

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON OCTOBER 13, 2024 AT 103 BROADWAY, SALTAIRE, NEW YORK WITH A REMOTE ATTENDANCE OPTION VIA AN AUDIO/VIDEO CONNECTION TO THE INTERNET.

Mayor O'Brien called the Board of Trustees meeting to order at 8:05 a.m., at which time the following were in attendance:

Hugh O'Brien, Mayor
Frank Wolf, Deputy Mayor, Trustee
Nat Oppenheimer, Trustee
Susan Skerritt, Trustee
Anna Kovner, Trustee
Joseph Prokop, Village Attorney
Scott Rosenblum, Advisor to the Board
Donna Lyudmer, Village Treasurer
0 persons attended in person and 0 other attendees observed through internet connection (exclusive of the officers noted above).

ADJOURN INTO EXECUTIVE SESSION

Trustee Wolf made a motion at 8:05 a.m. that the Board adjourn into Executive Session to discuss one or more of the following: information relating to current and future investigation and/or prosecution of offenses in the Village, litigation strategy in pending or future litigation, personnel matters as described in Public Officers Law Section 105(f). The motion was seconded by Trustee Kovner, and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Wolf
Seconded: Trustee Kovner
In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner
Against: None
Abstain: None

RE-ADJOURNMENT INTO PUBLIC SESSION

Trustee Oppenheimer made a motion at 8:55 a.m. to close the Executive Session and to re-adjourn into public session. The motion was seconded by Trustee Skerritt, and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Oppenheimer
Seconded: Trustee Skerritt
In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner
Against: None
Abstain: None

Mayor O'Brien called the Public Meeting to order at 9:05 a.m. and the following were in attendance:

Hugh O'Brien, Mayor
Frank Wolf, Deputy Mayor, Trustee
Nat Oppenheimer, Trustee
Susan Skerritt, Trustee
Anna Kovner, Trustee

Scott Rosenblum, Advisor to the Board
Joseph Prokop, Village Attorney
Donna Lyudmer, Village Treasurer
17 persons attended in person and 12 other attendees observed through internet connection (exclusive of the officers noted above).

VILLAGE ORGANIZATIONAL RESOLUTIONS

Mayor O'Brien and Village Attorney Prokop provided an overview of the Organizational Resolutions which provide general operating procedures for the Village, all of which had been previously presented, posted and reviewed. After discussion and all having a chance to be heard, Trustee Wolf made a motion to adopt all of the presented Organizational Resolutions as amended pursuant to discussion and written below:

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 a standard 8 hour work day for all full-time, part-time and seasonal employees covering all Civil Service titles for all elected and appointed officials who perform work for the Village of Saltaire which is reportable to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials and/or supervisors of these employees to the Treasurer of the Village of Saltaire. Commutation to and from the place where the employee's work is performed is not reportable as time worked toward the eight-hour (8) work day.

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 DISPOSITION 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 *Retention and Disposition Schedule for New York Local Government Records*, 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 the *Retention and Disposition Schedule for New York Local Government Records* and only 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 banks 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 at the Organizational Meeting to set the dates for regular monthly meetings of the Board of Trustees for the coming year, unless different dates shall be 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:

November 4, 2024, Broadway, Saltaire/Remote

December 9, 2024, New York City/Remote

January 9, 2025, New York City/Remote

February 27, 2025, New York City/Remote

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 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 and/or website.

**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 any three 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 notice posted on the Village bulletin 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-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 any three 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 draft agenda shall be prepared by the Clerk in conjunction the Mayor, and the draft agenda shall be distributed to the Board as soon as practical after the most recently concluded meeting. Any two members may add an item to the draft agenda. It shall be the goal of the Board to have the agenda set and publicly posted at

least one week before the meeting date; however, items may be placed on the agenda at any time pursuant to the procedure outlined here, and may be raised during the meeting by any single member of the Board.

Section 6. VOTING.

Pursuant to Village Law each member of the Board shall have one vote. The Mayor may at his option 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
- Any duly noticed Public Hearing
- 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 above order of business need not be followed if the Mayor determines that it is necessary to deviate from it.

Section 9. GENERAL RULES OF PROCEDURE.

The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor (if any), or any other Board member assigned by the Mayor if there is not a Deputy Mayor, shall preside. The presiding officer may debate, move, vote and take other such actions that may be taken by any member 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 identify themselves 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.
- 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 or her designee. Speakers, other than Board members, 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 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 or to cease recording.

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.

THEREFORE, IT IS 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
ESTABLISHING PROCEDURES FOR VIRTUAL
AND HYBRID MEETINGS PURSUANT TO
CHAPTER 34 OF THE SALTAIRE VILLAGE CODE**

WHEREAS, by adopting Local Law #6 of 2022 (Section 4 of Chapter 34), the Village of Saltaire authorized the members of the Board of Trustees and other village boards and committees of the Village of Saltaire to attend meetings by videoconferencing and other virtual means under certain and extraordinary circumstances; and

WHEREAS, Section 34-A(1) of the Saltaire Village Code provides that the Board of Trustees of the Village of Saltaire shall adopt procedures governing member and public attendance at virtual meetings conducted pursuant to Section 34-4 which Section authorizes the use of videoconferencing to conduct a virtual open public meeting under certain circumstances, and allows for virtual and hybrid meetings by requiring that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend; and

WHEREAS, Section 34-4 requires that members be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting; and

WHEREAS, Section 34-4 provides that public must be permitted to attend the meeting and participate at a location where a member of a board or committee attends the meeting, if authorized, and in any meeting by videoconference when a member of the board or committee attends by videoconference and participates in the meeting and or is included in the number of members present for purposes of a quorum; **THEREFORE**

BE IT RESOLVED, that the Village of Saltaire authorizes the members of the Board of Trustees and the members of the other public boards and committees of the Village who experience an extraordinary circumstance, as described above, pursuant to the written procedures hereinafter adopted, to attend meetings by videoconference provided: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen,

heard, and identified while the open portion of the meeting is being conducted; and (iii) as may be otherwise permitted under Section 34-4 of the Saltaire Code.

