

**BOARD OF TRUSTEES ANNUAL ORGANIZATIONAL MEETING
EMELIN THEATRE - DECEMBER 5, 2011**

1. **SWEARING IN OF MAYOR AND TRUSTEE**

Judge Roger Sirlin appeared to swear in the Mayor and Trustee Santoro. He stated that he flew in from Florida to swear in his cousin for a second term as Mayor as well as Trustee Santoro. Judge Sirlin stated that the Sirlin family has been in Mamaroneck for 107 years and five generations. The culmination is that Norman Sirlin Rosenblum has been the Mayor of our Village for two years and will continue for two years. Judge Sirlin reminded Mayor Rosenblum on behalf of the Sirlin Rosenblum family and the residents of the Village of Mamaroneck to continue his good deeds and to keep the integrity and honesty of his office. Mayor Rosenblum took the oath of office and thanked Judge Sirlin. What he learned in the past two years is that this is the friendly Village and whether a family has been here many generations or is new to Mamaroneck, it is the diversity of our Village which makes it a great place to work and live. Mayor Rosenblum also recognized and thanked the volunteers of the Village.

Judge Sirlin reminded residents that Trustee Santoro's uncle was "Busty" Santoro, who was the Village Manager for approximately 20 years and a friend of Judge Sirlin's father. It was Busty who coined the phrase The "Friendly" Village many years ago. The Santoro family is so proud of everything that Trustee Santoro is doing and will continue to do. Trustee Santoro took the oath of office and thanked Judge Sirlin for his kind words and the residents for their support the last two years and for reelecting him. He pledged to work over the next two years to make this the best community it can be.

Mayor Rosenblum recognized all dignitaries in attendance and thanked them for coming. Mayor Rosenblum thanked and congratulated the families of the volunteers, who give up time with their love ones to give their time to the Village.

2. **APPOINTMENT OF DEPUTY MAYOR (MAYORAL APPOINTEE)**

Trustee Louis Santoro

3. **APPOINTMENT OF TRUSTEE TO THE POLICE PENSION FUND (MAYORAL APPOINTEE)**

Trustee Louis Santoro

4. **MAYOR'S APPOINTMENTS TO SEXUAL HARASSMENT COMMITTEE**

Pursuant to the Village's Sexual Harassment Policy, the Mayor shall annually appoint one (1) member of the Village Board and three (3) department heads and/or Supervisors, one of which shall be from the Police Department and one from the Department of Public Works.

Appointments:

Mayor Rosenblum

Police Department – Sandra DiRuzza

Department of Public Works – Rob Welsh

Department Head – Joe Russo

5. **APPOINTMENT OF VILLAGE PROSECUTOR**

ON NOMINATION BY: Mayor Rosenblum

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED, that Joseph Notaro be and he hereby is appointed Village Prosecutor to the Village of Mamaroneck, to serve at the pleasure of the appointing authority, at a compensation to be fixed by the Board of Trustees.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

6. **APPOINTMENT OF SPECIAL COUNSEL**

ON NOMINATION BY: Mayor Rosenblum

On motion of Trustee Ryan, seconded by Trustee Hofstetter:

RESOLVED, that Wormser, Kiely, Galef & Jacobs be and they hereby are appointed Special Counsel to the Zoning Board of Appeals of the Village of Mamaroneck, to serve at the pleasure of the appointing authority, at a compensation to be fixed by the Board of Trustees.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

7. **APPOINTMENT OF VILLAGE ATTORNEY**

ON NOMINATION BY: Mayor Rosenblum

On motion of Mayor Rosenblum, seconded by Trustee Santoro:

RESOLVED that Michael McDermott be and he hereby is appointed Village Attorney, to serve at the pleasure of the appointing authority, at a compensation to be fixed by the Board of Trustees.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

8. **APPOINTMENT OF BOND COUNSEL**

On motion of Trustee Albert, seconded by Trustee Hofstetter:

RESOLVED that the Board of Trustees of the Village of Mamaroneck hereby authorizes the Clerk-Treasurer to retain the services of the following firms on behalf of the Village of Mamaroneck:

- Squire, Sanders & Dempsey, LLP; and
- Cahill/Wink LLP; and
- Orrick

as the Village's Bond Counsel to handle all bond issues and Bond Anticipation Notes.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

