

**SEWER BOARD AGENDA**

**VILLAGE OF PULASKI**

**MAY 9, 2023 – SNOW MEMORIAL BUILDING – 4:00 PM**

**Chairperson – Robert Adamski, Commissioners David Allen and Craig Waite**

**CALL TO ORDER AND PUBLIC COMMENTS**

- 1. Review and approval of minutes from April 13, 2023 (action)**
  
- 2. Staff Activity Reports – (action)**
  - A. DPW**
  - B. WWTP**
- 3. Voucher and Review of Payments (action)**
- 4. Review and Approval of Treasurer’s Report (action)**
  
- 5. OLD BUSINESS**
  - A. Update on WWTP and Sewer Project/ Vote on Abstract (action)**
  - B. May 8<sup>th</sup>’s Public Hearing on Local Law for Grease Traps**
  - C. Review of mailings to go out with tax bills**
  - D. Procurement Policy for Village of Pulaski (for your review)**
  - E. Other**
  
- 6. NEW BUSINESS**
  - A. Future Grant Opportunities**
  - B. Other**
  
- 7. ADJOURNMENT – Next Meeting - June 8, 2023 – 4:00 pm**

## Sewer Board Meeting

April 13,2023

The regular meeting of the Pulaski Sewer Board was duly held on the 13<sup>th</sup> of April 2023 at 4:00pm in the Auditorium of the Snow Memorial Building, 4917 Jefferson Street, Pulaski, NY.

**Sewer Board Members Present:** Chairman, Robert Adamski; Commissioner, Craig Waite; and Commissioner, David Allen.

**Village Officials and Staff:** Mayor, Jan Tighe; OMI, Dean Merritt; OMI, Jasin Fernandez; OMI, George Dibble; Village Clerk/Treasurer, Cathy Spinney; Account Clerk, Amanda Bennett.

**Guest(s):** Jeffery Tubolino, Blue Line Engineering

### **Agenda Item #1: Previous Minutes**

Craig Wait made the motion to approve the minutes for March 9,2023 David Allen seconded the motion. The motion passed all in favor.

### **Agenda Item #2: Staff Activity Reports (DPW & WWTP)**

The motion to accept the DPW and WWTP reports were made by David Allen and seconded by Craig Waite. Dean Merritt noted that in the month of March 2023, they treated 15.24 million gallons, which is an average of 492,000 gallons per day. On March 11, 2023 there was a call from Charles Balcom about a high level alarm at the Forest Drive Pump Station at 5:35pm. Float switches found tangled up, issue was resolved by 6:10pm.

On March 28, 2023 February DMR submitted along with Design, Planning and Flow Management 2022 annual certification form. 2022 Annual Daily Average Flow is 442,000 gallons per day.

They were able to perform all preventive maintenance tasks for the month of March.

The wastewater treatment plan is operation in full compliance with the SPDES permit.

The motion passed with all in favor.

### **Agenda Item #3: Voucher and Review of Payments**

Craig Waite made the motion to approve the Vouchers, David Allen seconded the motion. Motion passed with all in favor.

### **Agenda Item #4: Review and Approval of Treasure's Report**

David Allen made the motion to approve the March 2023 treasure's report and was seconded by Craig Waite. Motion passed with all in favor.

### **Agenda Item #5: Old Business**

#### **A. WWTP/Rest of Sewer Project**

Jeffrey Tubolino stated that the boring tests are done. He stated that they went down forty feet at both stations. It was showing that it is solid shale, they are waiting to get the reports back from boring test.

Jeffrey asked Cathy Spinney if the estoppel was done, she stated that it is done and is waiting for the affidavit and will have it sent over to EFC.

Jefferey stated that this project will probably be split into two different contracts, he stated that one will be for outside the Waste Water Treatment Plant and the other for the Waste Water Treatment Plant work.

Chairman Bob asked if there is a preference in which order it will be done, Jeffrey stated that he doesn't believe there is a certain order that the projects need to be done. Jeffrey stated that the toughest challenge will be the Forest Main.

Jan stated that the Village did not receive any complaints about the boring tests from the Village Residents. Bob did ask that when the Sewer project starts that the Village Residents that would be affected by the project get a letter with information.