Procedures for Member Videoconferencing Pursuant to Section 34-4 of the Saltaire Code

1. The members of the Board of Trustees and the other public board or committees of the Village of Saltaire shall be physically present at any meeting unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. If a member of a board or committee is unable to be physically present at one of the designated public meeting locations and wishes to participate by in a hybrid or virtual meeting by videoconferencing from a private or other location due to extraordinary circumstances, the member must notify the Village Clerk by email no later than three business days prior to the scheduled meeting in order for proper notice to be given to the public. If the extraordinary circumstances present themselves on an emergent basis within three business days of a meeting, the Village Clerk shall update the meeting notice as soon as practicable to include that information. If it is not practicable for the Village Clerk to update the meeting notice, the board or commission may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the board or committee may properly convene a virtual or hybrid meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Board or Commission but may participate and vote if there is a quorum of members at a physical location(s) that are open for attendance by the public.

5. Except in the case of executive sessions conducted pursuant to the Open Meetings Law and any other relevant law, the board or committee shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The public notice for a virtual or hybrid public meeting held pursuant to Section 34-4 of the Saltaire Village Code shall inform the public: (i) that due to extraordinary circumstances videoconferencing will (or may) be used, (ii) the locations where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

7. If one or more members of the board or commission are authorized to participate by videoconferencing from other locations due to extraordinary circumstances, the board or committee shall provide the opportunity for the public to view such meeting in person at the designated locations,

and by video, and to participate in proceedings by videoconference in real time, during the portions of the meeting where public comment or participation is authorized.

8. These procedures shall be conspicuously posted on the Village of Saltaire website.

**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 the 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.

**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 13, 2024 adopted the official budget of the Village of Saltaire for the 2024/25 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 13, 2024 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 2024/25 and the 2025/26 fiscal years up to the total levels so budgeted for each department as approved in each budget, 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 in the best interests of the Village.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE INVESTMENT AND CASH MANAGEMENT POLICIES**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate certain policies 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 if 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 \$6,000,000 of general fund operating reserves 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 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 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 organizational 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 SALTIRE

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, considering 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 pursuant to Corrections Law 186; purchases under State or County or Town, or through a municipal purchasing cooperative 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
\$7,500 - \$9,999	2 verbal quotes
\$10,000 - \$19,999	2 written/fax quotes or written request for proposals

Estimated Amount of Public Works Contract	Method
\$7,500 - \$9,999	2 verbal quotes
\$9,999 - \$19,999	2 written/fax quotations
\$19,999 - \$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 the 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. Due to the nature of this exception, these goods or services must be purchased immediately since 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 specifically required by the Board resolution to purchase the product, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources.

d. Goods or services under \$7,500. The time and documentation required to purchase through this policy may be costlier 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 or considered for award is held by:

1. An employee, officer or agent involved in making the award;
2. A relative of such employee, 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. The partner of such employee, officer or agent; 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 deemed appropriate by the director or supervisor, an analysis to determine which approach would be the most economical may be undertaken.
9. Protest Procedures: Any actual or prospective contractor may protest the solicitation or award of a contract based on claimed 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 and submitted to the Village Administrator, who may, after consultation with Village Counsel, 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 SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE CREDIT CARD USE POLICY**

Purpose:

In order to establish a convenient, efficient and cost-effective method of purchasing goods and services, the Village of Saltaire will provide a credit card to the Village Administration staff and to the Village Department Supervisors or assigned Department Purchaser to be used for purchases of goods and services.

Procedure:

The Village of Saltaire will use credit cards from banking institutions approved by NYS Contract.

Department Supervisors or assigned Purchaser Use

Credit Card purchases will be compliant with the Village's Procurement Policy. Purchases made by the Department Supervisor or assigned Department Purchaser are paid prior to Board approval and therefore must be allocated to the Department's Board approved operational budget annually. Any purchases outside of the operational budget must be pre-approved by the Village Administrator or Board.

Village Administration Credit Card Use

Credit Card purchases will be compliant with the Village's Procurement Policy. Purchases made by the Village Administration are paid prior to Board approval and therefore must be allocated to the Clerk/Treasurer's Board approved operational budget annually. Purchases outside of the Clerk/Treasurer's budget, including but not limited to, Insurance policies and Board activities, can be paid with a credit card by the Village Administration.

General Use:

The following are hereby approved to be issued Village Credit Cards to be used for Village purchases pursuant to this policy:

- Village Administrator Mario Posillico
- Village Treasurer Donna Lyudmer
- Village Deputy Treasurer Alexa Cherveney
- Village Deputy Clerk Catherine O'Brien

- Public Works – Vern Henriksen
- Public Works – Ben Cherveney
- Librarian Kate Valente
- Public Safety Chief Anthony Campos
- Code Enforcement Officer/Assessor Meagan Leppicello
- Camp Director Molly Davis
- Chief Lifeguard Rich Wilde

Use of the Village credit cards is not permitted and will be blocked for cash advances. Each employee using a Village credit card shall be responsible for the security of his or her card as well as any purchases made using it. All receipts and expenditures shall be reconciled with the monthly statements and audited by the Village Mayor. If the employee using a Village credit card cannot produce a receipt, he or she will provide a signed explanation of the purchase.

No personal purchases may be made with the card. No expenditures for entertainment or non-Village business purposes shall be made. All purchases not expressly authorized in the budget must be Board-approved in advance. Payment for any purchases made with a Village credit card for which satisfactory receipts or written explanation cannot be produced, or for personal or unauthorized purposes, shall be at the employee's sole expense, and the employee shall reimburse the Village for the amount charged to the credit card.