9. **AUTHORIZATION FOR FIDELITY BONDS FOR EMPLOYEES**

On motion of Trustee Santoro, seconded by Trustee Ryan:

RESOLVED, that Crime and Fidelity Bonds as examined by the Board of Trustees be executed to the Village and filed with the Village Clerk for the following officers and employees:

Clerk-Treasurer	\$110,000
Deputy Treasurer	60,000
Deputy Clerk	35,000
Mayor	35,000
Court Clerks	20,000 each
Village Justices	10,000 each
Village Marshalls	10,000 each

Treasurer-Police Pension Fund	10,000
All other employees, including volunteers, while employed by the Village	10,000

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

10. **DESIGNATION OF DEPOSITORIES**

On motion of Trustee Albert, seconded by Trustee Santoro:

RESOLVED that J. P. Morgan Chase Bank, Hudson Valley Bank, and TD Bank, be and they hereby are designated as depositories for the Village funds for the ensuing official year.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

11. **DESIGNATION OF SIGNATORIES**

On motion of Trustee Ryan, seconded by Trustee Hofstetter:

RESOLVED that the Clerk-Treasurer shall inform the depositories for Village funds, that the following combinations of signatures on any Village of Mamaroneck checks are authorized.

Drawn on General Fund, Capital Fund, Police Pension Fund, Trust & Agency Endowment & Gift Funds, Water Fund, and Clerk-Treasurer Accounts Payable Account:

Mayor Norman S. Rosenblum or Louis Santoro, Deputy Mayor

AND

Agostino A. Fusco, Clerk-Treasurer or Lori Voss, Deputy Treasurer

Drawn on Payroll Account, Petty Cash Account, Trust and Agency Insurance Deduction, Trust & Agency Group Disability, Trust & Agency Fund State Retirement Systems, Trust & Agency Guarantee & Bid Deposits, and Money Market Accounts:

Only that of Agostino A. Fusco, Clerk-Treasurer or

Lori Voss, Deputy Treasurer

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

12. **DESIGNATION OF OFFICIAL NEWSPAPERS AND ONLINE MEDIA**

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that The Journal News, The Sound and Town Report, Soundview Rising, The Patch, The Loop and Westchester Hispano be and are hereby designated as the official newspapers and online media publications of the Village of Mamaroneck for the ensuing official year; and be it

FURTHER RESOLVED that the representatives of The Journal News, The Sound and Town Report, Soundview Rising, The Patch, The Loop and Westchester Hispano be authorized to attend all meetings of the Board of Trustees with representatives being granted the right in its sole discretion to use any and all information learned during the course of such meetings as it and it alone may deem proper.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

13. **DESIGNATION OF MEETING AND WORK SESSION NIGHTS OF BOARD OF TRUSTEES FOR 2012**

On motion of Trustee Ryan, seconded by Trustee Albert:

RESOLVED that generally the second and fourth Mondays of each and every month be designated as the Regular Meeting Nights of the Board of Trustees, such meetings to commence at 7:30 p.m. in the courtroom at Village Hall; and

FURTHER RESOLVED that generally the first and third Mondays of each and every month be designated as the Regular Meeting Nights of the Board of Trustees, such meetings to commence at 5:30 p.m. in the conference room at the Regatta;

FURTHER RESOLVED the following tentative schedule is hereby adopted:

Tentative Board Meeting schedule for 2012 (1 st and 3 rd Monday W.S, 2 nd and 4 th Reg. Mtgs.):	
January	January 3, 2012 (Tuesday for New Year's Day) – Work Session January 9, 2012 – Board Meeting January 17, 2012 (Tuesday for Martin Luther King Jr. Day) – Work Session January 23, 2012 – Board Meeting
February	February 6, 2012 – Work Session February 13, 2012 – Board Meeting February 21, 2012 (Tuesday for President's Day) – Work Session February 27, 2012 – Board meeting
	March 5, 2012 – Work Session

