

**MAYOR'S COMMITTEE APPOINTMENTS
FOR THE OFFICIAL YEAR COMMENCING APRIL 1, 2019**

Building..... Trustees Hobbs & Johnson
1st Tuesday, date to be determined

Emergencies..... Trustees Hobbs & Johnson
3rd Thursday 10:00 a.m., Armory

Fire Trustees Hobbs & Johnson
2nd week date to be determined

Fire Alarm..... Trustees Hobbs & Johnson

Insurance..... Trustees Daniels & Johnson
Risk Managers quarterly, April, July, October January date to be determined

Parks..... Trustees Johnson & Renfroe
4th Tuesday 7:15 p.m., Kennedy Park

Purchasing..... Mayor Ryan & Trustee Daniels

Real Estate..... Trustees Renfroe & Daniels
Community Development Agency, 2nd Thursday, 7:00 p.m.

DPW (Sanitation/Streets/Recycling)..... Trustees Renfroe & Hobbs
4th week date to be determined

Sewers..... Trustees Hobbs & Renfroe
3rd week date to be determined

Tax and Water Trustees Johnson & Hobbs
2nd week date to be determined

Water Plant Trustees Daniels & Renfroe
1st week date to be determined

Budget..... ALL (Mayor & Trustees)
3rd week, Tuesday, 6:00 p.m., (just before Board meeting)

Library..... Trustees Hobbs & Renfroe
1st Thursday 6:30 p.m.

Traffic Safety Board..... Trustees Daniels & Johnson
4th Monday 6:30 p.m.

Police Committee..... Trustees Daniels & Renfroe

Legal..... Trustees Daniels & Renfroe

Clerk's Office Trustees Hobbs & Johnson

Comptroller Trustees Renfroe & Daniels

AGENDA - April 1, 2019

1

Mayor Ryan wishes to announce the appointment of **Trustee Charles E. Renfroe** as **Deputy Mayor** of the Incorporated Village of Hempstead for the official year commencing **April 1, 2019**.

The appointment of **Samantha Fountain** as **Deputy Village Clerk** for the Incorporated Village of Hempstead for the official year commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

AGENDA - April 1, 2019

3

The appointment of **Grace Lawrence** as **Acting Village Treasurer** for the Incorporated Village of Hempstead for the official year commencing **April 1, 2019** to **June 1, 2019**.

Moved by Trustee _____

Seconded by Trustee _____

AGENDA - April 1, 2019

3a

The appointment of **Miguel Alvarado** as **Associate Village Justice** for the Incorporated Village of Hempstead for the official year commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

AGENDA - April 1, 2019

4

The appointment of **Matthew Feinberg** as **Special Prosecutor** in the Village Court at a fee of **\$135 per hour** for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Ruben J. Coryat** as **Special Counsel** in the Village Court at a fee of **\$75 per hour** for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Margaret Mendez** as **Special Prosecutor** in the Village Housing Court at a fee of **\$40.00** per hour for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

AGENDA - April 1, 2019

7

The appointment of **Peter Withey** as **Special Prosecutor** in the Village Housing Court at a fee of **\$40.00** per hour for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Uwayne Mitchell** as **Special Prosecutor** in the Village Housing Court at a fee of **\$40.00** per hour for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

AGENDA - April 1, 2019

9

The appointment of **Soma Syed** as **Special Prosecutor** in the Village Housing Court at a fee of **\$65.00** per hour for Housing and **\$40** per hour otherwise for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Carolyn Clyne** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Fania Jean** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Miali Makelele** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Charlene Rodgers** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Dorothy LaCascio** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Rhonda Leader** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of **Joy Bunch** as **Special Prosecutor** at a fee of **\$40 per hour** for the Incorporated Village of Hempstead for the period commencing **April 1, 2019** to **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of the firm of **Bee Ready Fishbein Hatter & Donovan, LLP**, as Special Counsel to the Village of Hempstead pursuant to retainer agreements, copies of which are on file with the Village Clerk, for General Municipal advice, Election Law, litigation when needed and for the North Main Street Project.

Moved by Trustee _____

Seconded by Trustee _____

The appointment of the Certified Public Accounting firm of **Nawrocki Smith, LLP, 290 Broadhollow Road, #115E, Melville, New York, 11747**, for the Incorporated Village of Hempstead for the fiscal year, commencing **April 1, 2019** and expiring **April 6, 2020** at an annual fee of **\$68,000.00**.

Moved by Trustee _____

Seconded by Trustee _____

_____ Clerks offers the following resolution for adoption:

Moved by Trustee _____ that authorization is hereby granted for the Incorporated Village of Hempstead to enter into an agreement with Capital Markets Advisors, LLC. 11 Grace Avenue, Suite 308, Great Neck, NY 11021, to serve as the Village of Hempstead's Independent Financial Advisor. Compensation will be paid as described Sections 2.01 through 2.04 of attached proposed agreement, with a one-year agreement with an option to renew for a second year at the same rate. The Mayor be hereby is authorized to execute said agreement on behalf of the Incorporated Village of Hempstead on such terms and conditions as may be acceptable to the Village Attorney. .

Moved by Trustee _____

Seconded by Trustee _____

_____ The designation of **Danny Leo** as **Chairman** of Board of Zoning Appeals for the official year commencing on **April 1, 2019**.