Any loss or theft of a credit card must be reported within 24 hours of discovery to the Village Administrator or the Village Treasurer. In the event of willful or negligent default of the obligations and responsibilities of the cardholder, the Mayor shall take such recovery action as deemed appropriate by law.

The Village Administration and Department Supervisors shall return their card upon request of the Board of Trustees or upon termination of their employment or term of office.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE CONFLICT OF
INTEREST POLICY AS TO AWARDS OF FEDERAL FUNDING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure regarding prevention of and addressing potential conflicts of interest in the receipt, administration and payment of Federal grants and awards of Federal Funds; it is therefore

RESOLVED, that the Village of Saltaire does hereby adopt the following policy as to preventing and addressing potential conflicts of interest in the receipt, administration and payment of Federal grants and awards of Federal Funds as follows:

Prohibition of conflicts of interest of employees, officers, officials and agents of the Village of Saltaire

A. Prohibition;

In addition to the prohibitions of conflicts of interest that are contained in New York State and Federal Law, no employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

B. Conflict of Interest;

A conflict of interest shall include but not necessarily be limited to an employee, officer,

official or agent who may participate in the selection, award or administration of a contract supported by a Federal award where that employee, officer, official or agent has an ownership, financial or contractual interest in an entity or with a person that is the recipient or beneficiary of a contract or purchase involving Federal awards. For purposes of determining a conflict of interest, the guidelines of family relationships as set forth in New York State General Municipal Law § 800-812 shall apply, and reference to the employee, officer, official, and agent shall include the employer, family, spouse, partner or other persons in a family relationship with the employee, officer, official or agent.

C. Gratuities and Gifts Prohibited

All employees, officers, officials and agents of the Village of Saltaire, whether that person participates in the selection, award, or administration of a contract supported by a Federal awardee prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to contracts or subcontracts.

D. Prohibition of the Actions of the Village of Saltaire

The Village of Saltaire shall not participate in any contract or bid that is supported by a Federal award where an employee, officer, official or agent of the Village of Saltaire has a legal or financial interest in a contractor or subcontractor receiving funds or being awarded a contract that is supported by Federal Funds.

E. Disclosure

Any employee, officer, official or agent of the Village of Saltaire who has or becomes aware of a conflict of interest or the potential of a conflict of interest as defined above must immediately disclose that conflict of interest by written notice to the Village Administrator or Clerk of the Village of Saltaire.

F. Discipline and Penalty

Any employee, officer, official or agent of the Village of Saltaire who violates any provision of this Conflict of Interest policy shall be subject to termination by a majority vote of the Board of Trustees. If the employee or agent in violation of this policy has rights under the New York State Civil Service Law or any other applicable law, then the procedure for that termination shall be subject to and undertaken in accordance with those rights. An officer or official in violation of this policy, in addition to any other civil or criminal penalties shall be deemed to have committed a violation of the Code of Ethics of the Village of Saltaire and be subject to penalties thereunder and as provided in the New York State General Municipal Law and Public Officers Law.

**INCORPORATED VILLAGE OF SALTIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE INTERNAL CONTROLS
POLICY AS TO AWARDS OF FEDERAL FUNDING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure regarding internal controls of awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds; it is therefore

RESOLVED, that the Village of Saltaire hereby adopts the guidelines and policies stated in the Standards for Internal Control in the Federal Government as stated in the Government Accountability Office by the Comptroller General of the United States; and it is further

RESOLVED, that the Village of Saltaire does hereby adopt the following policy adopting internal controls as to the receipt, administration and payment of Federal grants and projects involving the awards of Federal Funds:

I. Control Environment

A. The Board of Trustees and the Village Administrator, Village Clerk and staff shall demonstrate a commitment to integrity and values including tone at the top, standards of conduct and adherence to standards of conduct.

B. The Mayor and Board of Trustees shall oversee the Village of Saltaire's internal control system by developing an oversight structure, and input for the remediation of deficiencies.

C. The Mayor and Board of Trustees shall establish Village of Saltaire internal oversight structure, assign responsibility, and delegate authority to achieve the Village of Saltaire's objectives including the documentation of the Internal Control System.

D. The Mayor and Board of Trustees shall demonstrate a commitment to recruit, develop, and retain competent individuals including expectation of competence, recruitment, development and retention of competent people, and to develop succession and contingency plans and preparation.

E. The Mayor and Board of Trustees shall evaluate performances and hold individuals accountable for their internal control responsibilities through enforcement of accountability.

II. Risk Assessment

A. The Mayor and Board of Trustees working with the Clerk and Treasurer shall define objectives clearly to enable the identification of risks and risk tolerances.

B. The Mayor and Board of Trustees working with the Clerk and Treasurer shall identify, analyze and respond to risks related to achieving the defined objectives.

C. The Mayor and Board of Trustees working with the Clerk and Treasurer shall consider the potential for fraud when identifying, analyzing and responding to risks including the type of fraud, the fraud risk factors and response to fraud risks.

D. The Mayor and Board of Trustees working with the Clerk and Treasurer shall identify, analyze, and respond to significant changes in operations that could impact the internal control system of the Village of Saltaire, including the identification of a change and the analysis of and development of a response to the change by the Village of Saltaire.

III. Control Activities

A. The Mayor and Board of Trustees working with the Clerk and Treasurer shall design control activities to achieve objectives and respond to risks to the internal controls of the Village of Saltaire by identifying and developing the response to risks, the design of appropriate types of control activities, the design of control activities at various levels and the segregation of duties.

B. The Mayor and Board of Trustees working with the Clerk and Treasurer shall design the Village of Saltaire's information system and related control activities, including responding to the Village's risks, by considering the Village's defined information requirements, and by evaluating the information system processes, objectives and design of a security management system.