**B. Grease Traps/ Public Hearing on May 8<sup>th</sup>, 2023, at 7:15 for local Law for Grease Traps**

Jan stated that the Village Board approved the motion to have a public hearing on the proposed local law to regulate the maintenance of grease traps in the Village. Motion passed with a 3-2 vote. The Public Hearing is on May 8<sup>th</sup>, 2023 at 7:15pm.

Bob asked Jan to speak with John Howland to have him speak with someone at the County Level regarding restaurants regulations for grease traps.

**C. Budget 2023-2024**

Cathy Spinney reviewed the budget with the Sewer Board, she stated that she was able to budget for everything they had asked for without having to take anything from the fund balance. She noted that they received good revenue from Selkirk Landing.

The Sewer Board asked if they would need to raise rates, she stated that she doesn't believe so since they got such an increase from Selkirk Landing. Mayor Jan stated that there was a 2.3% increase in revenue from Selkirk Landing.

The Sewer Board all agreed that they were satisfied with the 2023-2024 Budget.

**D. Other**

**6. New Business**

**7. Other**

**8. Adjournment**

Craig Waite made the motion to adjourn the meeting at 5:14pm, David Allen seconded it. Motion passed unanimously.

**The next regular Sewer Board meeting will be on Tuesday May 9<sup>th</sup>, 2023.**

Drafted and Unapproved  
Account Clerk, Amanda Bennett  
April 18, 2023

## Pulaski Department of Public Works Report

Apr. 2023

- 3<sup>rd</sup> Yard debris, work on library ceiling dig grave.
- 4<sup>th</sup> broom sidewalks, run sewer.
- 5<sup>th</sup> vac. Waterline at Walgreens, sweeper, install park benches.
- 6<sup>th</sup> vac. waterline at Walgreens.
- 7<sup>th</sup> install benches, run sweeper.
- 10<sup>th</sup> Grind stamp on Bridge St. sweeper, pick up parts in Syracuse.
- 11<sup>th</sup> Yard debris.
- 12<sup>th</sup> Yard debris, clean/ paint trash cans.
- 13<sup>th</sup> Sweeper, repair catch basin on Erie St. set out trash cans.
- 14<sup>th</sup> Assemble picnic tables place in park.
- 17<sup>th</sup> repair tire on bucket truck, assemble picnic tables, sweeper, replace oil pan on 06 dump truck.
- 18<sup>th</sup> Sweeper, repair catch basin on Lake St. Blockage at W.W.T.P.
- 19<sup>th</sup> repair tire on sewer jetter, sweeper, repair hydrant at Dunbar.
- 20<sup>th</sup> repair James St. sign, sweeper, driveway repair @ dunbar.
- 21<sup>st</sup> Mow parks, Dunbar, D.P.W. yard repair View Rd., inspect library ceiling.
- 24<sup>th</sup> test hydrants at Selkirk landing, dig grave.
- 25<sup>th</sup> Yard debris.
- 26<sup>th</sup> yard debris sewer jet Broad St.,
- 27<sup>th</sup> Yard debris.
- 28<sup>th</sup> sweeper, mow/ weed parks dunbar, Maple Ave.

Bill E. Noreault, Superintendent

## VILLAGE OF PULASKI

SEWER FUND  
DETAIL OF REVENUES

APRIL 2023

		Modified budget	Earned 2022-23	Unearned Balance	%
<b>DEPARTMENTAL INCOME</b>					
G2120	SEWER RENTS	733,000.00	367,622.47	365,377.53	49.8
G2122	SEWER CHARGES	3,000.00	0.00	3,000.00	100.0
G2128	INTEREST & PENALTIES	11,000.00	0.00	11,000.00	100.0
	TOTAL DEPARTMENTAL INCOME	747,000.00	367,622.47	379,377.53	50.8
<b>USE OF MONEY AND PROPERTY</b>					
G2401	INTEREST & EARNINGS	1,750.00	0.00	1,750.00	100.0
G2401R	RESERVE INTEREST & EARNINGS	2,000.00	0.00	2,000.00	100.0
	TOTAL USE OF MONEY AND PROPERTY	3,750.00	0.00	3,750.00	100.0
<b>MISCELLANEOUS LOCAL SOURCES</b>					
G2770	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.0
	TOTAL MISCELLANEOUS LOCAL SOURCES	0.00	0.00	0.00	0.0
<b>STATE AID</b>					
G3902	STATE AID PLANNING & STUDIES	0.00	0.00	0.00	0.0
	TOTAL STATE AID	0.00	0.00	0.00	0.0
	TOTAL REVENUES:	750,750.00	367,622.47	383,127.53	51.0

