

**Village of Port Dickinson
Monthly Board Meeting
April 10, 2012
Port Dickinson Village Hall**

Officers Present:	Mayor	Kevin M. Burke
	Trustees	Robert Aagre Michael Cashman James DeGennaro Richard Felo
	Attorney	Herbert Kline
	Clerk	Susan Fox
	Treasurer	Cheryl Miller

The regular monthly meeting was called to order at 6:00 pm.

PUBLIC HEARINGS:

- Proposed 2012-2013 Budget
Mayor Burke commented that the proposed Budget is in compliance with the NYS standard of a 2%, or less, increase. The actual percentage will be slightly more due to NYS retirement costs.
Motion by Trustee Cashman, seconded by Trustee Aagre, to close the Public Hearing
AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
NAY NONE

Motion by Trustee Felo seconded by Trustee Aagre, to approve the minutes of the March 13, 2012 meeting,
AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
NAY NONE

PUBLIC COMMENT:

- Mayor Burke recognized Firefighter Robert Shaller who passed away on 4/6/12. He had been active with the Village Fire Department for about 50 years.
- Question regarding the compost area. Mayor Burke responded that the area is getting full and DPW is taking measures to limit materials that are accepted. The Village truck will not be left for resident use and there will be no tree trunks accepted. Christmas trees will be stockpiled and chipped.

TREASURER'S REPORT:

Written report will be on file with the Village Clerk.

AUDIT AND PAYMENT OF CLAIMS:

Motion by Trustee Felo, seconded by Trustee Cashman, to pay claims No. 1-28 and 35 as listed on the Abstract of Unaudited Vouchers for the General Fund for \$16,692.07
AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
NAY NONE

Motion by Trustee Aagre, seconded by Trustee DeGennaro, to pay claim No. 31-34 as listed on the Abstract of Unaudited Vouchers for the Water Fund for \$9,223.97

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE

Motion by Trustee Aagre, seconded by Trustee Cashman, to pay claims No. 7, 11 and No 29-30 as listed on the Abstract of Unaudited Vouchers for the Sewer Fund for \$2,890.58

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE

COMMUNICATIONS:

- Certificate of Insurance received from Keystone Associates Architects
- Certificate of Insurance received from Popli Architecture & Engineering & LS, PC

COMMITTEE REPORTS:

Administration/Community Association: Written report on file with the Village Clerk.

Parks/Water/Sewer: Written report on file with the Village Clerk.

Planning Board: None

Public Safety: Written report on file with the Village Clerk.

Public Works: Written report on file with the Village Clerk

Zoning: None

OLD BUSINESS:

RESOLUTIONS:

- Motion by Trustee Felo, seconded by Trustee DeGennaro, for a resolution approving the Amendments/Additions/Deletions to the Village of Port Dickinson Police Department Rules & Regulations
 AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE
- Motion by Trustee DeGennaro, seconded by Trustee Felo, for a resolution scheduling a Public Hearing on 5/8/12 at 6:00pm at Port Dickinson Elementary School on Proposed LOCAL LAW 3-2012 OF THE VILLAGE OF PORT DICKINSON AMENDING VARIOUS CHAPTERS OF THE VILLAGE CODE ENTITLED
 AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE
- Motion by Trustee Cashman, seconded by Trustee DeGennaro, for a resolution approving the 2012-2013 Budget for the Village of Port Dickinson
 AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE
- Motion by Trustee Aagre, seconded by Trustee Cashman, for a Resolution adopting the Implementation Plan of the Village of Port Dickinson Municipal Building Accessibility Upgrade, CDBG #936PF142-11
 AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO
 NAY NONE
- Motion by Trustee Cashman, seconded by Trustee DeGennaro, for a Resolution to Appoint a Labor Compliance Officer for the Village of Port Dickinson Municipal Building Accessibility Upgrade, CDBG

#936PF142-11

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO

NAY NONE

- Motion by Trustee Felo, seconded by Trustee Aagre, for a resolution to adopt a Conflict of Interest Policy for the Village of Port Dickinson Municipal Building Accessibility Upgrade, CDBG #936PF142-11 as attached

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO

NAY NONE

- Motion by Trustee Felo, seconded by Trustee DeGennaro, for a Resolution authorizing the Mayor to appoint a Committee for the Village of Port Dickinson Municipal Building Accessibility Upgrade, CDBG #936PF142-11 as attached.