C. The Mayor and Board of Trustees working with the Clerk and Treasurer shall implement control activities in the Village of Saltaire through documentation of responsibilities, and periodic review of control activities.

IV. Information and Communication

A. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall use quality information to achieve the Village's objectives by identification of the Village's information requirements, using relevant data from reliable sources and processing data into quality information.

B. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall communicate internally throughout the Village, by using appropriate methods of communication in order to achieve the Village's objectives.

C. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall communicate externally with and obtain information from external parties through appropriate methods of communication that will be determined by the Mayor and the Board of Trustees in conjunction with the Clerk and Treasurer.

V. Monitoring

A. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall

establish and operate monitoring procedures to monitor the internal control systems and evaluate the results by establishing a baseline, to determine internal control issues.

B. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall remediate identified internal control deficiencies on a timely basis by the reporting of issues, evaluation of same and development and completion of corrective actions.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING A POLICY AS TO THE METHOD FOR CONDUCTING
TECHNICAL EVALUATIONS OF PROPOSALS
RECEIVED AND SELECTING RECIPIENTS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure as to the method for conducting technical evaluations of proposals received and selecting recipients regarding awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds; and

WHEREAS the Village of Saltaire already has a Procurement Policy that meets the requirements of New York State law, and the Federal Guidelines under 2 CFR § 200.320(d)(3) contain procedural guidelines for evaluating bids but whose financial thresholds exceed those under which the Village of Saltaire is required to comply under New York State Law; it is therefore

RESOLVED, that the Village of Saltaire hereby adopts the guidelines and policies stated in the OMB Guidance for procurement and regulations under 200.320 as outlined below as the policy and procedure as to the method for conducting technical evaluations of proposals received and selecting recipients regarding awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds to the Village of Saltaire as stated in order to supplement the Procurement Policy of the Village of Saltaire, and provided that the methods of procurement so adopted are not in violation of New York State law or the procurement policy of the Village of Saltaire, and that the dollar amounts under New York State law shall be followed so that compliance with the Federal guidelines does not result in a violation of New York State law as follows:

“200.320 Methods of procurement to be followed.

The Village of Saltaire must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids; for local and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually utilized; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost reimbursement-type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The Village of Saltaire shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The Non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are not typically part of industry-standard A/E services.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

**INCORPORATED VILLAGE OF SALTIRE
SUPPLEMENTAL PROCUREMENT POLICY FOR PROJECTS INVOLVING FUNDING BY FEDERAL
AWARDS**

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, and

WHEREAS the United States Government requires that the Village of Saltaire adopts and maintains supplemental procurement requirements that conform with 2 CFR 200.318(c) for projects involving the funding by Federal awards, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following supplemental procurement requirements which are mandatory for the Village to follow in projects involving funding from a Federal award as follows;

Procedures in compliances with 2 CFR § 200.318 - General procurement standards.

(a) The Village of Saltaire shall use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) The Village of Saltaire shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The Village of Saltaire must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the Village of Saltaire has a parent, affiliate, or subsidiary organization that is not a state agency or local government, or Indian tribe, the Village of Saltaire must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the Village of Saltaire is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The Village of Saltaire's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or itemizing procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the Village of Saltaire is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The Village of Saltaire is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The Village of Saltaire is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The Village of Saltaire shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.213 Suspension and debarment.

(i) The Village of Saltaire shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The Village of Saltaire may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Village of Saltaire in awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The Village of Saltaire alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
DESIGNATING VILLAGE AUDITORS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are 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 are desirous of retaining the services of Cullen & Danowski as the auditors of the Village of Saltaire for the 2024/25 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 and approved by the Village Administrator.

**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 have 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 are desirous of retaining the services of Land Use Environmental Inc. as the environmental consultants of the Village of Saltaire for the 2024/25 fiscal year and beyond until resolved otherwise, 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 and approval by the Village Administrator.

**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 have 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 are desirous of retaining the services of Dan Falasco, PE, 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 2024/25 fiscal year and beyond until resolved otherwise, it is therefore,

RESOLVED that Dan Falasco, 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 that firm for review and approval by the Village Administrator.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
DESIGNATING VILLAGE BUILDING ENGINEER**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire have 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 public buildings of the Village, and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are desirous of retaining the services of Glenn Graham, PE, as the engineering consultant to advise the Village on design, engineering and maintenance of the public buildings of the Village of Saltaire for the 2024/25 fiscal year and beyond until resolved otherwise, it is therefore;

RESOLVED that Glenn Graham, PE is hereby appointed as the public building engineering consultant of the Village of Saltaire, subject to further agreement of engagement to be submitted by that firm for review and approval by the Village Administrator.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
DESIGNATING VILLAGE TECHNOLOGY CONSULTANTS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire have found it to be in the best interest of the Village to retain the services of a technology consulting firm to advise the Village on design and maintenance of computer and network services of the Village, and;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are desirous of retaining the services of Adept Technology Consulting Inc., as the technology consultant to advise the Village on design and maintenance of computer and network services for the Village of Saltaire for the 2024/25 fiscal year and beyond until resolved otherwise, it is therefore;

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are desirous of retaining the services of LI Web Guy Inc., as the web designer for the Village of Saltaire for the 2024/25 fiscal year and beyond until resolved otherwise, it is therefore;

RESOLVED that Adept Technology Consulting Inc. is hereby appointed as the technology consultant of the Village of Saltaire, subject to further agreement of engagement and/or invoice to be submitted by that firm for review and approval by the Village Administrator, and further be it

RESOLVED that LI Web Guy Inc. is hereby appointed as the website design consultant for the Village of Saltaire, subject to further agreement of engagement and/or invoice to be submitted by that firm for review and approval by the Village Administrator.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
AUTHORIZATION FOR ADMINISTRATOR TO
RETAIN SERVICES OF LICENSED ELECTRICIANS AND PLUMBING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire have found that it to be in the best interest of the Village to have routine electrical and plumbing preventative maintenance and repair work performed on the various Village-owned buildings and facilities, and;