_____ The appointment of Sherina Gonzales-Lucas as **a Board member** of Board of Zoning Appeals for the official year commencing on **April 1, 2019** and expiring on **April 3, 2023**.

The compensation to be paid to members and alternate members of the Board of Zoning Appeals for the fiscal year commencing June 1, 2019 shall be as follows:

Chairman of the Board..... \$175 per meeting
Each member--other than Chairman..... \$150 per meeting

Further, no compensation will be paid for a meeting, which a member does not attend. There shall be no more than 12 regular meetings during the fiscal year.

Moved by Trustee _____

Seconded by Trustee _____

As of **April 1, 2019**, the Zoning Board shall be comprised of:

	<u>Term Expires</u>
Anthony LaMuro	April 3, 2023
Raymond Rhoden	April 4, 2022
Sherina Gonzales-Lucas	April 3, 2023
Danny Leo (Chairman)	April 1, 2024
Wayne Hall Jr.	April 6, 2020

Board of Zoning Appeals meets 1st Thursday of each month, 7:00 p.m., Village Hall

_____ The designation of **Kennetha Pettus** as **Chairman** of the Planning Board for the official year commencing on **April 1, 2019**.

The compensation to be paid to the members of the Planning Board for the fiscal year commencing **June 1, 2019** shall be as follows:

Chairman of the Board..... \$160 each meeting

Each member, other than the Chairman..... \$125 per meeting

Further, no compensation shall be paid for any meeting, which a member does not attend; meetings are not to exceed 12 per year.

Moved by Trustee _____

Seconded by Trustee _____

Planning Board shall now be comprised of:

Rashid Walker

Rev. Lynnwood E. Deans

Kennetha Pettus (Chairman)

Leroy Brown

Marcia P. Turner

Term Expires

April 5, 2021

April 3, 2023

April 5, 2021

April 1, 2024

April 3, 2023

Planning Board meets every 3rd Monday of each month 6:30 p.m., Village Hall

_____ The appointment of **Gladys Rodriguez** as a member of the Human Relations Council expiring on **April 6, 2020**

Moved by Trustee _____

Seconded by Trustee _____

Human Relations Council shall now be comprised of:

	<u>Term Expires</u>
Dorothy Porter	April 6, 2020
Gladys Rodriguez	April 6, 2020
Bernette Houston-Willet	April 4, 2022
Kristen Reynolds	April 4, 2022
Terri A. Banks	April 4, 2022
Bridgett Barker	April 5, 2021
Marilyn Vallejo	April 5, 2021
Rosalyn Seetal	April 5, 2021

Human Relations Council meets every 3rd Thursday of each month except July and August at Village Hall

_____ The designation of **Vanessa Henry** as Chairperson of the Recreation and Parks Commission for the official year commencing on **April 1, 2019**.

_____ The appointment of **Randi Harrison** and **Barbara Borum** as Board Members of the Recreation and Parks Commission for the official year commencing on **April 1, 2019**.

Moved by Trustee _____

Seconded by Trustee _____

Recreation and Parks Commission shall now be comprised of:

	<u>Term Expires</u>
Lourdes Watts	April 1, 2024
Vanessa Henry (Chairman)	April 3, 2023
Randi Harrison	April 4, 2022
Barbara Borum	April 5, 2021
Renee Weeks-Corder	April 3, 2023
Jeff Spencer	April 6, 2020
Ricky Cooke	April 4, 2022

Recreation and Parks Commission meets every 4th Tuesday of **each month** - 7:00 p.m., Kennedy Memorial Park

_____ The designation of **Mary Burns** as **Chairman** for the ensuing year, to serve without compensation and that said Board shall meet at least once a month, except during the months of July and August and report to the Board of Trustees after each meeting.

Moved by Trustee _____

Seconded by Trustee _____

Traffic Safety Board shall now be comprised of:

Mary Burns (Chairperson)

Barbara Gant
Esther Ford Gilbert
William H. Fowlkes Jr.
Troy Martinez

Term Expires

April 4, 2022
April 4, 2022
April 4, 2022
April 6, 2020
April 6, 2020

Traffic Safety Board meets every 4th Monday of each month except July and August, 6:30 p.m., Village Hall

_____ The designation of **Ronald Magarie** as **Chairman** of the Electrical License Board, for the period commencing **April 1, 2019** expiring **April 6, 2020**.

Compensation to be paid to members of the **Electrical License Board** shall be as follows:

Chairman of the Board.....\$60 per meeting

Each member, other than Chairman..... \$55 per meeting

(not to exceed one meeting per month (for fiscal year commencing **June 1, 2019**)

Moved by Trustee _____

Seconded by Trustee _____

The **Electrical License Board** shall now be comprised of:

	<u>Term Expires</u>
Mike Dumitri	April 6, 2020
John Congemi	April 6, 2020
Tom Considine	April 6, 2020
Ronald Magarie (Chairman)	April 4, 2022
Christian Castillo	April 4, 2022

Electrical Board meets every 4th Thursday of each month 4:30 p.m., 202 Jackson Street

_____ The designation of **Kelly Magee** as **Chairman** of the Board of Plumbing Examiners, to serve in such capacity for the period commencing **April 1, 2019** and expiring on **April 6, 2020**.