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO

NAY NONE

- Motion by Trustee Aagre, seconded by Trustee Cashman, for a Resolution scheduling a Special Meeting for April 24, 2012 at 5:00 PM to approve the engineering selection made by the screening committee, subject to approval of the contract by CDBG for the Village of Port Dickinson Municipal Building Accessibility Upgrade, CDBG #936PF142-11

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO

NAY NONE

NEW BUSINESS:

- *Proposed Amendment to the Village of Port Dickinson Employee Personnel Policy.*

Current policy as follows:

ARTICLE 14 - VACATIONS

- 1.) All employees, covered by this document shall be entitled to vacations as follows:
 - Five (5), days during the first year after six (6) months of service.
 - Ten (10) days after completion of two (2) through four (4) years of service
 - Fifteen (15) days after five (5) years of service
 - Twenty (20) days after ten (10) years of service
- 2.) Employees may carry over a maximum of five (5) days of vacation time during the first five (5) years of service; maximum of ten (10) days after five (5) years of service.
- 3.) Vacations Accruals for Police Officers:
 - One (1) week vacation equates to two (2) days off.
 - Two (2) weeks vacation equates to four (4) days off.
 - Three (3) weeks vacation equates to six (6) days off.
 - Four (4) weeks vacation equates to eight (8) days off.

For 4/24/12 agenda

- Proposed Local Law 4-2012, A Local Law of the Village of Port Dickinson Amending Chapter 30 of the Village Code Entitled "Dumping"

For 4/24/12 agenda

Motion by Trustee Felo seconded by Trustee Cashman to adjourn at 6:45 pm.

Respectfully submitted,
Susan E. Fox, Village Clerk

**A LOCAL LAW AMENDING VARIOUS CHAPTERS OF
THE CODE OF THE VILLAGE OF PORT DICKINSON**

Be it enacted by the Board of Trustees of the Village of Port Dickinson as follows:

Section 1.

Chapter 22 of the Village Code entitled “Animals”, as amended, be and hereby is amended by this Local Law as follows:

§ 22-6 (**Penalties for offenses**) is amended to add the following sentence at the end thereof: In addition to the above prescribed penalties, the Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 2.

Chapter 24 of the Village Code entitled “Brush, Grass and Weeds”, as amended, be and hereby is amended by this Local Law as follows:

§ 24-5 (**Removal by village**) is amended to add the following sentence at the end thereof: In addition to the above prescribed penalties, the Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 3.

Chapter 26 of the Village Code entitled “Building Construction”, as amended, be and hereby is amended by this Local Law as follows:

§ 26-15 (**Violations**) is amended to add a new paragraph F entitled “Restitution” as follows:

F. Restitution. In addition to the above prescribed penalties, the Village may also seek restitution

for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 4.

Chapter 37 of the Village Code entitled “Prohibiting Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems”, as amended, be and hereby is amended by this Local Law as follows:

§ 37-13 (**Enforcement**) is amended to add a new paragraph C entitled “Restitution” as follows:

C. Restitution: In addition to the above prescribed penalties, the Village may also seek restitution

for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 5.

Chapter 45 of the Village Code entitled “Property Maintenance”, as amended, be and hereby is amended by this Local Law as follows:

§ 45-5 (**Penalties for offenses**), subparagraph B, is amended to add the following sentence at the end thereof: The Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 6.

Chapter 46 of the Village Code entitled “Property Numbering System”, as amended, be and hereby is amended by this Local Law as follows:

§ 46-5 (Penalties) is amended to add the following sentence at the end thereof: In addition to the above prescribed penalties, the Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 7.