March	March 12, 2012 – Board Meeting March 19, 2012 – Work Session March 26, 2012 – Board Meeting and Tentative Budget Hearing
April	April 2, 2012 – Work Session April 9, 2012 – Board Meeting (First night of Passover is April 6, 2012) April 16, 2012 – Work Session April 23, 2012 – Board Meeting and Suggested Budget Adoption Meeting
May	May 7, 2012 – Work Session May 14, 2012 – Board Meeting May 21, 2012 – Work Session May 29, 2012 (Tuesday for Memorial Day) – Board Meeting
June	June 4, 2012 – Work Session June 11, 2012 – Board Meeting June 18, 2012 – Work Session June 25, 2012 – Board Meeting
July	July 9, 2012 – Work Session suggested summer meeting July 16, 2012 – Board Meeting suggested summer meeting
August	August 6, 2012 – Work Session – suggested summer meeting August 13, 2012 – Board Meeting – suggested summer meeting
September	September 4, 2012 (Tuesday for Labor Day) – Work Session September 10, 2012 – Board Meeting September 17, 2012 – Work Session September 24, 2012 – Board Meeting
October	October 1, 2012– Work Session October 9, 2012 (Tuesday for Columbus Day) – Board Meeting October 15, 2012– Work Session October 22, 2012 – Board Meeting
November	November 5, 2012 – Work Session November 13, 2012 (Tuesday for Veteran’s Day) – Board Meeting November 19, 2012 – Work Session November 26, 2012 – Board Meeting
December	December 3, 2012 – Organizational Meeting December 10, 2012 – Work Session December 17, 2012 – Board Meeting

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

14. **WRITTEN INVESTMENT POLICY (following)**

On motion of Trustee Santoro, seconded by Trustee Albert:

WHEREAS, the Board of Trustees adopted a Written Investment Policy in May of 1993 in accordance with Section 39 of the General Municipal Law; and

WHEREAS, Section 39 requires that the Investment Policy be reviewed at least annually;
and

WHEREAS, the Clerk-Treasurer has updated the Written Investment Policy for our

review;

NOW, THEREFORE, BE IT RESOLVED, that the following Investment Policy is hereby adopted for the Village of Mamaroneck:

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

VILLAGE OF MAMARONECK INVESTMENT POLICY
CHAPTER 37

[HISTORY: Adopted by the Board of Trustees of the Village of Mamaroneck 12-4-2006.
Editor's Note: This resolution superseded former Ch. 37, Investment Policy, adopted 12-5-2005.
Amendments noted where applicable.]

§ 37-1 Scope.

This Investment Policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

§ 37-2 Objectives.

The primary objectives of the local government's investment activities are, in priority order:

A.

To conform with all applicable federal, state and other legal requirements.

B.

To adequately safeguard principal.

C.

To provide sufficient liquidity to meet all operating requirements.

D.

To obtain a reasonable rate of return.

§ 37-3 Delegation of authority.

The governing board's responsibility for administration of the investment program is delegated to the Clerk-Treasurer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

§ 37-4 Prudence.

A.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Mamaroneck to govern effectively.

B.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

C.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

§ 37-5 Diversification.

It is the policy of the Village of Mamaroneck to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.

§ 37-6 Internal controls.A.

It is the policy of the Village of Mamaroneck for all moneys collected and deposited by any officer or employee of the government to report those funds to the Clerk-Treasurer within three days of deposit or within the time period specified by law, whichever is shorter.

B.

The Clerk-Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

§ 37-7 Designation of depositories.

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are:

Depository Name	Maximum Amount	Officer
JP Morgan Chase Bank	\$5,000,000	Peter Johnsen
Hudson Valley Bank	\$5,000,000	Rose Silvestro
TD Bank	\$12,000,000	Caren Roeder

§ 37-8 Collateralizing of deposits.

In accordance with the provisions of General Municipal Law § 10, all deposits of the Village of Mamaroneck, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

A.

By a pledge of eligible securities with an aggregate market value as provided by General Municipal Law § 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

Editor's Note: Appendix A is on file in the Village offices.

B.

By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed-upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements. Excluded from eligible securities for collateralization are letters of credit issued by the Federal Home Loan Bank.

C.

By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

§ 37-9 Safekeeping and collateralization.

A.

Eligible securities used for collateralizing deposits shall be held by the designated depository and/or a third-party bank or trust company subject to security and custodial agreements.

B.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Mamaroneck or its custodial bank.

C.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposits or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

D.