Compensation to be paid to members of the **Board of Plumbing Examiners** shall be as follows:

Chairman of the Board..... \$60 per meeting
Each member, other than Chairman.....\$55 per meeting
(not to exceed one meeting per month (for fiscal year commencing **June 1, 2019**))

Moved by Trustee _____

Seconded by Trustee _____

Board of Plumbing Examiners shall now be comprised of:

Kelly Magee (Chairman)
Robert Steinhart
Donnovan Castro

Term Expires
April 4, 2022
April 6, 2020
April 4, 2022

Board of Plumbing Examiners meets every 4th Tuesday of each month, 4:30 p.m., 202 Jackson Street

_____ The appointment of **Erica Seymour** as a member of the Hempstead Housing Authority commencing on **April 1, 2019**

_____ The Appointment of **Leroy Greene** as a member of the Hempstead Housing Authority commencing on **April 1, 2019**

Moved by Trustee _____

Seconded by Trustee _____

Hempstead Housing Authority shall now be comprised of:

Cornelius Watson
Nicholas Moffitt
James t. McKnight
Erica Seymour
Leroy Greene
Inocencio Perdomo
Max Rodriguez

Term Expires
April 5, 2021
April 6, 2020
April 6, 2020
August 31, 2022
August 31, 2022
April 5, 2021
April 6, 2020

_____ The reappointment of **Teddy McLean, Deloris McQueen, and Marina Ramos** as members of the Personal Wireless Services Facilities Board, pursuant to Local Law No.4-2002, for a one year-term expiring on **April 6, 2020**.

_____ The designation of Deloris McQueen as Personal Wireless Service Facilities Board Zoning Officer for a fee of \$5,000, expiring on **April 6, 2020**.

Moved by Trustee _____

Seconded by Trustee _____

Personal Wireless Service Facilities Board shall now be comprised of:

	<u>Term Expires</u>
Teddy McLean	April 6, 2020
Deloris McQueen (Zoning Officer)	April 6, 2020
Marina Ramos	April 6, 2020
Cherice Vanderhall (by statute)	April 6, 2020
Grace Lawrence (by statute)	April 6, 2020

Personal Wireless Service Facilities Board meets on the 4th Thursday at **11:00 a.m.** of each month at Village Hall, 99 Nichols Court, Hempstead, New York 11550.

_____ The reappointment of Tina Hodge Bowles, Keria L. Blue, Carmen Ayala & Franz Nicholas as members of the Community Development Agency (CDA), for the period commencing on April 1, 2019.

Community Development Agency (CDA) Board shall now be comprised of:

	<u>Term Expires</u>
Tina Hodge Bowles	April 4, 2022
Keria L. Blue	April 4, 2022
Carmen Ayala	April 5, 2021
Franz Nicolas	April 5, 2021

Moved by Trustee _____

Seconded by Trustee _____

_____ All Village checks shall be signed by the Mayor and the Treasurer, and in the absence of the Mayor, the Deputy Mayor shall sign all checks with the Treasurer, and that pursuant to Section 4-408c of the Village Law, all such checks as may be issued by the Village may be signed with facsimiles of the Mayor's, Treasurer's, and/or Deputy Mayor's signature.

Moved by Trustee _____

Seconded by Trustee _____

_____ The taxes and assessments of the Incorporated Village of Hempstead shall be collected by the **Village Clerk**, thereof, in accordance with Village Law.

Moved by Trustee _____

Seconded by Trustee _____

_____ The following banks are hereby designated as the proper depositories for the funds of the Incorporated Village of Hempstead.

1. T.D. Bank
2. Bank of America
3. Flushing Bank
4. J.P. Morgan Chase

Said depositories shall be required to file with the Village of Hempstead a copy of their CRA Compliance Policy Statement.

Moved by Trustee _____

Seconded by Trustee _____

_____ **The Beacon** is hereby designated as the official newspaper of the Incorporated Village of Hempstead for the official year commencing **April 1, 2019** for all Village publications; the Village Clerk is also authorized to publish legal notices with the exception of certain **tax sale notices**, in **Newsday, Hempstead-Uniondale Times, Noticia** and **LaTribuna Hispana**.

Moved by Trustee _____

Seconded by Trustee _____

_____ The regular meetings of the Board of Trustees of the Incorporated Village of Hempstead shall be held on the **first** and **third Tuesday** of each month at **6:30 p.m.**, except during the months of July and August in which months the regular meetings shall be held on the first Tuesday **and the annual meeting on the first Monday in April at 6:00 p.m.**, thereof, and that special meetings of the Board of Trustees may be called by the Mayor or two Trustees acting in concert, by causing proper notice to be served pursuant to law and that all agenda items must be in the Office of the Village Clerk **no later than Wednesday** preceding the Board meeting date except that any item may be added to the agenda by a member of the Board of Trustees up to and including the Board meeting itself.

Moved by Trustee _____

Seconded by Trustee _____

_____ Provided there are sufficient funds available in the appropriate budget account, the Mayor, Trustees, and employees, be granted permission to attend various conferences and/or official meetings during the official year commencing the **3rd** day of **April, 2019** and that all necessary expenses in connection with the attendance at said functions shall be a Village expense.