WHEREAS, since the Village does not have either a licensed electrician or plumber on staff to perform routine electrical and plumbing work, the Village will need from time to time to retain the services of independent licensed plumbers and electricians to perform this required work on an emergency basis or otherwise, and

WHEREAS, since such routine electrical or plumbing work repair work is typically performed on a time-and-material basis, it is therefore difficult to obtain fixed pricing to quote and compare from multiple vendors, a process made additionally difficult by the limited access to Fire Island; it is

THEREFORE RESOLVED that the Village Administrator is hereby authorized to retain the services of licensed electricians and plumbers for routine preventative maintenance and repair work to Village-owned buildings and facilities on a time-and-materials basis without the need to obtain a fixed price quote, so long as 1) the labor component of all such authorized work in any fiscal year is less than fifteen thousand dollars to any one licensed professional or related entity, 2) the materials, except for incidentals, used for the work are purchased directly by the Village or passed-on at cost by the

licensed professional to the Village, and 3)the charge for the work performed by all labor must be equal to the NYS published prevailing wage rate for that service that is in effect at the time of the work being performed.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
AUTHORIZING PAYMENT OF CERTAIN CLAIMS PRIOR TO AUDIT AND REFUNDS OF
OVERPAYMENT OF FEES FOR SERVICES BY CREDIT CARD WITHOUT BOARD 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 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”), and

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 issue refunds for payment made by credit card for overpayment of fees for Village services or for refunds made pursuant to refund policies for any fees for services without audit by the Board of Trustees, it is therefore resolved;

RESOLVED, that the Village Treasurer and the Village Clerk are each 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, which include but are not limited to phone, electric, heating fuel, gasoline/diesel, postage, freight and credit card charges, or is otherwise required by previously authorized contract, and further be it

RESOLVED, that the Village Treasurer and the Village Clerk are each hereby authorized to issue refunds for payment made by credit card for overpayment of fees for Village services or for refunds made pursuant to departmental refund policies for any fees for services without audit by the Board of Trustees

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
AUTHORIZING OFFICERS, EMPLOYEES OR ADVISORS 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, employees or advisors 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 is documented and the expenses are approved by the Board of Trustees.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
VILLAGE PAID REFRESHMENTS AND MEALS POLICY**

The purpose of this Policy is to establish a policy for Village-paid meals and sustenance refreshments for Village employees during official Village activities.

1. The Village may, with prior approval of the Village Administrator (or by separate resolution of the Village Board or approved as part of the annual operating budget if in excess of \$100), pay for, or reimburse as payment for, light sustenance-type snacks and nonalcoholic beverages for employees (if a paid receipt is provided), up to \$10 per employee, in the event that there is an official Village activity, other than the normal duties of the employee, that the employee is required to attend (such an activity may include training, meeting or virtual meeting viewed virtually in the office only), that is to exceed or does exceed 2-hours, or which is scheduled to start prior to 8:00 AM. The indicated

dollar amount may be an average based on the number of employees expected to attend where the Village makes one purchase of snacks for all employees working at the event.

2. The Village may, with prior approval of the Village Administrator (or by separate resolution of the Village Board or approved as part of the annual operating budget if in excess of \$100), pay for or reimburse for payment for a light meal and nonalcoholic beverage for employees (if a paid receipt is provided), up to \$20 per employee, corresponding to the customary meal at that time of day (i.e. breakfast, lunch or dinner), where an event at which an employee's presence is required is scheduled to or does exceed 4 hours (not including time that the employee is performing their regular office or outside office duties). The indicated dollar amount may be an average based on the number of employees expected to attend where the Village makes one purchase of food for a meal for all employees expected to be working at the event.
3. The Village may with the prior approval of the Board of Trustees purchase food and nonalcoholic beverages for official Village-sponsored events that are identified and approved in the annual Village budget, including but not limited to recreation events and multi-jurisdictional training or planning sessions when held in Saltaire.
4. For purposes of this policy "employee" shall include paid employees and unpaid volunteers (excluding member of the Saltaire Volunteer Fire Company) working for the Village of Saltaire.
5. This policy is intended to supplement the Village travel and meals policy.
6. There shall be no other payment for employee food or meals from Village funds except as provided in this policy or the Village travel and meals policy.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
RECREATION DISCOUNTS FOR KEY EMPLOYEES**

Whereas the Village operates various recreations programs, including a Summer Camp program, a Library program and a Junior Lifeguard program, for the benefit of residents and guests of the Village and neighboring communities, and;

Whereas, the Village annually sets a fee-for-service for these programs in an attempt to cover both its operating and overhead costs for these programs; and

Whereas, the Village, in order to recruit and retain qualified competent employees looks for opportunities to offer key employees certain conveniences to make it easier for those employees to be able to work on, commute to or live on Fire Island so that those employees are better able to perform their duties.

Therefore, be it resolved that the Village offers the following classes of employees the respective discounts for camp and library programming:

- All Full-time employees as so outlined in the Employee Handbook:
 - 100% discount for dependent children or grandchildren
- Employees who live in Village Housing:
 - 100% discount for dependent children, grandchildren or other relatives (or close acquaintances upon the approval of the Village Administrator) who live in Village Housing during the period of program-enrollment.
- Seasonal or Part-time Employees
 - 100% Discount ONLY for those employees who, in the discretion of the Village Administrator in consultation with their direct department head, are considered key

seasonal employees for whom the discount for their relative would be an important inducement for continued employment.

Be it resolved that financial benefit of the discounted programming received by any employee will be reported as additional income to that employee for the reporting year the registration was discounted pursuant to the advice of the Village accountant/auditor based on the current IRS regulation in effect at the time of reporting.

