. Cusato		
Trustee Paul A. Pereira		
Trustee George R. Durham		
Trustee Dennis J. Walsh		