## VILLAGE OF PULASKI

SEWER FUND  
DETAIL OF EXPENDITURES  
APRIL 2023

		Modified budget	Expended 2022-23	Unencumbered Encumbered	Unencumbered balance	% Remaining
<b>GENERAL GOVERNMENT SUPPORT</b>						
<b>SPECIAL ITEMS</b>						
G1910.4	UNALLOCATED INSURANCE	20,625.00	20,136.17	0.00	488.83	2.4
G1990.4	CONTINGENT ACCOUNT	25,000.00	0.00	0.00	25,000.00	100.0
	TOTAL SPECIAL ITEMS	45,625.00	20,136.17	0.00	25,488.83	55.9
	TOTAL GENERAL GOVERNMENT SUPPORT	45,625.00	20,136.17	0.00	25,488.83	55.9
<b>HOME AND COMMUNITY SERVICES</b>						
<b>SEWER ADMIN</b>						
<b>PERSONNEL SERVICES</b>						
G8110.1	SEWER ADMIN - PERSONNEL SERVICES	35,875.00	33,829.86	0.00	2,045.14	5.7
	TOTAL PERSONNEL SERVICES	35,875.00	33,829.86	0.00	2,045.14	5.7
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8110.2	SEWER ADMIN - EQUIPMENT	5,000.00	2,450.69	0.00	2,549.31	51.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	5,000.00	2,450.69	0.00	2,549.31	51.0
<b>CONTRACTUAL EXPENSE</b>						
G8110.402	SEWER ADMIN - SUPPLIES & POSTAGE	3,000.00	2,722.26	0.00	277.74	9.3
G8110.403	SEWER ADMIN - EQUIPMENT MAINTENANCE	4,000.00	3,726.64	0.00	273.36	6.8
G8110.404	SEWER ADMIN - TRAINING & DEVELOPMENT	400.00	225.00	0.00	175.00	43.8
G8110.405	SEWER ADMIN - TELEPHONE	750.00	731.65	0.00	18.35	2.4
G8110.423	SEWER ADMIN - SHARED SERVICES	10,500.00	0.00	0.00	10,500.00	100.0
G8110.425	SEWER ADMIN - AUDITOR	2,000.00	0.00	0.00	2,000.00	100.0
G8110.427	SEWER ADMIN - LEGAL SERVICES	1,000.00	18,125.98	0.00	-17,125.98	0.0
G8110.428	SEWER ADMIN - ENGINEER	1,000.00	66,955.40	0.00	-65,955.40	0.0
	TOTAL CONTRACTUAL EXPENSE	22,650.00	92,486.93	0.00	-69,836.93	0.0
	TOTAL SEWER ADMIN	63,525.00	128,767.48	0.00	-65,242.48	0.0
<b>SANITARY SEWERS</b>						
<b>PERSONNEL SERVICES</b>						
G8120.1	SANITARY SEWERS - PERSONNEL SERVICES	34,338.00	20,100.01	0.00	14,237.99	41.5
	TOTAL PERSONNEL SERVICES	34,338.00	20,100.01	0.00	14,237.99	41.5
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8120.2	SANITARY SEWERS - EQUIPMENT	29,090.00	393.93	0.00	28,696.07	98.6
	TOTAL EQUIPMENT/CAPITAL OUTLAY	29,090.00	393.93	0.00	28,696.07	98.6
<b>CONTRACTUAL EXPENSE</b>						
G8120.402	SANITARY SEWERS - SUPPLIES & POSTAGE	3,700.00	2,680.83	0.00	1,019.17	27.5
G8120.404	SANITARY SEWERS - TRAINING & DEVELOPMENT	300.00	0.00	0.00	300.00	100.0
G8120.412	SANITARY SEWERS - GAS & OIL	5,000.00	3,982.23	0.00	1,017.77	20.4
G8120.421	SANITARY SEWERS - EQUIPMENT REPAIRS	6,000.00	3,208.79	0.00	2,791.21	46.5
G8120.422	SANITARY SEWERS - MISCELLANEOUS	0.00	0.00	0.00	0.00	0.0
G8120.435	SANITARY SEWERS - TELECOMMUNICATIONS	300.00	0.00	0.00	300.00	100.0
G8120.446	SANITARY SEWERS - MANHOLE REPAIRS	10,000.00	7,551.52	0.00	2,448.48	24.5
	TOTAL CONTRACTUAL EXPENSE	25,300.00	17,423.37	0.00	7,876.63	31.1