Agostino A. Fusco, Clerk-Treasurer, is hereby authorized to execute the Third-Party Custodian Agreement and that he be named as "authorized persons" as the term applies to the Third-Party Custodian Agreement.

§ 37-10 Permitted investments.

A.

As authorized by General Municipal Law § 11, the Village of Mamaroneck authorizes the Clerk-Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

(1)

Special time deposit accounts.

(2)

Certificates of deposit.

(3)

Obligations of the United States of America.

(4)

Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.

(5)

Obligations of the State of New York.

(6)

Obligations issued pursuant to Local Finance Law § 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Mamaroneck.

(7)

Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments.

(8)

Certificates of participation (COPs) issued pursuant to General Municipal Law § 109-b.

(9)

Obligations of this local government, but only with any moneys in a reserve fund established pursuant to General Municipal Law § 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m or 6-n.

B.

All investment obligations shall be payable or redeemable at the option of the Village of Mamaroneck within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Mamaroneck within two years of the date of purchase.

§ 37-11 Authorized financial Institutions and dealers.

The Village of Mamaroneck shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Mamaroneck. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Clerk-Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

§ 37-12 Purchase of investments.

A.

The Clerk-Treasurer is authorized to contract for the purchase of investments:

(1)

Directly, including through a repurchase agreement, from an authorized trading partner.

(2)

By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-06, and the specific program has been authorized by the governing board.

(3)

By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

B.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligation shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Mamaroneck by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law § 10.

C.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

§ 37-13 Repurchase agreements.

Repurchase agreements are authorized subject to the following restrictions:

A.

All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

B.

Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

C.

Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

D.

No substitution of securities will be allowed.

E.

The custodian shall be a party other than the trading partner.

15. **PROCUREMENT POLICY (following)**

On motion of Trustee Albert, seconded by Trustee Santoro:

WHEREAS, the Board of Trustees adopted a Procurement Policy in January of 1992, which was updated and readopted in 2009, in accordance with Section 103 of the General Municipal Law; and

WHEREAS, Section 103 requires that the Procurement Policy be reviewed at least annually; and

WHEREAS, the Clerk-Treasurer has provided the current Procurement Policy for our review;

NOW, THEREFORE, BE IT RESOLVED, that the following Procurement Policy as updated and amended is hereby continued in effect for the Village of Mamaroneck as contained in Chapter 61 of the Village Code:

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

[HISTORY: Adopted by the Board of Trustees of the Village of Mamaroneck 12-14-2009.
Editor's Note: This resolution also superseded former Ch. [61](#), Procurement Policy, adopted 1-13-1992, as amended.

Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics — See Ch. [21](#).

Records retention — See Ch. [62](#).

§ 61-1 Legislative intent.

The Village of Mamaroneck 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.

§ 61-2 Review of purchases; documentation of purchases not subject to competitive bidding.

A.

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works or service 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 total aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a fiscal year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law:

(1)

Purchase contracts under \$10,000;

(2)

Public works contracts under \$35,000 (state law changed by Chapter 494 of 2009);

(3)

Emergency purchases;

(4)

Certain municipal hospital purchases;

(5)

Goods purchased from agencies for the blind or severely handicapped;

(6)

Goods purchased from correctional institutions;

(7)

Purchases under state and county contracts;

(8)

Surplus and second-hand purchases from another governmental entity. NOTE: purchases over \$10,000 of used, surplus or second-hand materials and equipment should be subject to public bid and advertised as such.

B.

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

§ 61-3 Methods for securing goods and services; exceptions.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations with documentation, or any other method that assures goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:

A.

Purchase contracts over \$10,000 and public works contracts over \$35,000;

B.

Goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law;

C.

Goods purchased from correctional institutions pursuant to § 186 of the Correction Law;

D.

Purchases under state contracts pursuant to § 104 of the General Municipal Law;

E.

Purchases under county contracts pursuant to § 103, of the General Municipal Law;

F.

Or purchases pursuant to § 61-6 of this policy.

§ 61-4 Purchase methods.