Chapter 49 of the Village Code entitled “Sewers”, as amended, be and hereby is amended by this Local Law as follows:

§ 49-37 (Enforcement by Joint Sewage Board), paragraph F, is amended to add the following sentence at the end thereof: In addition to the above prescribed penalties, the Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 8.

Chapter 50 of the Village Code entitled “Stormwater Management and Erosion & Sediment Control”, as amended, be and hereby is amended by this Local Law as follows:

§ 50-12 (Enforcement and Penalties) is amended to add a new paragraph G entitled “Restitution” as follows:

G. Restitution:

In addition to the above prescribed penalties, the Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 9.

Chapter 51 of the Village Code entitled “Street Construction”, as amended, be and hereby is amended by this Local Law as follows:

§ 51-27 (Penalties for offenses), paragraph B, is amended to add the following sentence at the end thereof: The Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 10.

Chapter 54 of the Village Code entitled “Swimming Pools, Private”, as amended, be and hereby is amended by this Local Law as follows:

§ 54-10 (Penalties for offenses), paragraph B, is amended to add the following sentence at the end thereof: The Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 11.

Chapter 59 of the Village Code entitled “Vehicles, Abandoned”, as amended, be and hereby is amended by this Local Law as follows:

§ 59-8 (Penalties for offenses), paragraph B, is amended to add the following sentence at the end thereof: The Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney’s fees.

Section 12.

Chapter 62 of the Village Code entitled “Water”, as amended, be and hereby is amended by this Local Law as follows:

§ 62-13 (Penalties for offenses), paragraph B, is amended to add the following sentence thereto: The Village may also seek restitution for costs incurred by the Village in identifying and remedying each violation, including but not limited to reasonable attorney's fees.

Section 13. Separability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 14. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with this Local Law are hereby repealed. **Section 15. Effective Date**

This local law shall take effect immediately upon filing with the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

Adopted Implementation Plan
Village of Port Dickinson Municipal Building Accessibility Upgrades

CDBG #936PF142-11

I. OVERALL ADMINISTRATION PLAN

The Village of Port Dickinson has adopted by resolution and will follow the Implementation Plan detailed below to insure integration of grant management with the Village's existing organizational structure.

A. Role of Chief Elected Official and Governing Body

The Village has contracted with Thoma Development Consultants (Thoma) to provide project management services for the Village's Municipal Building Accessibility Upgrades Project (the 'project') to be undertaken with fiscal year 2011 Community Development Block Grant funds (CDBG) awarded the Village. Thoma has experience in CDBG management and was selected and hired pursuant to a competitive Request for Proposal (RFP) process as required by the New York State Office of Community Renewal (OCR), the administrator of the CDBG Program in New York State. Thoma will be known as the Project Manager. Thoma will work with the Mayor and Village Board to manage the Village's fiscal year 2011 CDBG program in keeping with the Draft Implementation Plan submitted with the fiscal year 2011 CDBG application and the regulations that govern the State's CDBG Program

It will be the role of the Mayor to develop an informal system of contact and coordination with Thoma during the project period that will include, but not be limited to phone contact, email, conference calls as needed, and meetings at the request of the Mayor. The formal duties of the Mayor and the Village Board with respect to the CDBG Program will be conducted at regularly scheduled Board meetings that are open to the public. These meetings are held the second Tuesday of each month, unless a special meeting is required to deal with important issues of the project. The need for a special meeting(s) will be determined by the Mayor. The duties of the municipality include, but are not limited to: maintaining and coordinating contact with the Project Manager, hiring an engineer to design and oversee the project, approving final specifications for the subject project, approving all project bills and the expenditure of funds, maintaining a financial record keeping system in keeping with OCR standards, and maintaining a file management system for all project-related records. The Mayor will also be responsible for approving the required environmental review, status and annual reports, and other project related reports as required by the OCR.