Moved by Trustee _____

Seconded by Trustee _____

That mileage shall be paid at the rate of **58** cents **per mile** for the business use of a personal vehicle. Tolls and other road expenses shall be paid upon submission of a paid receipt. That the Board is empowered to make special exceptions to these provisions if it is deemed to be in the best interest of the Village. Also, before any such trips and/or travel take place, Board approval must be obtained in writing.

Moved by Trustee _____

Seconded by Trustee _____

That, WHEREAS, 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,

NOW, THEREFORE BE IT RESOLVED that the Incorporated Village of Hempstead does adopt the procurement policy as appended hereto, which is intended to apply to all goods and services which are not required by law to be publicly bid. Further, any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Sections 103 and 104-b. This policy is effective **April 1, 2019** and will be reviewed on an annual basis.

Moved by Trustee _____

Seconded by Trustee _____

INC. VILLAGE OF HEMPSTEAD PURCHASING POLICY

In accordance with the Inc. Village of Hempstead adopted procedures, the Purchasing Department is authorized to administer all purchasing activities with regard to materials, supplies, services and equipment. The primary function of Purchasing is to ensure that the Village of Hempstead receives the best possible products and services that meet the needs of the requesting department at the lowest possible cost. In this document, unless otherwise noted, the term “political subdivision” applies to the Incorporated Village of Hempstead in its entirety.

Rules governing purchasing and contract procedures were established under the concept of open competitive bidding as set forth by New York State General Municipal Law, (GML 103 and 104-b). Under this system, purchase awards are made to the lowest responsible vendor who meets the Village's specifications and is capable of delivering the service or product. These specifications and conditions are outlined in bid packages that are available to all interested vendors.

Inc. Village of Hempstead encourages all segments of the business community to participate in its purchasing program.

The Purchasing Department coordinates vendor contracts and supervises the procurement process to ensure compliance with purchasing policies and procedures. Office hours are from 8:30 AM to 4:15 PM, Monday through Friday. Vendors may call for an appointment during those hours.

THE PURCHASING PROCESS

The Purchasing Department maintains a list of qualified vendors for solicitation of quotes and bids. If a vendor would like to apply, they can contact the Purchasing Department to have their company's name added to the Inc. Village of Hempstead Vendor Bid List. Note the Village's Purchasing Policy is more restrictive than the Federal Purchase methods and the Village must always follow the most restrictive policy.

METHODS OF PURCHASE

The following purchasing methods are used by the Village to acquire products, services and equipment:

PROCEDURE FOR THE PURCHASE OF COMMODITIES, EQUIPMENT AND/OR GOODS

<u>Aggregate Dollar Limit</u>	<u>Procedure</u>
\$1 - \$2,499	At the discretion of the Purchasing Department
\$2,500 - \$4,999	Documented quotes from at least 3 separate vendors (if available)
\$5,000 - \$20,000	Written quotes from at least 3 separate vendors (if available)
\$20,001 and up	Sealed bids in conformance with Municipal Law, Section 103

PROCEDURE FOR THE PURCHASE OF PUBLIC WORKS PROJECTS/CONTRACTS

<u>Aggregate Dollar Limit</u>	<u>Procedure</u>
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\$1 - \$2,499	At the discretion of the Purchasing Department
\$2,500 - \$4,999	Documented quotes from at least 3 separate vendors (if available)
\$5,000 - \$35,000	Written quotes from at least 3 separate vendors (if available)
\$35,001 and up	Sealed bids in conformance with Municipal Law, Section 103

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals including the vendors contacted and the reason no quote or proposal could be secured. In no event shall the failure to obtain the proposals be a bar to the procurement.

In the course of normal business, departments are authorized to secure quotes from vendors in accordance with the aforementioned fixed limits and purchasing policy. All quotes secured by individual departments are subject to review and approval by the Purchasing Agent. Should the department be unable to secure quotes for any reason, the Purchasing Agent will assume responsibility for securing the required quotes. Vendors should take particular care when quoting prices to assure accuracy for quantities, units of measure, item descriptions, types of service, pricing and delivery terms. Telephone quotes should be provided the same day as requested if possible. A written, faxed or electronic quote for purchases is solicited by issuance of a "Request for Quote" form; the vendor should return this completed form within the designated time period. Purchasing reviews quotes and selects the lowest quote meeting the Village requirements and specifications. Inc. Village of Hempstead will accept quote responses via US Mail or similar delivery service, fax and e-mail.

STATE/LOCAL GOVERNMENT CONTRACTS

Pursuant to GML 103, political subdivisions are authorized to make purchases through the use of contracts, (or "piggybacks" on to), led by certain other governmental entities either to the lowest responsible bidder or on the basis of best value, in a manner consistent with General Municipal Law 103.

Pursuant to GML 104, political subdivisions are authorized to make purchases of materials, equipment and supplies, (except printed material), through the NYS Office of General Services (OGS), subject to rules established by OGS, (see State Finance Law, Section 163). GML Section 104 provides that purchases by political subdivisions through the NYS Office of General Services (OGS) are exempt from competitive bidding requirements. Note: No official may make a purchase through the OGS when bids have already been received unless the purchase may be made upon the same terms, conditions and specifications, but at a lower price, through OGS.

The Village will not be required to secure alternate proposals or quotations for those procurements as permitted by state law: under a county, state or federal contract, under a contract of another federal subdivision, of articles manufactured in state correctional institutions or from agencies for the blind and severely disabled.