A.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$500 to \$2,999	At least two to three verbal or written quotes; memo or price quotes attached to purchase order for documentation if written quotes not submitted.
\$3,000 to \$9,999	At least three written/faxed/e-mailed or otherwise documented quotes are required. Purchase order must be signed by the Village Manager, prior to the order being made.
\$10,000 and above	Subject to publicly advertised bid or RFP. Must be circulated to at least three companies. Contract must be approved by the Mayor and Board of Trustees. A purchase order and/or contract must be signed by the Village Manager after Board approval is granted, prior to order being made.
\$500 to \$2,999	At least two to three verbal or written quotes; memo or price quotes attached to purchase order.
\$3,000 to \$34,999	At least three written/faxed/e-mailed quotations. Purchase order must be signed by the Village Manager, prior to the order being made.
\$35,000 and above	Subject to publicly advertised bid or RFP. Must be circulated to at least three companies. Contract must be approved by the Mayor and Board of Trustees. An award letter must be issued and formal contract must be signed by the Village Manager after Board approval is granted.

NOTE: Total aggregate purchases over the course of a fiscal year should be considered when determining whether an item requires verbal quotes, written quotes, or be subject to public bid.

B.

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 quotes, purchaser will document such attempts. In no event shall failure to obtain the proposals be a bar to the procurement.

§ 61-5 Documentation required.

A.

Documentation is required of each action taken in connection with each procurement.

B.

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.

§ 61-6 Exemptions.

Pursuant to General Municipal Law § 104-b, Subdivision 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 Mamaroneck to solicit quotations or document the basis for not accepting the lowest bid:

A.

Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on qualifications showing 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.

(1)

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines:

(a)

Whether the services are subject to state licensing or testing requirements;

(b)

Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and

(c)

Whether the services require a personal relationship between the individual and municipal officials.

(2)

Professional or technical services shall include but not be limited to the following:

(a)

Services of an attorney;

(b)

Services of a physician;

(c)

Technical services of an engineer engaged to prepare plans, maps and estimates;

(d)

Securing insurance coverage and/or services of an insurance broker;

(e)

Services of a certified public accountant;

(f)

Investment management services;

(g)

Printing services involving extensive writing, editing or art work;

(h)

Management of municipally owned property; and

(i)

Computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

B.

Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits. The emergency situation must be documented.

C.

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

D.

Individual goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimus contracts would be awarded based on favoritism. However, it is recommended whenever possible that the Village try to obtain three comparison bids/prices, or purchase off of state or county contracts to realize the best price.

§ 61-7 Effective date; annual review.

This policy shall go into effect December 14, 2009, and will be reviewed annually.

16. BOARD OF APPEALS (VILLAGE LAW 7-712 & CHAPTER 342-VILLAGE CODE) FIVE YEARS - 5 MEMBERS

(Mayor appoints Members/Chair with approval of BOT– Current Chairperson's term expires 2011)

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED that Lawrence Gutterman be and he hereby is appointed a member of the Board of

Appeals for a term of five years, such term to expire December 2016.

Ayes: Albert, Ryan, Santoro, Rosenblum

Nays: Hofstetter

Trustee Hofstetter stated that he not in favor of this as last year the Village made a reasonable accommodation to Mamaroneck Beach and Yacht Club in light of the stipulation and we can make that same reasonable accommodation, which he believes would be mutually beneficial to the club and the Village helping prevent additional litigation by carrying over the existing member and Chair until the issues with Mamaroneck Beach and Yacht Club no longer before the ZBA. He believes that having a new Zoning Board member will delay decisions.

On motion of Mayor Rosenblum, seconded by Trustee Santoro:

RESOLVED that Gregory Sullivan be and he hereby is appointed Chair of the Board of Appeals for a term of one year such term to expire December, 2012.

Ayes: Ryan, Santoro, Rosenblum

Nays: Hofstetter

Abstain: Albert

Trustee Hofstetter stated that he is voting no for the same reason as above.

17. **BOARD OF ARCHITECTURAL REVIEW (CHAPTER 6-VILLAGE CODE) 3 YEARS - FIVE MEMBERS**

(Board of Trustees appoints Chair – Current Chairperson's term expires 2012)

On motion of _____, seconded by _____:

RESOLVED that ____ (OPEN) _____ be and he/she hereby is appointed a member of the Board of Architectural Review for a term of three years, such term to expire December 2014.