Thoma will work with the Village and the Village attorney to prepare an RFQ for a consulting engineer whose responsibility it will be to prepare specifications, bid the project and oversee construction of the project from beginning to completion. The request for engineering services (RFQ) will be prepared in accordance with State CDBG requirements and will be submitted to the State for their approval by Thoma. The Village or its attorney will advertise for engineering services after which the Village attorney will solicit directly potential responders to the RFQ. Minority and Women-owned Business Enterprises (M/WBEs) will be solicited by Thoma. The Mayor and the Village Board will provide final approval of a consulting engineer, will negotiate and approve the fee for services and the contract with the consulting engineer. Thoma will provide assistance with the consulting engineer's contract to insure it meets State CDBG requirements and will submit it to the State for their approval prior to execution with the Village, pursuant to OCR requirements.

Thoma will provide the consulting engineer certain federal documents for incorporation into the project specifications, and will forward the proposed specifications to the State for their approval. After State approval, the engineer will let the bid and Thoma will solicit directly M/WBE contractor participation. After the completion of the contractor bidding process, the consulting engineer will provide a recommendation to the Village Board for

approval. The Village Board will either approve or deny at a Board meeting. Only after approval will construction-related project costs be incurred.

As construction costs become due for payment, Thoma will prepare all payment documentation including Request for Funds Forms 1-4 and 1-4a (the “drawdown forms”), as well as Village vouchers. All payment documentation prepared by Thoma will be sent to the Village for signature and processing. Payment documentation will be presented at a Village Board meeting to the Village Board who will approve all expenditures and submission of the request for funds to the OCR. Once the Board has approved the bills for payment, the drawdown forms, or request for funds will be faxed to the OCR for processing. Checks will be prepared by the Village based on Board approval and held until funds are available. The Village’s Chief Fiscal Officer is the Village Treasurer. This official will review all documentation prior to submission to the Village Board.

Thoma staff will act as the required Labor Compliance Officer for CDBG funded infrastructure projects upon approval by the Village Board.

B. Role of the Village Attorney

The Village attorney will prepare and/or review all proposed agreements for the CDBG project, including but not limited to contracts with the Project Manager, consulting engineer and successful bidder(s). The Village Attorney will provide any other legal guidance as requested by the Mayor and/or Village Board as it relates to the subject project.

C. Role Project Manager (Thoma Development Consultants)

- ◆ Assist Village with request for engineering services/engineering contract and submission to the OCR
- ◆ Preparation of Environmental Review Record (ERR) including the SEQRA NEPA requirements for the ERR, required advertising and submission of entire ERR to the OCR
- ◆ Direct solicitation of MWBEs for engineering services
- ◆ Provide federal documents to engineer needed for bid documents
- ◆ Obtain, update and verify federal wage rate schedules as needed
- ◆ Direct solicitation of MWBEs to bid on public project
- ◆ Attend and participate in preconstruction conference
- ◆ Insure successful bidder is not debarred from federal or state public work and review for conflicts of interest
- ◆ Site visits for employee interviews
- ◆ Review and approve certified payrolls; insure compliance with prevailing wage rate requirements (State and federal)
- ◆ Investigate labor standards violations, if necessary, and work with contractors to resolve same
- ◆ Prepare paperwork required to draw CDBG funds for payment of bills
- ◆ Prepare reports required by State CDBG administrator including status reports, annual reports, labor compliance reports, and the close-out report
- ◆ Interface with State Office for Community Renewal on behalf of the Village
- ◆ Provide services as Labor Compliance Officer and insure, to the greatest extent possible, Village’s compliance with CDBG regulations as they pertain to infrastructure project

D. Identification of key CDBG Program Administrators

Chief Elected Official:

Name: Kevin Burke
Title: Mayor

Telephone: 607-771-8277
Fax: 607-771-8235

E-mail address: kburke7@stny.rr.com

Duties: Oversee CDBG project including approval of environmental review, approval of all reports, approval of all expenditures, oversight of Thoma Development Consultants, and any other duties as noted above.