PURCHASING POLICIES AND CONTROL

DEPARTMENT PLANNING

ANTICIPATE YOUR NEEDS: Once you have established what you need, within the limitation of your budget, requisition these needs as far in advance as possible. The time element affords the Purchasing Department the opportunity to solicit competitive bids or quotes and get the best value possible for the expenditure of TAX DOLLARS.

EMERGENCIES: An exception to the competitive bidding requirements exists for emergency situations. There are **three basic statutory criteria to be met** in order to fall within this exception.

- 1) The situation arises out of an accident or other unforeseen occurrence or condition.
- 2) The circumstances affect public buildings, public property or the life, health, safety or property of the political subdivision's residents.
- 3) The situation requires immediate action, which cannot await competitive bidding.

In short, if you can foresee the need in the future, you should be able to follow the bid process.

SOLE SOURCE

Competitive bidding is not required under GML, Section 103 in those limited situations when a political subdivision, in the public interest, requires particular goods or services that uniquely serve the public interest, for which there is no substantial equivalent and which are in fact available only from one source. In making these determinations the political subdivision should document, among other things, the unique benefits of the item as compared to the items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item is reasonable when compared to other products or services in the marketplace. In addition, the political subdivision should document that there is no possibility of competition for the procurement.

PROFESSIONAL SERVICES

The courts have held that "professional services" are not contracts for public work. That phrase is used in the bidding statutes, and therefore not subject to competitive bidding procedures. Generally, professional services involve specialized expertise, use of professional judgment and/or a high degree of creativity. Among the services which have been held to be exempt from competitive bidding under this exception are, but are not limited to, those of engineers, architects, land surveyors, attorneys, physicians and insurance brokers. To assist the requisitioning department in selecting a vendor for professional services, in particular where market rates for services may fluctuate, the use of a Request for Proposal, or RFP, specifying the services requested is encouraged.

PURCHASE ORDERS

REQUESTIONS: "ALL" purchases of goods or services in excess of \$500.00 requires a requisition to be submitted. In "**ALL**" instances, the requisition is to be entered and purchase orders are to be completed before a purchase is made or service is performed. If the Accounting Department receives any claims for materials, supplies or services for which no purchase order was issued, the Purchasing Agent in conjunction with the Treasurer will have the authority to nullify the payment of such claim. Direct payment claim vouchers should be avoided.

CONFIRMING PURCHASE ORDERS: These should be kept to a **minimum** and will only be approved provided they meet the Purchasing Guidelines and the amount available in the appropriate budget line. The Purchasing Department will not approve a confirming order when the purchase is not justified, where the purchase is being made to circumvent established procedures, or where there is a **LACK OF PROPER PLANNING**.

BLANKET PURCHASE ORDERS: Issued as requested to various vendors for purchase of those items/services considered to be of an immediate need or for the purpose of consolidation. Such examples would be electric or telephone bills, which involve ongoing purchases. Blanket Purchase Orders are issued for the fiscal year only. Blanket Purchase Orders must include the phrase, "**as needed for the period June 1st of (current year) to May 31st of (next year).**"

FORMAL SEALED BIDS FOR COMMODITIES OVER \$20,000 AND PUBLIC WORKS PROJECTS/CONTRACTS OVER \$35,000

All purchases of “like” commodities exceeding \$20,000, and public works projects/contracts of “similar scope” exceeding \$35,000 in the **aggregate** for all departments combined annually are acquired through this process.

Legal notices are published in local newspapers informing the public of the products or services being bid.

Bid packages are prepared with detailed specifications and conditions including items bid, units and total quantity desired, instructions for bidding, delivery information, bid opening dates and any special requirements for bidding.

Bid notices are e-mailed to Bid Services, (companies in the business of informing prospective vendors of bids in their field of work), as well as put on the NY State Contract Reporter and Bidnet’s websites. A list of Bid Services can be obtained from the Purchasing Department. The bid packages are available for pickup at the Purchasing Department and can be shipped by US Mail. Vendors can request shipping by a delivery service such as Fed Ex or UPS, which will only be shipped this way at the vendors’ expense.

Plan holders' lists, (those vendors who have picked up bid packages), shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a Village Department for this information will be directed to Purchasing. No exceptions are made to this policy.

Any bids not arriving prior to the bid-opening deadline will be rejected and returned to the bidder unopened.

Sealed bids are publicly opened and read at the time and place designated in the bid documents and legal notices. All information regarding the opening of a bid will be detailed within the bid specifications.

All bid tabulations showing bid results are available for public inspection during regular business hours at the Purchasing Department.

Purchase orders and/or contracts are awarded to the lowest responsive and responsible bidder(s) meeting Village specifications or on the basis of “best value” optimizing quality, cost and efficiency.

The Village reserves the right to reject any and all bids or parts of bids when such rejection is in the best interest of the Village. The Village reserves the right to award all bids on an item-by-item or aggregate basis, whichever is deemed in the best interest of the Village.

REQUEST FOR PROPOSAL (RFP)

Requests for Proposals are traditionally used as a means of obtaining all types of professional services. A request for proposal and evaluation of proposal can consider price plus other factors such as experience, staffing and professional reputation.