Ayes:

Nays:

18. **BOARD OF ETHICS (CHAPTER 21 – VILLAGE CODE) 3 YEARS – FIVE MEMBERS**

(Ethics Board appoints Chair – Current Chairperson's terms expires 2012)

On motion of Trustee Santoro, seconded by Trustee Albert:

RESOLVED that Rev. Richard Allen be and he hereby is appointed a member of the Board of Ethics for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Ryan, seconded by Trustee Hofstetter:

RESOLVED that Nancy Tucci be and she hereby is appointed a member of the Board of Ethics for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

November 2011

TO: Agostino A. Fusco, Clerk-Treasurer

RE: **Fire Department Designee - Traffic Commission**

The following letter from the Fire Department is for your Annual Organizational Meeting folder.

A handwritten signature in cursive script, reading "Richard C. Slingerland".

Richard C. Slingerland
Village Manager

VILLAGE of MAMARONECK FIRE DEPARTMENT



1ST. Assistant Chief
Robert Pecchia
Robert.Pecchia@vmfd.org

Headquarters - 146 Palmer Avenue
Mail - PO Box 8
Mamaroneck, NY 10543
www.vmfd.org
Non-Emergency - (914) 825 - 8777
Fax - (914) 825 - 8776
Chief@vmfd.org



2ND. Assistant Chief
Craig Casterella
Craig.Casterella@vmfd.org

Chief of Department
Chris Szymanowski
Chris.Szymanowski@vmfd.org

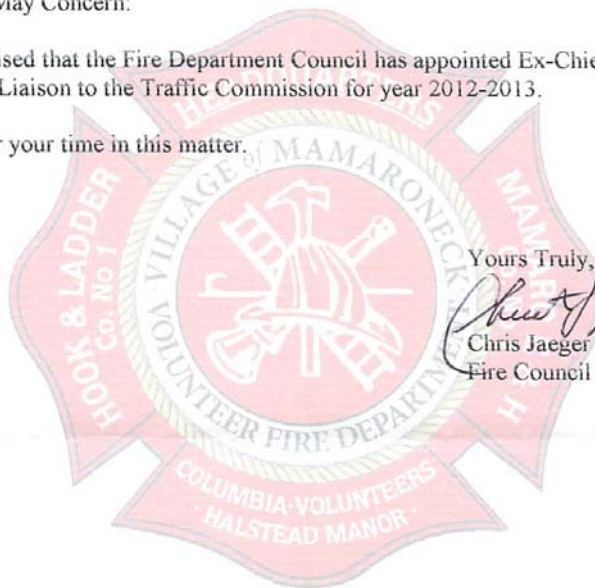
Village of Mamaroneck Board
123 Mamaroneck Avenue
Mamaroneck, New York 10543
Attn: Sally Roberts

November 29, 2011


To Whom It May Concern:

Please be advised that the Fire Department Council has appointed Ex-Chief Rod Brendolan as Liaison to the Traffic Commission for year 2012-2013.

Thank you for your time in this matter.



Yours Truly,


Chris Jaeger
Fire Council Secretary

MEMBERS

(Board of Trustees appoints Chair, Current Chairperson's term expires 2011)

On motion of Trustee Santoro, seconded by Mayor Rosenblum:

RESOLVED that Radames Brendolan be and he hereby is appointed a member of the Board of Traffic Commissioners, as Fire Department liaison, for a term of one year, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Santoro, seconded by Trustee Hofstetter:

RESOLVED that Marianne Ybarra be and she hereby is appointed a member of the Board of Traffic Commissioners, for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Santoro, seconded by Mayor Rosenblum:

RESOLVED that Dominick T. Porretto be and he hereby is appointed a member of the Board of Traffic Commissioners, for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Santoro, seconded by Trustee Ryan:

RESOLVED that Joseph Mazzullo be and he hereby is appointed Chairperson of the Board of Traffic Commissioners, for a term of one year, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

20. **BUDGET COMMITTEE (EST. BY RESOLUTION 5/29/90 – (3 YEARS) 7 MEMBERS**

(Committee appoints Chair – Current Chairperson's term expires 2012)

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that Jeff Rubin be and he hereby is appointed a member of the Budget Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Santoro:

RESOLVED that Myron Tannenbaum be and he hereby is appointed a member of the Budget Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Hofstetter, seconded by Trustee Albert:

RESOLVED that James Cox be and he hereby is appointed a member of the Budget Committee to fill a vacant term, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