**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;

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 to the Village Administrator, 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 their families 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
Anthony Campos	Annual	104B Neptune Walk
James Wilde	Annual	104A Neptune Walk
Matthew Nelson	Annual	106 Neptune Walk
Molly Davis	Seasonal	2 Pomander
Richard Wilde	Seasonal	107 Neptune
Medical Clinic Providers	Seasonal – Per Contract	100 Neptune Walk
Paramedics	Seasonal Thru 10/15/25	5 Pomander

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
VILLAGE OFFICIAL & EMPLOYEE TRANSPORTATION POLICY**

WHEREAS, the Mayor and 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, and

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:

ELIGIBLE DRIVERS & INDEMNIFICATION

- All operators of Village Vehicles must possess a current and valid Driver's License, which must be carried on their person whenever operating a Village Vehicle.
- The Village may suspend or revoke driving privileges for any staff or volunteer at its sole discretion with or without cause, which may include but not be limited to violations of this policy or illegal or unsafe operation of a vehicle, or any reason that the Village determines is in its best interest.
- The indemnification of any employee or Village Officer while operating a Village vehicle pursuant to this policy shall be pursuant to Chapter 22 of the Saltaire Village Code.

VEHICLE USE

Maintenance Department Vehicles

- A. The Board of Trustees hereby determines that it is in the best interest of the Village of Saltaire for a member of the Village Maintenance Department who 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 or her 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 to and from 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 this policy 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 the Village Administrator. 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.

Public Safety Department Vehicle

The Board of Trustees further hereby determines that it is in the best interest of the Village of Saltaire that the Public Safety patrol vehicle be used, upon direction of the Village Administrator to transport into and out of the Village: Members of the Board of Trustees, or 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; Public Safety 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; 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; and for use by Village staff or officials into and out of the Village to undertake tasks in the performance of

their duties when ferry service is unavailable or impractical, including but not limited to Board meetings and training sessions.

Village Policy for Use of Saltaire Volunteer Fire Company Support Vehicles (Originally by the Village Board of Trustees, September 15, 2024.)

Fire Company Support Vehicles are hereby defined as vehicles in the fleet of the Saltaire Volunteer Fire Company (SVFC) that are not typically the primary or first response vehicles to an incident (such as pumpers, ambulances or equipment vehicles), but instead can or are intended to be used as support to transport additional equipment and/or members to the scene of a fire or rescue incident, or, when not used in an emergency capacity, can be used for transportation functions to and from the Firehouse for various training and administrative purposes. The use of any such vehicle, or this Policy in whole or in part, may be unilaterally terminated, updated or modified without notice by the Board of Trustees.

The Fire Company Support Vehicles covered under this Policy as of the date of its adoption are:

- Chief's Vehicle (currently a 2023 Ford Explorer or as may be replaced)
- Transport Vehicle (currently a 2018 Ford 150 XLT or as may be replaced)
- Field 5 Transport Vehicle (currently a 2011 Ford Expedition or as may be replaced)

[Note that the term "currently" as used above refers to the date of adoption of this Policy by the Board of Trustees. All vehicles used for similar purposes (including additional or replacement vehicles) are deemed to be included under and covered by this policy.]

SECTION I -- PERMITTED USES OF AN SVFC SUPPORT VEHICLE.

When a Fire Company Support Vehicle is off of Fire Island pursuant to an authorized use outlined herein, the following rules shall apply:

- A. The Fire Company Support Vehicle may only be driven by a duly authorized active member of the SVFC who has a valid driver's license on file with the Village. Such member shall not allow the vehicle to be used by any other person (other than a properly licensed active member). A log of each such vehicle's use shall be kept and supplied upon request of the Village Administrator, or as may be required herein.
- B. Members while using any SVFC Support Vehicle off of Fire Island pursuant to this Policy may have occasions where an incidental stop for personal reasons is by custom deemed acceptable and permissible between SVFC-related stops. Such use shall be limited and is not to be considered a violation of this policy, but shall be reasonable and appropriate in nature, and does not include stopping for the bulk purchase of personal goods, personal electronic, automotive or similar items, entertainment, or for similar personal purposes.
- C. No personal items other than incidentals shall be stored in the vehicle. Members are required to keep the vehicle locked at all times (including when parked at the Firehouse, Maintenance Yard or elsewhere in Saltaire), with work-related items stored either in a lock box or trunk during times when the vehicle is not in use. Drivers may not carry hazardous materials in the vehicle unless required or authorized by the Chiefs(s) or Village Administrator.

- D. Drivers may not carry passengers who are unrelated to any activity or business of the SVFC unless such passengers are members of the family of a Company member in good standing, and such transportation is infrequent, ancillary to and does not interfere with the primary Fire Company-related function of the trip.
- E. Any member who is authorized to use a Fire Company Support Vehicle pursuant to this policy shall not be issued a W-2 form at the end of the calendar year for the use of the vehicle because such use is considered necessary or beneficial to the SVFC.
- F. Whenever a Fire Company Support Vehicle is parked outside of the Village, it shall be in a location that is legal and in the best judgment of the operator reasonably safe from possible theft, damage or vandalism.
- G. Fines or other judgments imposed for any violations incurred by the driver of a vehicle (such as speeding, illegal parking, etc.) shall be the responsibility of the driver, and payment at his or her sole expense.
- H. The Village may suspend or revoke driving privileges for any staff or volunteer at its sole discretion with or without cause, which may include but not be limited to violations of this policy or illegal or unsafe operation of a vehicle, or any reason that the Village determines is in its best interest.
- I. The indemnification of any employee or Village Officer while operating a Village vehicle pursuant to this policy shall be pursuant to Chapter 22 of the Saltaire Village Code.

SECTION 2 -- ANTICIPATED AND APPROVED FUNCTIONS AND PARKING OF THE SUPPORT VEHICLES.