The RFP involves making a request for various firms and then evaluating the proposals received. The Village Attorney will review all contracts. The Village Attorney’s approval must be obtained prior to the execution of such contract with the firm selected.

BID PRICES SUBMITTED

The bid price submitted shall be exclusive of Federal and State taxes and must not include any tax for which the bidder may claim exemption because of doing business with the Village. All prices submitted must include all delivery charges to Inc. Village of Hempstead.

PREVAILING WAGES

Prevailing wages shall be paid for each contract to which the municipality may involve the employment of laborers, workmen or mechanics, as outlined in Article 8 of the New York State Labor Law.

INSURANCE

The Village requires that insurance shall be procured with the specified coverage amounts required and an insurance declaration page and/or copy of the policy provided prior to a purchase order or payment. The declaration page or policy provided must name "Inc. Village of Hempstead" as a named insured. In addition, if the service being provided is considered a "Professional Service", a "Certificate of Professional Liability" must be provided naming the Village as a named insured.

IRAN DIVESTMENT ACT

In accordance with the Iran Divestment Act of 2012, all bids must include the statement of non-investment in the Iranian energy sector contained in 103-g of the General Municipal Law, subscribed and affirmed by the bidder as true under the penalties of perjury.

SECURITY

If security is required, the bid invitation will indicate the kind and amount of security needed. Submitted bid packages will not be considered by the Village if the specified security is not enclosed.

The Village uses two types of security:

☐ **BID DEPOSIT: (Certified Check or Bid Bond):** The deposit must be for the amount specified in the bid invitation. The Deposit will be forfeited to the Village should the successful bidder fail to enter into a contract or to accept a purchase order. Bid Deposits are returned to the unsuccessful bidders by mail.

☐ **PERFORMANCE, LABOR AND MATERIAL BONDS:** These bonds may be required from a successful bidder on certain bids. The Village holds these bonds until all contract obligations are satisfactorily met. The bonds may be forfeited to the Village should the successful bidder fail to comply with the terms and conditions set forth in the specifications and the award. Bonds are to be made payable to the "Inc. Village of Hempstead".

AWARD OF CONTRACT

Award of contract will be made to the lowest responsible qualified bidder whose proposal shall comply with all of the provisions required in the bid package. The Village reserves the right to waive any informality or to reject any or all proposals and may advertise for new proposals, if in its opinion the best interest of the Village will be served. The Village may require any or all bidders to present evidence of experience, ability and financial standing as well as a statement as to the equipment which they will have available for the execution of the contract. The Village at its

discretion reserves the right to award a contract either on an item-by-item basis or as a total award of all items in combination.

DELIVERIES

Deliveries to departments are to be completed between the hours of 8:30 AM and 4:15 PM unless otherwise specified on the Purchase Order.

All Bills of Lading are to include a complete "Ship To" address and Purchase Order numbers, as they appear on the Purchase Order received.

INVOICING AND PAYMENT

To ensure prompt payment of a Purchase Order, invoices containing the proper information must be submitted to the "Ship To" address indicated on the Purchase Order.

Invoices must contain the Purchase Order number, quantities, complete and detailed item/service description, unit of measure and total prices as stated on the Purchase Order. Authorized Village representatives will issue no payments prior to receipt and acceptance of products and services.

Inc. Village of Hempstead is exempt from paying all Sales Tax and Compensating Use Tax imposed by the State pursuant to N.Y.S. Tax Law 1116(A)(1). Upon request, a letter attesting to this fact will be executed and signed by the Inc. Village of Hempstead Treasurer.

GIFTS AND GRATUITIES

Village policy prohibits acceptance of gifts at any time, other than advertising novelties. Employees must not become obligated to any supplier and shall not participate in any Village transaction from which they will benefit directly or indirectly.

IN CONCLUSION

This publication is an attempt to ensure that the experience of doing business with Inc. Village of Hempstead is a positive one.

No single publication can be all encompassing or answer every question; however, it is hoped that this will provide the guidelines of our Purchasing Policy. In the case of any matter not specifically addressed here, New York State General Municipal Law, section 103 and 104-B, will guide the Village.

For more information, please contact:

**Inc. Village of Hempstead, Purchasing Department
99 James A Garner Way
Hempstead, NY 11550
Phone: 516-478-6287
Fax: 516-489-1264**

That, WHEREAS, the Incorporated Village of Hempstead needs to implement an updated **Village Investment policy**,

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees hereby adopts the annexed investment policy. This policy is effective **April 1, 2019** and will be reviewed on an annual basis.

Moved by Trustee _____

Seconded by Trustee _____

INVESTMENT POLICY
INCORPORATED VILLAGE OF HEMPSTEAD

Rev. 3/25/19

I. 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.

II. OBJECTIVES

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

- * To conform with all applicable federal, state and other legal requirements (legal);
- * 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 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 data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

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 Hempstead to govern effectively.

Investments shall be made with judgement 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.

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 Hempstead to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROL

It is the policy of the Village of Hempstead for all moneys collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within two days of deposit, or within the time period specified in law, whichever is shorter.

The 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 authorizations and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

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

<u>Depository Name</u>	<u>Maximum Amount</u>
T.D. Bank	\$35 million
J.P. Morgan Chase	\$30 million
Bank of America	\$25 million
Flushing Commercial Bank	\$25 million

VIII. COLLATERALIZING OF DEPOSITS

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

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law§ 10GML 10, equal to the aggregate amount of deposits from the categories designated in General Municipal Law§ 10GML 10, (Section 1f) (, sub-sections i – xi) to the policy.