# VILLAGE OF PULASKI

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## SEWER FUND DETAIL OF EXPENDITURES

APRIL 2023

		Modified budget	Expended 2022-23	Encumbered	Unencumbered balance	% Remaining
TOTAL SANITARY SEWERS		88,728.00	37,917.31	0.00	50,810.69	57.3
<b>SEWAGE TREATMENT</b>						
<b>PERSONNEL SERVICES</b>						
G8130.1	SEWAGE TREATMENT - PERSONNEL SERVICES	1,000.00	0.00	0.00	1,000.00	100.0
TOTAL PERSONNEL SERVICES		1,000.00	0.00	0.00	1,000.00	100.0
<b>EQUIPMENT/CAPITAL OUTLAY</b>						
G8130.2	SEWAGE TREATMENT - EQUIPMENT	15,015.00	18,872.90	0.00	-3,857.90	0.0
TOTAL EQUIPMENT/CAPITAL OUTLAY		15,015.00	18,872.90	0.00	-3,857.90	0.0
<b>CONTRACTUAL EXPENSE</b>						
G8130.402	SEWAGE TREATMENT - SUPPLIES	1,000.00	2,999.72	0.00	-1,999.72	0.0
G8130.405	SEWAGE TREATMENT - TELEPHONE	2,200.00	2,114.51	0.00	85.49	3.9
G8130.409	SEWAGE TREATMENT - BLDGS & GROUNDS	2,600.00	2,241.28	0.00	358.72	13.8
G8130.412	SEWAGE TREATMENT - GAS & OIL	1,200.00	1,474.75	0.00	-274.75	0.0
G8130.421	SEWAGE TREATMENT - EQUIPMENT REPAIRS	16,000.00	20,259.23	0.00	-4,259.23	0.0
G8130.424	SEWAGE TREATMENT - UTILITIES	45,000.00	40,219.35	0.00	4,780.65	10.6
G8130.433	SEWAGE TREATMENT - SAMPLES	3,600.00	3,066.36	0.00	533.64	14.8
G8130.436	SEWAGE TREATMENT - WASTE REMOVAL	19,000.00	25,830.75	0.00	-6,830.75	0.0
G8130.438	SEWAGE TREATMENT - PERMIT FEES	2,350.00	2,660.00	0.00	-310.00	0.0
G8130.439	SEWAGE TREATMENT - CHEMICALS	11,000.00	27,189.53	0.00	-16,189.53	0.0
G8130.445	SEWAGE TREATMENT - OPERATION CONTRACT	178,112.00	148,000.12	0.00	30,111.88	16.9
TOTAL CONTRACTUAL EXPENSE		282,062.00	276,055.60	0.00	6,006.40	2.1
TOTAL SEWAGE TREATMENT		298,077.00	294,928.50	0.00	3,148.50	1.1
TOTAL HOME AND COMMUNITY SERVICES		450,330.00	461,613.29	0.00	-11,283.29	0.0
<b>EMPLOYEE BENEFITS</b>						
<b>EMPLOYEE BENEFITS</b>						
G9010.8	STATE RETIREMENT	13,600.00	14,613.00	0.00	-1,013.00	0.0
G9030.8	SOCIAL SECURITY	6,000.00	4,103.92	0.00	1,896.08	31.6
G9040.8	WORKER'S COMPENSATION	6,200.00	6,157.20	0.00	42.80	0.7
G9060.8	HOSPITAL & MEDICAL INSURANCE	24,780.00	18,098.29	0.00	6,681.71	27.0
TOTAL EMPLOYEE BENEFITS		50,580.00	42,972.41	0.00	7,607.59	15.0
<b>DEBT SERVICE</b>						
<b>SERIAL BONDS</b>						
<b>PRINCIPAL</b>						
G9710.6A	STORM SEWER	85,090.00	85,090.00	0.00	0.00	0.0
G9710.6B	SANITARY SEWER	4,876.00	4,876.00	0.00	0.00	0.0
G9710.6C	WASTE WATER PLANT	109,857.00	109,857.00	0.00	0.00	0.0
TOTAL PRINCIPAL		199,823.00	199,823.00	0.00	0.00	0.0
<b>INTEREST</b>						
G9710.7	SERIAL BONDS - INTEREST	0.00	0.00	0.00	0.00	0.0
TOTAL INTEREST		0.00	0.00	0.00	0.00	0.0
TOTAL SERIAL BONDS		199,823.00	199,823.00	0.00	0.00	0.0
<b>INSTALLMENT PURCHASE DEBT</b>						