A. ALL VEHICLES.

- For transportation of vendors, repair personnel, professionals, members etc., when it has been determined by the Fire Chiefs(s) that such vehicle transportation is necessary for the effective operation or staffing of the SVFC.
- For transportation of members for meetings, drills and other occasions where ferry service is either unavailable or impractical for attendance or for the tasks being performed.

B. CHIEF'S VEHICLE.

- In- Season (Tuesday after Memorial Day through September 15) Use:
 - Administrative functions that require transportation from and to Fire Island.
 - Use by a chief for transportation to their off-island residence only under extraordinary circumstances.
- In- Season Parking:
 - Primarily at the Saltaire Maintenance Yard.
 - At or across from the Firehouse when required for operational readiness
- Off-Season (September 16 through Memorial Day) Use:
 - Administrative functions that require transportation from and to Fire Island.

- Reasonable use by a Chief for transportation to and from their primary off-island residence when necessary for the operations of the Company.
- Off Season Parking:
 - At the Firehouse or Broadway while in Saltaire
 - Other locations, such as Robert Moses Field 5, Captree, or as may be preferable and agreed upon.

C. TRANSPORT VEHICLE.

- In- Season (April 15 through to October 15) Use:
 - Administrative functions that require transportation from and to Fire Island.
- In-Season Parking:
 - At the Firehouse or Broadway.
- Off-Season (October 16 through to April 14) Use:
 - Administrative Functions that require transportation from and to Fire Island.
 - Suffolk County Deputy Fire Coordinator (only when the Deputy Coordinator is a member of the SVFC) Use.
 - When no other vehicle (Personal or Village of Saltaire) is available or practical for use, it may be used by an SVFC member when acting in his or her capacity as Suffolk County Deputy Fire Coordinator in the following manner:
 - Emergency Use: If not otherwise being used by the SVFC for emergency response, it may be used in his or her capacity as a Suffolk County Deputy Fire Coordinator to carry out Fire Coordinator duties.
 - Non-Emergency Use: Requests for such use (e.g. Meetings, Training) must be made to the SVFC Chief(s) within not less than 24 hours of the anticipated usage or upon a previously approved and determined schedule of events.
 - All activity and use shall be logged along with a report of use for all emergency and non-emergency use, which log shall be submitted to the Chiefs.
- Off Season Parking:
 - At the Firehouse or Broadway.

D. FIELD 5 TRANSPORT VEHICLE.

- Year- Round Use:
 - Administrative Functions that require transportation from and to Fire Island.
- Parking:
 - RMSP Field 5 or Captree parking lot (when permitted).

- At the Firehouse or Broadway when in use or required for operational readiness.

Non-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 for ferry transportation to and from the Village by the provision of discount ferry tickets (when not otherwise provided) to the following classifications of employees: Village Office staff, Post Office staff, Public Safety 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 provide transportation to and from primary place of residence during the employment period, or to perform a designated task on the mainland for the benefit of their respective department. Discount ferry tickets for such qualified employees will be distributed by the respective department heads, and catalogued to the satisfaction of the Village Treasurer for the purposes of tracking of proper use pursuant to this policy, and for inventory control.

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 or in the surrounding communities. 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.

Saltaire Volunteer Fire Company (SVFC)

The Board of Trustees has determined that it is in the best interests of the residents of the Village of Saltaire that members of the Saltaire Volunteer Fire Company be present in the Village as often as possible in order to respond to fire and rescue calls, attend training sessions and Company meetings, perform administrative duties, and maintain their status as active members in good standing. The Board has further determined that because of the critical services provided by such members, it is a proper expenditure of public funds to help defray a portion of the expense of ferry travel to and from Saltaire incurred by those members in order to perform their duties, training and related obligations.

The Board therefore resolves that the Village shall annually purchase and allocate a maximum of twelve (12) 40-trip ferry-ticket books to the Company, to be used solely for the purposes described above. The books purchased by the Village for this purpose will be given to the Executives of the SVFC, who will in turn allocate and distribute individual tickets to Company members in good standing, in such number and manner which in the Executives' judgment is equitable and appropriate for each such member. The Executives will submit to the Village Administrator by not later than February 1 of each year a detailed summary of the allocation of such ferry tickets made during the preceding calendar year. The method of allocating and distributing these tickets, and the annual summary of same, will be subject to review by the Administrator and the Board of Trustees, who may request changes in such procedures if it is determined that the process is in any way inequitable or abused. Any unused tickets from the preceding year may, at the Board's sole discretion, be deducted from the succeeding year's allocation of ticket books, or taken into consideration in any future adjustment of the quantity of ticket books allocated to the SVFC.

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 for 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, a parking allowance of up to \$75 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 will pay this allowance only through payroll 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 to the employee's manager.

Bay Shore Parking Lots and/or Town of Islip Municipal Parking

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. If Town of Islip Municipal Parking is purchased directly by the employee, proof of payment of such fee must be submitted to the employee's manager for the actual cost up to the \$75 allowance to be paid through payroll.

**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 officers and employees for the reasonable cost of the use of their personal vehicles for Village purposes, on receipt of a written request for 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**

WHEREAS the Village of Saltaire must adopt Capitalization and Depreciation schedules for Fixed Assets in order for the Village Auditors to adequately report the Village's Fixed Assets and Balance Sheet in its annual Financial Report, it is therefore;

RESOLVED that the Board of Trustees of the Village of Saltaire adopts the following Capitalization and Depreciation Schedule:

<u>Item</u>	<u>CAPITALIZATION SCHEDULES</u>
Tracking & Inventory	Capitalization & Depreciation

Land	\$1	Capitalize Only
Land Improvements	\$1	Capitalize Only
Building	\$1	\$25,000
Building Improvements	\$1	\$75,000
Machinery & Equipment	\$10,000	\$10,000
Vehicles	\$10,000	\$10,000
Infrastructure	\$1	Capitalize Only