2. In lieu of or in addition to the deposit of eligible securities, an eligible surety bond payable to the local government as security for the payment of one hundred percent (100%), or by an eligible "letter of credit" issued by a qualified bank, as defined in General Municipal Law§ 10GML 10, 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.

3. 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.

4. “In lieu of or in addition to the deposit of eligible securities, the officers making a deposit may, in the case of an “irrevocable letter of credit” issued in favor of the local government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to such local government as security for the payment of one-hundred percent (100%) of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.” (amended 7/17/09)

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a

third party bank or trust company subject to security and custodial agreements.

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 Hempstead or its custodial bank.

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 deposit 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.

X. PERMITTED INVESTMENTS

As authorized by General Municipal, Law§, 11, the Village of Hempstead authorizes the 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:

- * Special time deposit accounts;
- * Certificates of Deposits;
- * Obligations of the United States of America;

* 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;

* Obligations of the State of New York;

* Obligations issued pursuant to LFL 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Hempstead.

* 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.

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

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

All investment obligations shall be payable or redeemable at the option of the Village of Hempstead 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 Hempstead within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Hempstead 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 credit worthy. Banks shall provide their most recent Consolidated Report of Condition (“Call Report”) at the request of the Village. 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 Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENT

The 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 requirements set forth in the Office of the State Comptroller Opinion No. 88-46, 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.

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 obligations 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 Hempstead 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.

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 include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

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

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

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

* No substitution of securities will be allowed.

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

XIV. CHANGES IN BANKING RELATIONSHIPS

Any modifications i.e. additions or terminations of banking relationships as approved by the Board of Trustees will be executed by the Treasurer in an expeditious business manner.

Appendix A (per general municipal law §GML 10 Sect. (1f) (. Sub Sect. i – xi)

- Obligations issued by the United States of America
- Obligations issued or fully guaranteed by the International Bank for Reconstruction & Development, Inter American Development Bank, Asian Development Bank

That, WHEREAS, the Incorporated Village of Hempstead needs to implement an updated **Village Fund Policy**,

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees hereby adopts the annexed Fund policy. This policy is effective **April 1, 2019** and will be reviewed on an annual basis.

Moved by Trustee _____

Seconded by Trustee _____

VILLAGE OF HEMPSTEAD, NY
FUND BALANCE POLICY
PROPOSED ON APRIL 1, 2019

I. SCOPE

This Fund Balance Policy applies to both General & Special Revenue Funds. Fund balance is the total accumulation of operating surpluses and deficits since the beginning of the Village of Hempstead's existence.

II. OBJECTIVES

The primary objectives of the Village of Hempstead's Fund Balance Policy are as follows:

- To provide for an orderly provision of services;
- To provide taxpayers with information about why resources have been set aside;
- To provide framework to help guide budgetary decisions and multi-year plans;
- To help ensure an adequate fund balance is available to
 - Ensure efficient cash flow for daily needs
 - Protect against unforeseen expenditures related to emergencies
 - Offset economic downturns or revenue shortfalls
 - Maintain investment-grade bond rating.

III. COMPONENTS OF FUND BALANCE

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). The objective of GASB 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund Balance Classifications

Fund balance amounts will be reported by the Village according to the following five classifications:

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

Unassigned – represents the residual classification for the Village’s general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts have been restricted, committed, or assigned.

IV. STATUTORY FUND BALANCE LIMITATIONS

Chapter 528 of NYS Laws of 2000 gives local governments the authority to carry over a “reasonable amount” of unappropriated unreserved fund balance from one year to the next. Since GASB 54 eliminated the unappropriated unreserved fund balance terminology, local governments are instructed to apply the “reasonable amount” calculation to the unrestricted portion of fund balance (defined as the total of the committed [n/a], assigned (822,840 & 910), and unassigned fund balance [909] classifications), consistent with the “reasonable amount” statutes. In determining the amount to carry over, this total should be reduced by any amount appropriated for the ensuing year’s budget (910).

V. REASONABLE AMOUNT

The Village officials must consider a number of factors when determining how much unrestricted fund balance is “reasonable” to carry over.

“Reasonable” factors to consider are, as follows:

- Composition of the fund balance
- Timing of receipts and disbursements
- Volatility of revenues and expenditures
- Contingent appropriations
- Established reserves
- Potential for one-time outlays not provided for by reserves
- Dependence on resources from other funds as well as the need to provide resources to other funds

- Size of the fund
- Experience in prior years

Common methods used to calculate a “reasonable amount” are, as follows:

- Percentage of expenditures or revenues (i.e. 15% of annual operating expenditures)
- Expenditures or revenues for a set number of months (i.e. total estimated expenditures for the first two months of the fiscal year.
- Specific dollar amount

VI. SUMMARY

The Village’s General Fund Unassigned Fund Balance will be maintained to provide the Village with financial stability and a margin of safety for unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. In this regard, the Village will endeavor to maintain an Unassigned Fund Balance in a range of 10% - 15 % actual expenditures for the prior fiscal year. The Unassigned Fund Balance for these purposes may only be appropriated by the Village Board in the form of a Budget Amendment or by formal resolution.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by formal action of the Village Board or by what is required by law. Amendments or modifications to the applied or transferred fund balances must be approved by the Village Board in the form of a Budget Amendment or by formal resolution.

