



AGENDA
DECEMBER 16, 2015
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00PM

Board of Trustees Announcements

Village Managers Report

Public Comments

1. Appointment of Acting/Provisional Police Chief
2. Promotion of a Police Officer to Detective
3. Schedule January 2016 Meeting Dates
4. Minutes
 - December 2, 2015

**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE JANUARY
__, 2015 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 16, 2015

1. APPOINTMENT OF ACTING/PROVISIONAL POLICE CHIEF

BE IT RESOLVED that Donald Gorey of Yonkers, New York is hereby appointed to the position of Temporary Acting Police Chief retroactively to November 20, 2015 through December 31, 2015 with a salary of \$_____.

BE IT FURTHER RESOLVED that Donald Gorey is hereby appointed provisionally as Police Chief effecting January 1, 2016 with a salary of \$_____.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
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2. PROMOTION OF A POLICE OFFICER TO DETECTIVE

BE IT RESOLVED that Frederick Galbraith of New Windsor, New York is hereby promoted to the position of Police Detective effective retroactively to _____ with an annual salary of \$114,159.89 as per the Village of Briarcliff Manor PBA Collective Bargaining Agreement salary scale effective June 1, 2015.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
DECEMBER 16, 2015

3. SCHEDULE JANUARY 2016 MEETING DATES

BE IT RESOLVED, that the Regular Meetings of the Board of Trustees for January 2016 are hereby scheduled for _____ at 8:00pm.

The Regular Meeting of the Board of Trustees of the Village of Briarcliff Manor, New York was held in the Village of Briarcliff Manor Village Hall, at 1111 Pleasantville Road, Briarcliff Manor, New York on the 2nd of December, 2015 commencing at 8:00 p.m.

Present

Lori A. Sullivan, Mayor
Mark Pohar, Deputy Mayor
Cesare DeRose, Jr. Trustee
Mark L. Wilson, Trustee
Bryan Zirman, Trustee

Also Present

Philip Zegarelli, Village Manager
Christine Dennett, Village Clerk
Clinton Smith, Village Counsel
Robin Rizzo, Village Treasurer

Board of Trustees Announcements by Trustee Wilson

The Board sent their thoughts and prayers to all the people of San Bernadino.

- The Library has hosted many successful programs and events.
- Parking Permits for 2016 are now on sale.
- No overnight parking on any Village street or parking lot from December 1st through March 31st.
- The new ambulance arrived.
- Letters to Santa are being accepted in the special mailbox at the post office through December 15th.
- The Winter Brochure is available online.
- The Holiday Bonfire will be on December 4th at 6pm.

Village Managers Report by Village Manager Zegarelli

- The final step to close out the Full Water Supply Project will be done shortly.
- Leaf Pickup is underway.
- The parking lot next to the Pocket Park will be closed for a gas tank remediation project at the Getty Station.
- The 2nd Half of Village Tax is due by December 31st.

Public Comments

There were no public comments.

Village and Justice Court Annual Auditor's Report for Fiscal Year 2014-2015

Mr. Chris Kopf of O'Connor Davies, gave a brief overview of the annual audit and stated the Village did a very good job at maintaining the Village records and the Village was given the highest opinion a municipality can receive.

The Board thanked Mr. Kopf for his presentation and the Village Manager and Village Treasurer for their hard work and management.

Amendment of Fixed Asset Policy

The Board had general discussion regarding the thresholds and how they're utilized and determined.

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that Board of Trustees does hereby amend the following policy originally adopted on November 19, 2014 as follows:

Village of Briarcliff Manor Fixed Asset Policy

Policy Statement:

The purpose of this policy is to provide guidelines for the physical inventory and reporting controls of Village of Briarcliff Manor (VBM) assets. These assets include, but not limited to, accounting of the assets; meeting financial reporting needs; asset management records keeping; and, where appropriate, the disposal of VBM assets to maximize value for aged, obsolete and/or distressed assets no longer necessary for the operational needs of the VBM.

Policy Purpose:

The intent of this policy is to describe and formulate standard policies required for recording new and existing assets; changes in assets; methodology of record keeping; and, the disposal of assets when the VBM so determines. In addition, this policy is intended to provide a sequence of events for VBM personnel in the safeguarding, accounting for and disposing of VBM assets. New York State Law and VBM accounting standards require that the VBM accurately record and account for capital assets on a routine basis. Because each VBM Department holds and/or is responsible for the use of capital equipment or other such VBM-owned property, this policy outlines the roles and responsibilities in regards to VBM's overall capital assets.

Responsible Party:

The Village Treasurer (and Finance Department) shall be the designated responsible party to implement and maintain the Fixed Asset Policy. The

Treasurer shall report all findings to the Village Manager and coordinate with the Village Clerk in the documentation of new and disposal of obsolete or excess equipment as so determined by the Board of Trustees (BOT).

Physical Asset Reporting Threshold:

For purposes of this policy, the asset reporting threshold shall be set as the gross cost at the time of acquisition: now established as **\$5,000.00**. However, in the case of volumes of like-types of materials, consumables and/or the storage of like physical assets under the individual **\$5,000.00** purchase threshold, those inventories shall be considered on an aggregate basis and reported as such. Examples of this nature are the aggregate of share fire hydrants, water and sewer pipes etc. Notwithstanding common rates of depreciation, “wear and tear” and/or useful life or obsolescence, purchase price (including consolidation of parts or equipment enhancements) shall prevail. However, such items as bulk “fire hose” and firefighter clothing are to be reported as a lump sum fiscal year expense but inventoried as to useful life and/or obsolesce. The VBM utilizes straight-line annual depreciation on capital assets.