21. **COMMITTEE FOR THE ENVIRONMENT (Established by Resolution 4/22/02) 3 YEARS - 11 MEMBERS**

(Board of Trustees appoints Chair – Current Co-Chairperson's terms expired 2013)

On motion of Trustee Ryan, seconded by Trustee Santoro:

RESOLVED that Jean Peron be and she hereby is appointed a member of the Committee for the Environment for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that Phil Horner be and he hereby is appointed a member of the Committee for the Environment for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED that Michaela Zeuss be and she hereby is appointed a member of the Committee for the Environment for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of _____, seconded by _____:

RESOLVED that _____ OPEN _____ be and he/she hereby is appointed a member of the Committee for the Environment to fill a vacant term, such term to expire December 2013.

Ayes:

Nays:

22. **COUNCIL OF THE ARTS (CHAPTER 16 - VILLAGE CODE) 3 YEARS - 7 MEMBERS**

(Committee appoints Chair – Current Chairperson's term expired 2013)

On motion of Trustee Ryan, seconded by Trustee Albert:

RESOLVED that Lori Henry be and she hereby is appointed a member of the Council of the Arts for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Hofstetter, seconded by Trustee Ryan:

RESOLVED that Jane Dorian be and she hereby is appointed a member of the Council of the Arts for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

23. **FLOOD MITIGATION ADVISORY COMMITTEE(ADOPTED BY BOARD OF TRUSTEES 6/26/07, RECONSTITUTED BY BOARD OF TRUSTEES 12/3/08) 7 MEMBERS**

(Mayor appoints Members/Chair with approval of BOT – Current Chairperson's term expired 2012)

On the motion of _____, seconded by _____:

RESOLVED that _____ OPEN _____ be and he/she hereby is appointed a member of the Flood Mitigation Advisory Committee for a term of three years, such term to expire December 2014.

Ayes:

Nays:

On the motion of _____, seconded by _____:

RESOLVED that OPEN be and he/she hereby is appointed a member of the Flood Mitigation Advisory Committee for a term of three years, such term to expire December 2014.

Ayes:

Nays:

24. **HARBOR AND COASTAL ZONE MANAGEMENT COMMISSION – CHAPTER 240 ADOPTED 6/14/04, VILLAGE CODE) 3 YEAR TERMS – 7 MEMBERS**

(Committee appoints Chair – Current Chairperson's term expires 2011)

On motion of Trustee Ryan, seconded by Trustee Albert:

RESOLVED that Laura Schneider be and she hereby is appointed a member of the Harbor & Coastal Zone Management Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Albert, seconded by Trustee Hofstetter:

RESOLVED that Jim Bilotta be and he hereby is appointed a member of the Harbor & Coastal Zone Management Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Ryan, seconded by Trustee Hofstetter:

RESOLVED that Clark Neuringer be and he hereby is appointed a member of the Harbor & Coastal Zone Management Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

25. **MAMARONECK AVENUE TASK FORCE COMMITTEE - BY RESOLUTION 5/9/94 3 YEARS - MEMBERSHIP INCREASED BY RESOLUTION 11/10/97 - 7 MEMBERS**

(Board of Trustees appoints Chair – Current Chairperson's term expires 2011)

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED that Saidur Dawn be and he hereby is appointed a member of the Mamaroneck Avenue Task Force Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED that Ilissa Miller be and she hereby is appointed a member of the Mamaroneck Avenue Task Force Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of _____, seconded by _____ :

RESOLVED that _____ OPEN _____ be and he/she hereby is appointed a member of the Mamaroneck Avenue Task Force Committee to fill an unexpired term, such term to expire December 2013.

Ayes:

Nays:

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that Maria Valente be and she hereby is appointed Chairperson of the Mamaroneck Avenue Task Force Committee for a term of one year, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

26. **PLANNING BOARD (VILLAGE LAW 7-718) 5 YEARS - 5 MEMBERS**

(Mayor appoints Members/Chair with approval of BOT– Current Chairman's term expires

2011)

On motion of Mayor Rosenblum, seconded by Trustee Ryan:

RESOLVED that Stewart Sterk be and he hereby is appointed a member of the Planning Board for a term of five years, such term to expire December 2016.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that Michael Ianniello be and he hereby is appointed Chair of the Planning Board for a term of one year, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