The Village Board shall delegate the authority to assign fund balance, for encumbrance purposes to the Treasurer.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications the Village Board will assess the current financial condition of the Village and then determine the order of application of expenditures to which fund balance classification will be charged.

VII. ANNUAL REVIEW AND ADMENDMENTS

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

Date Adopted: _____

That, WHEREAS, the Incorporated Village of Hempstead needs to implement an updated **Credit Card policy**,

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees hereby adopts the annexed Credit Card policy. This policy is effective **April 1, 2019** and will be reviewed on an annual basis.

Moved by Trustee _____

Seconded by Trustee _____

3/25/19
THE BOARD OF TRUSTEES
OF THE VILLAGE OF HEMPSTEAD
RESOLUTION ADOPTING CREDIT CARD POLICY

WHEREAS, the Board of Trustees deems it prudent to establish a credit card policy for the use of Village credit cards by Village officers and employees.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Village of Hempstead does hereby adopt the following policy which is intended to apply to the procurement of goods and services by use of an authorized credit card in the name of the Village of Hempstead as provided herein.

PURPOSE:

To establish a convenient, efficient and cost-effective method of purchasing goods and services when vendors will not accept purchase orders and/or when cost savings may be achieved by purchasing goods or services online or at an authorized, NYS Office of General Services retail establishment, specifically Home Depot.

POLICY:

The Village of Hempstead will provide a Visa credit card issued through Town of Hempstead Credit Union, for the exclusive use of the Village Mayor for purchases of goods and services online, and / or to pay Village expenses when attending conferences, workshops and / or courses when purchase orders are not accepted by the vendor. Credit Line Proposed \$10,000.

The Village of Hempstead will provide a Visa credit card issued through Town of Hempstead Credit Union, for the exclusive use of the Village Purchasing Agent for purchases of goods and services online when purchase orders are not accepted by the vendor. Credit Line Proposed \$10,000.

The Village of Hempstead will provide Commercial Home Depot issued store credit to be used for purchases of goods and services at this NYS OGS approved retail establishment. The cards are all issued to the Village of Hempstead with further distribution as follows:

- Superintendent of the Department of Public Works, Credit Line \$8,000 Card xxx xxxx xxxx 8962
- Superintendent of Parks & Recreation, Credit Line \$4,000 Card xxx xxxx xxxx 5661
- Superintendent of the Water Plant, Credit Line \$4,000 Card xxx xxxx xxxx 5646
- Chief of Police, Hempstead Police Department, Credit Line \$4,000 Card xxx xxxx xxxx 5653
- Chief of Department, Hempstead Fire Department, Credit Line \$5,000 Card xxx xxxx xxxx 5679

In addition to this policy, use of the aforementioned cards are subject to the Village Procurement Policy which is incorporated in this document by reference.

PROCEDURE:

The Village of Hempstead maintains two credit cards from Town of Hempstead Credit Union, in which it has established its primary banking relationship.

One credit card will be issued in the name of the Village Mayor, and a second card will be issued in the name of the Village Purchasing Agent. A credit limit of \$10,000.00 shall be established for each card. Each such credit card may be used for the purchase of goods, software, and other materials that require either prepayment through the Internet, or when purchasing via the internet will achieve cost savings for the Village.

The Village Mayor's card may also be used for purchases that cannot be done with vouchers, and to pay for lodging, business meals, fuel, airline tickets and any other goods and services in connection with attendance at conferences, workshops and /or courses that cannot be obtained by purchase order. Again, all purchases on the card are subject to General Municipal Law and the Villages Purchasing Policy.

The claim voucher used to submit the Mayors credit card bill for payment will require the authorization of a member of the Governing Board other than the Mayor, (i.e. Mayor cannot authorize/approve purchases on the Mayors card.) The Village Mayor's credit card should be reserved for the Mayors exclusive use on Village business.

The Village Purchasing Agent shall have the authority to use the Village credit cards for internet purchases. Employees and Board member may request the Purchasing Agents use the card for internet purchases for their departments. Use for purchases will require an approved requisition, and can be completed through the Purchasing Agent. .

General:

Employees will be required to sign the Credit Cardholder Agreement attached to and made a part of this policy below. Use of the Village credit cards will be blocked for cash advances. Each employee and board member using a Village credit card shall be responsible for the security of his or her purchases. Each employee and board member using a Village credit card shall return the card and provide itemized receipts for each purchase to the Village Purchasing Agent upon returning to his or her local employment duties. All receipts must indicate the reason and nature of purchase. All receipts and expenditures shall be reconciled with the monthly statements and audited by the Village Board of Trustees. If the officer, employee or board member using a Village credit card cannot produce a receipt, he or she shall be responsible for reimbursement to the village.

No personal purchases may be made with any card. No expenditures for entertainment or non-Village business purposes shall be made. All purchases not expressly authorized in the budget must be board approved in advance.

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

The Village Mayor and the Village Purchasing Agent shall return their card upon request of the Board of Trustees or upon termination of their term of office.

Adopted: April 1, 2019