Physical Inventory of Equipment:

As provided for by a New York State fixed asset control reporting, department heads are to provide a listing of all reportable property by department responsibility and/or area purchased each fiscal year. The acquisition and payment thereafter shall be designated a Fixed Asset (FA) when entered into VBM's financial software. Each department head is to provide the information to the Treasurer who will coordinate the reporting and documentation of all physical inventories. The Initial Effective Date of this policy shall be as of June 1, 2015 (nothing prior will be revalued). Thereafter on the anniversary date, a review of all physical inventories shall be made and reported to the Treasurer. All new purchases and aggregate increases in like inventories shall be recorded at the time of acquisition to ensure that all assets are verified and recorded on the VBM's physical inventories listing. The purpose of this physical inventory is to verify the existence and useful life of the equipment (individually by unit purchase or in the aggregate) as well as to ensure the accuracy of VBM records. Lost, stolen equipment and/or the destruction of VBM equipment by accident or otherwise shall be reported as soon as the loss is known and assessed to the Treasurer and Manager. Unreported discrepancies are to be noted when identified and the Village Manager is to coordinate with all departments to verify the nature of the loss. For purposes of this policy, the Treasurer shall utilize the current VBM accounting system module (that is, the Munis, and any successor system) to maintain all records and adjustments as currently established and standardized for all Department Heads to review. In those cases where the VBM's Munis system may not be appropriate for inventory reporting or control, Excel type spread sheet” documentation may be utilized **with appropriate descriptive captions**.

Disposal of Assets:

Upon review of the December semi-annual inventory, each department head shall determine and recommend to the Village Manager what specific assets are

no longer of use for VBM operations. Those assets shall be identified and described as to its original purchase price, current operational and/or functional condition, and determination as to its non-operational need for each department. Those separate items with a purchase price of at least \$25,000.00 shall have an independent, outside appraisal/evaluation completed prior to disposal determination. There may come a time or purpose that an asset has no value or redeemable use. An estimated sale value shall be provided as an indicator of revenue recovery by an independent source outside of a VBM departmental determination. The VBM Treasurer and the VBM Clerk shall coordinate all documentation and provide a listing of all defined disposable assets to the Village Manager as soon as practicable, thereafter. The Village Manager, in keeping with New York State asset control reporting and sound accounting practices, shall provide a list to the Mayor and Board of Trustees (M/BOT) for their determination as to the need and their approval to dispose of such assets. The M/BOT shall determine the minimum bid price on all items to be disposed and, by formal resolution shall determine the asset listing that shall be disposed of. Unless otherwise provided, the M/BOT resolution shall direct the Village Manager to provide for public notice as to the sale of all identified assets. Unless otherwise determined, all assets are to be sold by sealed bid on an "as is, where is" basis. Where appropriate, minimum base prices will be established and a 10% down payment included in the bid. Public notice and the procedures for sealed bids shall be determined according to standard New York State and municipal accounting standards. The disposal of such assets as determined by the respective department head and the Village Manager are not to be disposed of, gifted, or otherwise abandoned without a resolution by the M/BOT. All bids are to be reviewed by the Village Manager and any/all assets may be withdrawn from the scheduled sale even after publicly noticed for sale.

Disposition and Removal of Equipment:

Upon award of bids, the VBM Clerk shall notify the highest bidder of the bid award and that the equipment is to be paid for from a documented, identifiable payment source such as money order, bank check or bank wire transfer (no cash) within 3 business days. The equipment is to be removed within 5 business days after full payment is verified. If the winning bidder fails to pay in full, the VBM shall be entitled to seize the 10% down payment. The Treasurer shall determine if the next highest bidder meets the requirements of the bid process for the asset to be disposed or not. Upon payment for the bid item, the Village Clerk and Village Treasurer shall update the VBM's inventory records and provide a summary to the Manager. The manager shall report to the M/BOT the results of all sales (or items not bid on) as soon as practical.

Conclusion:

The VBM shall ensure that this policy's effectiveness be monitored and executed as defined. Variances and/or amendments are to be reported to the M/BOT for their resolution and confirmation. This policy shall be renewed at the M/BOT's annual Re-organizational Meeting as proscribed by New York State Village Law and amended as necessary or appropriate.

Minutes

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the minutes of November 18, 2015.

Board of Police Commissioners Meeting

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted unanimously to reconvene as the Board of Police Commissioners.

Authorize Village Manager to Execute a Stipulated Settlement Agreement with Police Employee A

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following resolution:

RESOLVED, that the Village of Briarcliff Manor Board of Trustees, acting as Trustees and/or as the Board of Police Commissioners, does hereby ratify the agreement circulated to the Board by electronic message of the Village Manager dated December 1, 2015, and presently on the dais before the Board (“Stipulated Settlement”); and be it further

RESOLVED, that Board of Trustees authorizes and directs the Village Manager to execute and deliver the Stipulated Settlement on behalf of the Village; and be it further

RESOLVED, that the Village Manager is further authorized to make or accept any change to the Stipulated Settlement so long as the change is not material and adverse to the Village’s interests and is acceptable to Village Counsel in form and substance.

Roll Call:

Trustee DeRose	Aye
Trustee Wilson	Aye
Trustee Zirman	Aye
Deputy Mayor Pohar	Aye
Mayor Sullivan	Aye

Adjournment

Upon motion by Trustee DeRose, seconded by Trustee Zirman, the Board voted unanimously to adjourn the regular meeting and Board of Police Commissioners meeting at 8:43pm.

Respectfully Submitted By,
Christine Dennett
Village Clerk