27. **RECREATION & PARKS COMMISSION (ESTABLISHED 4-26-76 - RESOLUTION) 3 YEARS - 9 MEMBERS**

(Committee appoints Chair – Chairman's term expires 2011)

On motion of Trustee Santoro, seconded by Mayor Rosenblum:

RESOLVED that Brett Moeller be and he hereby is appointed a member of the Recreation and Parks Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Hofstetter, seconded by Trustee Santoro:

RESOLVED that Jennifer Cohen be and she hereby is appointed a member of the Recreation and Parks Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Ryan, seconded by Trustee Hofstetter:

RESOLVED that Theresa Sullivan be and she hereby is appointed a member of the Recreation

and Parks Commission for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Albert:

RESOLVED that Dean DeLitta be and he hereby is appointed a member of the Recreation and Parks Commission to fill a vacant term, such term to expire December 2013.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

28. **TREE COMMITTEE (VILLAGE LAW 1-1998/ADOPTED BY BOARD OF TRUSTEES 1-25-88) 3 YEARS - 5 MEMBERS**

(Board of Trustees appoints Chair – Chairperson's term expires 2011)

On motion of Trustee Santoro, seconded by Mayor Rosenblum:

RESOLVED that Dennis Cucinella be and he hereby is appointed a member of the Tree Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Trustee Albert, seconded by Trustee Ryan:

RESOLVED that John Barney be and he hereby is appointed a member of the Tree Committee for a term of three years, such term to expire December 2014.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

On motion of Mayor Rosenblum, seconded by Trustee Hofstetter:

RESOLVED that Sarah Robertson be and she hereby is appointed Chair of the Tree Committee for a term of one year, such term to expire December 2012.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

29. **HARBOR ISLAND MASTER PLAN IMPLEMENTION COMMITTEE - INACTIVE**

30. **APPOINTMENT TO CABLE TV ADVISORY COMMITTEE (1) – 2 VOM MEMBERS**

2 YEAR TERMS

On motion of Trustee Albert, seconded by Trustee Ryan:

RESOLVED that Michael Witsch be and he hereby is appointed a member of the Larchmont-Mamaroneck Cable TV Advisory Committee for a term of two years, such term to expire December 2013.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

31. **ANNOUNCEMENT OF LIAISONS (MAYORAL APPOINTMENTS)**

Committee for the Environment – Trustee Ryan
Fire Department – Trustee Santoro
Council for the Arts – Trustee Ryan
EMS – Trustee Santoro
Board of Traffic Commissioners – Trustee Albert
Budget Committee – Mayor Rosenblum
Mamaroneck Avenue Task Force – Trustee Hofstetter
Parks & Recreation Commission – Trustee Santoro
Consolidation Committee – Trustee Albert
Flood Mitigation Advisory Committee – Mayor Rosenblum
Tree Committee – Trustee Hofstetter

32. **DISCLOSURE OF INTEREST, IF ANY**

The following extract from the GENERAL MUNICIPAL LAW was read into the records:

GENERAL MUNICIPAL LAW

Section 803. Disclosure of Interest

1. Any municipal officer or employee who has, will have or later acquires an interest in any actual or proposed contract with the municipality of which he is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal

year.

There was no disclosure of interest by anyone at this time.

33. **ABSTRACT OF AUDITED VOUCHERS**

On motion of Trustee Albert, seconded by Trustee Ryan:

RESOLVED that the Abstract of Audited Vouchers listed below dated December 5, 2011 for fiscal year, copy being filed with the Village Clerk, after the report on legal fees by the Clerk-Treasurer is received be and the same are hereby ordered paid:

General Fund	\$399,177.39
Capital Fund	12,770.97
Expendable Trust	7,868.00
Agency Fund	5,531.25
	<u>\$425,347.61</u>

34. **ADJOURNMENT**

On motion of Trustee Ryan, seconded by Trustee Albert:

RESOLVED that the December 5, 2011 Annual Organizational Meeting be and is hereby adjourned.

Ayes: Albert, Hofstetter, Ryan, Santoro, Rosenblum

Nays: None

PREPARED BY:
SALLY J. ROBERTS,
SECRETARY

RESPECTFULLY SUBMITTED BY:
AGOSTINO A. FUSCO,
CLERK-TREASURER