



# VILLAGE OF COLD SPRING

85 MAIN STREET, COLD SPRING, NY 10516

TEL: (845) 265-3611

FAX: (845) 265-1002

WEB: WWW.COLDSRINGNY.GOV

**DAVE MERANDY, MAYOR**

mayor@coldspringny.gov

**MARIE EARLY, TRUSTEE**

trustee.early@coldspringny.gov

**LYNN MILLER, TRUSTEE**

trustee.miller@coldspringny.gov

**FRANCES MURPHY, TRUSTEE**

trustee.murphy@coldspringny.gov

**STEVE VOLOTO, TRUSTEE**

trustee.voloto@coldspringny.gov

**JEFF VIDA KOVICH, CLERK/TREASURER**

vcclerk@coldspringny.gov

**MICHELLE ASCOLILLO, ACCOUNTANT**

treasurer@coldspringny.gov

**JOHN W. FURST, ATTORNEY**

**GREGORY R. PHILLIPS, WATER SUPERINTENDENT**

vcswater@bestweb.net

**CHARLES NORTON, HIGHWAY DEPARTMENT CREW CHIEF**

highway@coldspringny.gov

## AGENDA

### VILLAGE BOARD OF TRUSTEES MEETING

AUGUST 1, 2017 AT 7:30 PM

1. Financial report
2. New Business
  - a. Set date for Senior Picnic
  - b. Approve Liability Insurance renewal for 8/1/2017-7/31/2018
3. Correspondence
  - a. Request from Antoinette Sweet to waive late fee penalty (\$51.81) on taxes
  - b. Estimate for Firehouse boiler repairs
4. Consider Resolution #25-2017 authorizing updates to the Procurement Policy
5. Approval of bills
6. Approval of minutes
  - a. June 27, 2017 & July 11, 2017



# VILLAGE OF COLD SPRING

85 MAIN STREET, COLD SPRING, NY 10516

TEL: (845) 265-3611

FAX: (845) 265-1002

WEB: WWW.COLDSRINGNY.GOV

**DAVE MERANDY, MAYOR**  
 mayor@coldspringny.gov  
**MARIE EARLY, TRUSTEE**  
 trustee.early@coldspringny.gov  
**LYNN MILLER, TRUSTEE**  
 trustee.miller@coldspringny.gov  
**FRANCES MURPHY, TRUSTEE**  
 trustee.murphy@coldspringny.gov  
**STEVE VOLOTO, TRUSTEE**  
 trustee.voloto@coldspringny.gov

**JEFF VIDAKOVICH, CLERK/TREASURER**  
 vcsclerk@coldspringny.gov  
**MICHELLE ASCOLILLO, ACCOUNTANT**  
 treasurer@coldspringny.gov  
**JOHN W. FURST, ATTORNEY**  
**GREGORY R. PHILLIPS, WATER SUPERINTENDENT**  
 vcswater@bestweb.net  
**CHARLES NORTON, HIGHWAY DEPARTMENT CREW CHIEF**  
 highway@coldspringny.gov

## Resolution No.: 25 of 2017

### Resolution Authorizing Updating of the Procurement Policy

At a meeting of the Village Board of the Village of Cold Spring, New York on the 1st day of August 2017. The meeting was called to order by Mayor Merandy, and upon roll being called, the following was recorded:

Name	Aye	No	Abstain	Absent
<i>Mayor</i> <b>David Merandy</b>				
<i>Trustee</i> <b>Frances Murphy</b>				
<i>Trustee</i> <b>Lynn Miller</b>				
<i>Trustee</i> <b>Steve Voloto</b>				
<i>Trustee</i> <b>Marie Early</b>				
<b>TOTAL</b>				

The following resolution was offered by \_\_\_\_\_ for adoption and seconded by \_\_\_\_\_, to wit:

**WHEREAS**, §104-b of the General Municipal Law (GML) requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML §103 or any other law; and

**WHEREAS**, comments have been solicited from those officers of the town involved with procurement;

NOW, THEREFORE, be it **RESOLVED**: That the Village of Cold Spring does hereby adopt the following updates to the procurement policies and procedures:

**WHEREAS**, every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every village officer, board, department head or other personnel with the requisite purchasing authority (hereafter Purchaser) shall estimate the cumulative cost of the items of supply or equipment needed. That estimate shall include the canvass of other village departments and past history to determine the likely value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**WHEREAS**, all Purchase Contracts which will exceed \$20,000 in the fiscal year or Public Works Contracts which will exceed \$35,000 shall be formally bid pursuant to GML §103 and;

**WHEREAS**, all Purchase Contracts of:

- Less than \$20,000 but greater the \$5,000 require at least three written/fax quotations or written request for proposals (RFP) or written request for bids.
- Less than \$5,000 but greater than \$3,000 requires three verbal and/or on-line quotations.
- Less than \$3,000 are left to the discretion of the Purchaser and;

**WHEREAS**, all Public Works Contracts of:

- Less than \$35,000 but greater the \$20,000 require public notice of Request for Quotes advertised and publication on the Hudson Valley Municipal Purchasing website, and three written/fax quotations.
- Less than \$20,000 but greater than \$10,000 require three written/fax quotations or written request for proposals or written request for bids.
- Less than \$10,000 but greater than \$7,000 require three written/fax quotations
- Less than \$7,000 but greater than \$3,000 require three verbal quotations
- Less than \$3,000 are left to the discretion of the Purchaser

**WHEREAS**, these thresholds have been established to protect the financial interest and integrity of the village and reflect the realities of the current business and economic climate.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Cold Spring hereby approves the proposed updates.

Resolution adopted at a special meeting held on August 1, 2017 by a vote of \_\_\_\_\_.

DATED: \_\_\_\_\_  
Cold Spring, New York

BY ORDER OF THE BOARD OF TRUSTEES OF THE  
VILLAGE OF COLD SPRING

\_\_\_\_\_  
Jeff Vidakovich, Village Clerk