VILLAGE OF PULASKI

SEWER FUND  
 DETAIL OF EXPENDITURES

APRIL 2023

		Modified	Expended	Unencumbered	%
		budget	2022-23	Encumbered	balance
					Remaining
<b>PRINCIPAL</b>					
G9785.6	INSTALLMENT PURCHASE DEBT - PRINCIPAL	0.00	0.00	0.00	0.00
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00
<b>INTEREST</b>					
G9785.7	INSTALLMENT PURCHASE DEBT - INTEREST	0.00	0.00	0.00	0.00
	TOTAL INTEREST	0.00	0.00	0.00	0.00
	TOTAL INSTALLMENT PURCHASE DEBT	0.00	0.00	0.00	0.00
	TOTAL DEBT SERVICE	199,823.00	199,823.00	0.00	0.00
<b>INTERFUND TRANSFERS</b>					
<b>TRANSFERS TO OTHER FUNDS</b>					
G9901.9	INTERFUND TRANSFER	10,500.00	0.00	0.00	10,500.00
	TOTAL	10,500.00	0.00	0.00	10,500.00
	TOTAL TRANSFERS TO OTHER FUNDS	10,500.00	0.00	0.00	10,500.00
<b>TRANSFERS TO CAPITAL FUNDS</b>					
G9950.9	TRANSFER - CAPITAL PROJ. FUND	0.00	174,435.46	0.00	-174,435.46
	TOTAL	0.00	174,435.46	0.00	-174,435.46
	TOTAL TRANSFERS TO CAPITAL FUNDS	0.00	174,435.46	0.00	-174,435.46
	TOTAL INTERFUND TRANSFERS	10,500.00	174,435.46	0.00	-163,935.46
	TOTAL EXPENDITURES:	756,858.00	898,980.33	0.00	-142,122.33



**mayor@villagepulaski.com**

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**From:** Jan Tighe <mayor@villagepulaski.org>  
**Sent:** Tuesday, May 2, 2023 10:37 AM  
**To:** accountclerk; mayor  
**Subject:** Fwd: [EXTERNAL] Fwd: Sewer line upgrades Pulaski NY  
**Attachments:** Survey 15 River St.jpg

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**From:** rjadamski222@aol.com  
**To:** mayor@villagepulaski.org, jtubolino@bledpc.com, cwaite57@aol.com, dallen7@twcnny.rr.com, "dean merritt" <dean.merritt@bms.com>  
**Sent:** Monday, May 1, 2023 12:29:16 PM  
**Subject:** [EXTERNAL] Fwd: Sewer line upgrades Pulaski NY

WE NEED TO DISCUSS THIS AT NEXT WEEKS MEETING...DO WE KNOW WHERE THE PROPERTY LINE REALLY IS ? DO WE HAVE AN EASEMENT ? DO WE NEED TO HAVE A SURVEY DONE ? I AM CONFUSED ABOUT WHAT IS WHERE AND I SUSPECT MR SIMON IS TOO. IN ANY CASE WE NEED TO RESOLVE THIS ISSUE.

-----Original Message-----

**From:** alex simon <alex-simon@live.com>  
**To:** rjadamski222@aol.com <rjadamski222@aol.com>  
**Sent:** Thu, Apr 27, 2023 4:32 pm  
**Subject:** Sewer line upgrades Pulaski NY

Hi Rob,

I would like to request that the village consider the following with the proposed sewer line work:

Currently the sewerage is transferred from the lower town elevations through a pipe under the salmon river to the river street pump station. I understand that there is a significant amount of sewer line work under consideration. The pipe described above, runs through/under my property (15 River St) and terminates at the town pump station on River Street.

While the sewer system is being overhauled, I propose that the pipe running under my property be rerouted to run under the town pump station. This way, the town will not need to access the pipe on my property (for which there is no easement). Once the pipe and the access to the pipe is rerouted, I will have full use of my property, as I should. Attached you will find a survey of my property which you may find useful.

