

Village Board Meeting
September 25, 2017
7:00 PM

Present: Mayor Roddey, Trustee Gurda, Trustee Nuzzolese, Trustee Smith, Village Attorney Donovan, and Deputy Village Clerk Winters.

Member absent: Trustee Char

Mayor Roddey called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance.

Mayor Roddey requested additional items be added to the agenda: a request from Illuminate Goshen, and a request from Kathleen Whittle.

On a motion by Trustee Gurda, seconded by Trustee Smith, the agenda was accepted as presented and revised.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

On a motion by Trustee Gurda, seconded by Trustee Smith the minutes of the September 11, 2017 Village Board meeting were accepted as submitted.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Communications:

Mayor Roddey led a discussion about Nan Gill-Wilson's letter regarding a broken shut-off valve on her property at 222 Greenwich Avenue; and her request to have penalties waived on her bill and be reimbursed by the Village for repair of the broken shut-off valve. The Board reviewed and discussed correspondence from Mrs. Gill-Wilson and Department of Public Works Superintendant Birney.

On a motion by Trustee Nuzzolese, seconded by Trustee Smith reimbursement to Mrs. Gill-Wilson in the amount of \$650.00 for repair to the broken shut-off valve was approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Mayor Roddey explained a request from Rafael Vargas to place signs advertizing a charity car show to be held on October 8, 2017, with the signs to be removed by October 10, 2017.

On a motion by Trustee Nuzzolese, seconded by Trustee Gurda Rafael Vargas sign request was approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Items of Business:

On a motion by Trustee Gurda, seconded by Trustee Nuzzolese the Village of Goshen will institute an 8:00 p.m. to 6:00 a.m. Halloween Curfew for Friday, October 27, 2017 through Wednesday, November 1, 2017.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

On a motion by Trustee Gurda, seconded by Trustee Smith, bills as examined by members of the Board were approved in accordance with Abstract 2017/2018 number 4; check numbers 13035 through 13139, in the amount of \$570,236.97.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

On a motion by Trustee Nuzzolese, seconded by Trustee Smith the 2018 Village Board meeting schedule was accepted as follows:

VILLAGE BOARD MEETING SCHEDULE – 2018

The Board of Trustees of the Village of Goshen, New York, will hold Meetings in 2018 at Village Hall, 276 Main Street, Goshen, NY at 7:00 p.m. on the following dates:

January 8	May 14	September 24
January 22	June 11	October 22
February 12	June 25	November 26
February 26	July 9	December 10
March 12	July 23	
March 26	August 13	
April 2	August 27	
April 23	September 10	

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

On a motion by Trustee Gurda, seconded by Trustee Nuzzolese, the Village Board of the Village of Goshen hereby affirms that the previously adopted Fund Balance Policy and Investment Policy, both affixed hereto, have been reviewed as of this date.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

VILLAGE OF GOSHEN, NEW YORK INVESTMENT POLICY

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Village of Goshen on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

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

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

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 Goshen to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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.

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

It is the policy of the Village of Goshen for all moneys collected by any officer or employee of the government to transfer those funds to the Chief Fiscal Officer within 5 days of deposit, or within the time period specified in law, whichever is shorter.

The Chief Fiscal Officer is responsible for establishing and maintaining internal control procedures 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, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys are to be designated by resolution by the Village Board at their annual meeting

VIII. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of Village of Goshen shall be held by the depositary or a third party bank or trust company subject to security and custodial agreements.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Village Board of the Village of Goshen authorizes the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York (CDs, Money Market, and/or other interest yielding deposit accounts);
- Obligations of the United States of America or the State of New York;

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Village of Goshen transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Village of Goshen.

XI. ANNUAL REVIEW AND AMENDMENTS

The Village of Goshen shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XII. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10

VILLAGE OF GOSHEN, NEW YORK FUND BALANCE POLICY

Year-end surpluses and fund balances are moneys that can provide a cushion or buffer that may be needed from time to time to operate without interruption or reduction in services. They provide a degree of stability and the resources to weather fluctuations in revenues and expenditures without severely impacting real property tax rates. Fund balances and adequate reserves should be managed and reviewed on a regular basis.

In its evaluations of credit ratings, a formal fund balance policy is cited by all major rating agencies (Moody’s, Standard & Poor’s and Fitch) as a best management practice commonly used by better rated communities. Municipalities that adhere to a fund balance policy are viewed as being more pro-active and this reflects well on management, which in turn results in higher credit ratings and lower borrowing costs. A formal policy is an effective operating tool because it minimizes political concerns and keeps the Village more focused on achieving structural balance.

Auditors and financial advisors often note that fund balances are not replaceable through the budget process because of the legal requirement to develop balanced budgets for the general fund and the special revenue funds. The Village does face significant pressure on the revenue and expenditure sides of its budget, and therefore on its reserves. If surplus is depleted at the end of a fiscal year, it cannot be replaced unless during the ensuing fiscal year expenditures are less than amounts budgeted or non-tax revenues are higher than projected (or both).