DEPRECIATION SCHEDULES

Items	Years	Method
Automobiles and Trucks	3	Straight Line
Office Equipment	3	Straight Line
Other Equipment	7	Straight Line
Fire Trucks	10	Straight Line
Heavy Equipment	10	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

The motion to adopt all of the Organizational Resolutions above-written was seconded by Trustee Oppenheimer, and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Wolf

Seconded: Trustee Kovner

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

INDEMNIFICATION AGREEMENT FOR FIRE DRILL

Mayor O'Brien stated that a property owner has offered their house located at 33 Bay Promenade, which is scheduled to be demolished, for training purposes by the Saltaire Volunteer Fire Company (SVFC), and requested an indemnification agreement to protect the interests of all parties based on the previous indemnification parameters developed by the Village Attorney for such training drills. After discussion and all having a chance to be heard, Trustee Wolf made a motion to authorize Village Administrator Posillico, in consultation with the Village Attorney, to execute the requisite indemnification contract to cover the SVFC's use of the private property. The motion was seconded by Trustee Oppenheimer, and the motion was carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Oppenheimer

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AUTHORIZATION TO UNDERTAKE A PUBLIC BID FOR HVAC UPGRADE

Mayor O'Brien reported that the Saltaire Volunteer Fire Company (SVFC) had requested an upgrade to the Saltaire firehouse heating system utilizing a heat pump that would also add a cooling component. He further stated that this request had been tentatively approved in the 2024/25 budget

pending final approval, and that in order for the Board to make a decision on the capital allocation, it should obtain a public bid in order to ascertain its actual cost. After discussion, and all having a chance to be heard, Trustee Oppenheimer made a motion to authorize the Village Administrator to solicit bids for the installation of a heat pump system to provide heating and cooling for the Saltaire firehouse pursuant to the Village procurement policy.

The motion was seconded by Trustee Wolf and the question of the adoption of the foregoing resolutions was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Oppenheimer

Seconded: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AUTHORIZATION TO WAIVE RESIDENTIAL VEHICLE PERMIT FEES FOR ACTIVE MEMBERS OF THE SALTAIRE AND FAIR HARBOR FIRE COMPANY

Mayor O'Brien reported that the SVFC has recommended that, in an effort to recruit and retain year-round active members of both the SVFC and the Fair Harbor Fire Department (FHFD), with which the SVFC has a long-standing mutual aid agreement and a cooperative working relationship, the Village waive the year-round residential driving permit fee for those volunteer members of both departments who meet the requirements for such a permit. Such individuals would still be required to obtain a residential driving permit, and the fee for any driving permit other than a residential permit will not be waived for such members. After discussion, and all having a chance to be heard, Trustee Wolf made a motion to waive the 2025 Saltaire year-round residential driving permit fee for year-round residents who are active members in good standing of either the SVFC or the FHFD and who meet the requirements for such driving permit.

The motion was seconded by Trustee Skerritt and the question of the adoption of the foregoing resolutions was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Wolf

Seconded: Trustee Skerritt

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

DISCUSSION OF SPEED CONTROL DEVICES

Trustee Skerritt reported that, pursuant to prior Board approval, the Village has installed two speed control devices, one a 7-foot-long speed hump on the west end of the Village, and the other a 10-foot-long speed table on the east end of the Village, in order to gauge both the effectiveness and potential safety impacts on bikes, ebikes, general vehicle traffic as well as pedestrians. She stated that the devices have only recently been installed, and that the Board welcomes all feedback to help it decide how the devices might fit into the mix of strategies to address excessive speed of all types of vehicles.

STUDY OF EXISTING LAND AND BUILDING INVENTORY

Trustee Oppenheimer presented a summary of the Village's existing land and building inventory and capacity in an effort to identify how these will be able to accommodate current and future needs of the Village. Discussion ensued during and after the presentation. Mayor O'Brien thanked Trustee Oppenheimer and Village Administrator Posillico for their work and leadership on this issue, and stated that further consideration and public discussion would occur at a series of future meetings.

APPROVAL OF MINUTES

Draft copies of the minutes of the Board of Trustees meeting of September 15, 2024 had previously been presented to the Board and posted in draft form on the Village website. Following discussion, Trustee Oppenheimer made a motion to adopt the minutes as presented with minor non-substantive corrections. The motion was seconded by Trustee Wolf, and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Oppenheimer

Seconded: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

AUDIT AND APPROVAL OF ABSTRACTS

Mayor O'Brien stated that the following Abstracts, having been distributed to the Board and posted on the Village website, were presented for approval by the Village Administrator and the Village Treasurer:

General Fund Checking No. 5A in the amount of	\$109,958.34 (amended total)
Capital Fund Checking No. 5A in the amount of	\$7,536.85

After discussion and opportunity for questions, Trustee Skerritt made a motion that the above-listed abstract(s) be approved as presented and that the Mayor be authorized to execute the warrant(s). The motion was seconded by Trustee Oppenheimer, and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Skerritt

Seconded: Trustee Oppenheimer

In Favor: Mayor O'Brien, Trustee Oppenheimer, Trustee Wolf, Trustee Skerritt, Trustee Kovner

Abstain: None

Against: None

CLOSE OF MEETING

Trustee Oppenheimer made a motion at 11:11 a.m. to close the meeting and to hold the next Board of Trustees meetings according to the following schedule:

- November 4, 2024 at 32 Old Slip, New York, New York with the public portion to start 6:00 p.m. with remote connection, which will include any Public Hearings.

The motion was seconded by Trustee Wolf and the question of the adoption of the foregoing resolution was duly put to a vote on roll call, and was carried according to the following:

Motion: Trustee Oppenheimer

Seconded: Trustee Wolf

In Favor: Mayor O'Brien, Trustee Wolf, Trustee Oppenheimer, Trustee Skerritt, Trustee Kovner

Against: None

Abstain: None