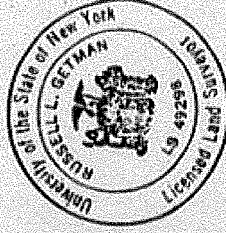
Please review with the board and let me know how it goes.

Thank You,  
 Alex Simon  
 15 River St  
 908-217-5526



CERTIFIED TO:  
OSWEGO COUNTY SAVINGS BANK

SHOWN HEREON, COMPLETED *Sept 26 1988*  
OSWEGO, NY *Sept 27 1988*  
LICENSED LAND SURVEYOR  
OSWEGO, NY



MAP OF:  
PART OF LOT 46 IN THE 01<sup>st</sup>  
TOWNSHIP OF CONSTABLE'S PURCHA  
VILLAGE OF PULASKI  
TOWN OF RICHLAND  
OSWEGO COUNTY, NEW YORK.  
Russell L. Getman  
Licensed Land Surveyor  
R.D. 6 Box 253  
Oswego, N.Y. 13126  
(315) 564-3790  
SCALE: 1" = 20'  
DATE: SEPT. 26, 1988

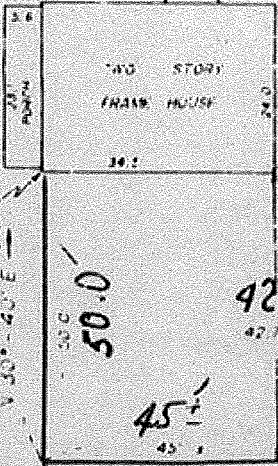
RIVER STREET

RIVER

CREEK

RIVER  
SALMON  
*River Centervine*

N.Y.S. ENVIRONMENTAL FACILITIES  
783 03



*23.1'*  
*120'0"*

*40'±*

*52'±*

*42.73'*  
42.74

*45'±*

*118'±*

FOUND

365.96' TO E. OF  
U.S. ROUTE 1

280.0' TO N.W. CORNER  
PART MILL DEED

70.0' ± P.L.H.

S 59° 20' E

*92'±*

92'

F. HELEN E. BRADY 676/1031

W.F. MICHAEL, CLAREN & DEBRA DALEY  
1954 101 0.3 ACRES

DECK 4'x10' 2' x 2' 2' x 2' 2' x 2'

WATERLINE

PROBER - CORNER STAKES NOT INCLUDED  
LOCATION SURVEYOR'S UNLESS SPECIFICALLY  
A REASONABLE ADDITIONAL CHARGE WILL  
BE MADE FOR ADDITIONAL WORK

68496



## RESOLUTION NO. 9 OF THE YEAR 2012

ON MOTION by Trustee Alan Engelbrekt, seconded by Trustee Sharon Taplin, the following resolution was adopted on August 13, 2012:

**RESOLVED**, that the Village Board hereby adopts the following *Procurement Policy* as the official Procurement Policy for the *2012-2013* official Village year:

**VILLAGE OF PULASKI  
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law 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, comments have been solicited from all officers in the VILLAGE OF PULASKI involved in the procurement process; and

NOW, THEREFORE, BE IT RESOLVED, that the VILLAGE OF PULASKI 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 PULASKI**

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, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: 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; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

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 or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, 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.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, 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 Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; 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:

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$1,000 - \$2,999	2 verbal quotations
\$3,000 - \$19,999	3 written quotations or 3 written requests for proposals

<b>Estimated Amount of Public Works Contract</b>	<b>Method</b>
\$1,000 - \$2,999	2 verbal quotations
\$3,000 - \$34,999	3 written quotations or 3 written requests for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Village 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 offer. This documentation will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement 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 PULASKI 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 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.

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. 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 engaged to prepare plans, maps and estimates; 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 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.

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. Goods or services under \$1000. 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 minimal contracts would be awarded based on favoritism.

7. This policy shall go into effect immediately and will be reviewed annually.

**Certification of Adoption**

1, *Michele A. Cusyck*, Village Clerk/Treasurer of the Village of Pulaski, New York, do hereby certify that the above resolution was adopted at a regular meeting of the Village Board held on August 13, 2012, and is on file in the Village Office and that said resolution has not been altered, amended or revoked and is in full force and effect.

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**Michele A. Cusyck, Village Clerk/Treasurer**