In recognition of sound fiscal policy and in order to stabilize and possibly enhance the current credit rating of the Village, the Village Board will make all reasonable efforts to maintain an unassigned fund balance in its General Fund at the end of each fiscal year equal to no less than 10% of its total operating budget. Such unassigned fund balance will be exclusive of any reserve funds maintained by the Village. The Village believes that this is a reasonable amount of unassigned fund balance to achieve at the end of each fiscal year as unanticipated events during the course of a year can have negative effects on non-tax revenues or expenditures, or both.

If an emergency or a need were to occur that necessitated the appropriation of funds that would result in reducing the unassigned fund balance in the General Fund below 10% of operating expenditures, a resolution of the Village Board would be adopted to approve such appropriation. Subsequent to such appropriation, the Village would immediately begin the process of reducing expenditures or raising revenues in order to restore the unassigned fund balance in the General Fund to 10% of operating expenditures.

Unassigned fund balance in the General Fund above 10% may be appropriated for the following purposes:

To reduce the subsequent year's property taxes.

For one-time capital expenditures.

For emergencies caused by natural occurrences such as hurricanes or blizzards.

This policy will remain in effect until the Village of Goshen, by resolution, amends or revises it.

At the request of Mayor Roddey, Attorney Donovan explained the necessity for requesting proposals for towing services every 3 years. He added that the submittal deadline of October 20, 2017 should make it possible for the Board to award or approve a proposal at the October 23, 2017 meeting. Mayor Roddey read the following resolution:

WHEREAS, the Village Board wishes to solicit proposals from qualified companies to provide towing services within the Village of Goshen as may be required from time to time; and

WHEREAS, the description of services required by the Village is contained within and set forth in the "Request for Proposals" annexed hereto and made part of this Resolution;

NOW, THEREFORE, it is hereby

RESOLVED, that the Village Board hereby directs the Village Clerk to solicit proposals from qualified towing companies to perform the services described in the annexed document entitled "Request for Proposals for Removal, Towing and Storage Service" in accordance with the terms of the said Request for Proposals annexed hereto; and it is further

RESOLVED, that proposals must be submitted to the Village Clerk as set forth in the annexed Request for Proposals and, the award of the Contract as contemplated therein may be awarded by the Village Board in accordance with the terms of the annexed Request for Proposals; and it is further

RESOLVED, that the Village of Goshen specifically reserves the right to reject any proposals, to waive technical defects in any proposals that may be submitted; to award any proposal in whole or in part; and to disqualify any proposal that fails to conform the requirements in the Request for Proposals.

On a motion by Trustee Nuzzolese, seconded by Trustee Smith the foregoing resolution is approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Mayor Roddey said that Illuminate Goshen has requested permission to hold their fall fundraiser event on Saturday, October, 21, 2017 on West Main Street, and serve alcohol at the event. He explained that the event would be for persons 21 and older, and West Main Street would be closed to regular traffic.

On a motion by Trustee Gurda, seconded by Trustee Nuzzolese Illuminate Goshen's request to hold their fall fundraiser event on October 21, 2017 from 7:00 p.m. to 11:00 p.m. on West Main Street was approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

On a motion by Trustee Gurda, seconded by Trustee Nuzzolese Illuminate Goshen's request to serve alcohol at their October 21, 2017 event was approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Mayor Roddey led a discussion regarding Kathleen Whittle, resident of 30 South Street. A sewer leak in the rear yard of 30 South Street originally thought to be the property owners responsibility was later determined to be a Village sewer main. Ms. Whittle was requesting reimbursement from the Village for \$1,100 paid to contractor Boyce Excavating for work they performed up to the discovery that the sewer leak was Village responsibility.

On a motion by Trustee Nuzzolese, seconded by Trustee Smith, reimbursement of \$1,100 to Kathleen Whittle was approved.

Char	absent
Gurda	aye
Nuzzolese	aye
Smith	aye

Mayor/Trustee Comments

Trustee Nuzzolese reported that sewer operations have been running normal.

Trustee Gurda said there is nothing to report about water operations, everything is good.

Trustee Smith praised the Department of Public Works for the excellent job they are doing on Erie Street sidewalks.

Mayor Roddey told the Board about a recent credit rating analysis received from Standard and Poors related to borrowing for water improvement projects. He explained that the AA rating remained the same and the outlook was revised from "stable" to "positive" based on the Village's policies and management practices. Mayor Roddey also thanked Village Treasurer Winters for her work on the rating call and continued efforts to improve the Village's financial condition.

Citizen Comments

Comments were received by Geri Corey.

Adjournment

On a motion by Trustee Gurda, seconded by Trustee Nuzzolese the meeting was concluded at 7:10 PM.