Chief Financial Officer:

Name: Cheryl Miller

Telephone: 607-771-8277

Title: Treasurer

Fax: 607-771-8235

E-mail address: cmiller909@aol.com

Duties: Review all requests for funds as well as other payment documentation and recommend approval to the Village Board. Insure that all financial transactions of the project are properly incorporated into the Village's accounting system and that the CDBG funds have been accounted for in the Village's budget.

Authorized Signatures:

Name and Title: Susan Fox, Village Clerk

James DeGennaro, Trustee

Michael Cashman, Trustee

Duties: Approve and/or sign requests for funds.

Project Manager:

Name: Thoma Development Consultants*

Staff Providing Oversight: Linda Armstrong

Title: Program Manager (*Labor Compliance Officer as designated by Village)

E-mail address: Linda@thomadevelopment.com

Phone: 607-753-1433

Fax: 607-753-6818

Village Attorney:

Name: Herbert Kline, Esq.

Telephone: 607-723-9511

E-mail address: hkline@cglawoffices.com

Fax: 607-723-1530

Duties: Preparation and/or review of agreements and program documentation as requested by Village Board and Mayor. Advise Mayor and Village Board in other legal matters relating to CDBG project. Render opinions with respect to real or perceived conflicts of interest as they relate to the project, if necessary.

E. Conflict of Interest Policy

The Village of Port Dickinson will follow federal regulations at 24 CFR 570.489(g) and (h) and the NYS OCR Administrative Manual Chapter 5, Part II to determine possible conflicts of interest as they relate to the project. All entities that (1) have or will have a contractual relationship with the Village, and/or (2) have or will have business or family ties to the Village government, and/or (3) are an appointed and/or elected official or associate of the Village as these relationship relate to the project, must complete a Conflict of Interest form (see attached). In some cases, the Village Board may decide to seek a waiver of conflict for participants or contractors if this conflict, real or perceived, does not violate State or local law and if the waiver will serve to further the interests of the CDBG project. This waiver request must be discussed

openly at a Board meeting and the Village Attorney must conclude in a written Opinion of Counsel letter that the subject's participation does not violate State or local law. The request for a waiver must be submitted to the OCR for their determination.

II. PROJECT MANAGEMENT

As noted above, the Village of Port Dickinson has retained Thoma to provide project management services. It will be Thoma's responsibility to provide adequate input and guidance to the Mayor and the Village Board to assure the Village's compliance with all applicable laws, regulations, and contractual requirements that relate to the CDBG grant or project activities, especially labor compliance issues as they relate to infrastructure projects funded with CDBG funds. (The Village Board will be responsible for all applicable laws, regulations, and contractual requirements that relate directly to the CDBG grant or activities). Thoma will be responsible for the preparation of the environmental review and will guide the Village through the environmental review process. Thoma will also assist the Village with the RFQ for engineering services, provide assistance with the federal requirements of the specifications, solicit MWBEs for engineering and contracting opportunities, search to insure successful bidder(s) is/are not debarred at the State or federal levels, and will be responsible for the preparation of all payment documentation and program reports required by the State, including but not limited to the status reports, annual reports, labor compliance reports, and the closeout report. Last, Thoma will insure, to the greatest extent possible, the Village's compliance with labor related issues of an infrastructure project, including, but not limited to conducting/participating in the pre-construction conference; site visits for employee interviews, and the review and approval of certified payrolls. (See I.C. for further detail)

Marketing: The Village attorney will solicit engineers/architects for responses to the RFQ and will place ads in the official newspaper for engineering services. Thoma will provide direct solicitation of MWBEs for engineering services. Thoma will also provide direct solicitation of MWBEs for the purpose of bidding the project. Thoma will also work with the consulting engineer to insure widespread solicitation of bidders for the project.

Financial Management: The proposed financial management of the project is identified above.

Program Schedule: The program schedule, as included in the application for grant funds, is attached.

Implementation Plan Adoption: This CDBG Implementation Plan was adopted by resolution by the Village of Port Dickinson's Village Board on April 10, 2012.

Attachments

RESOLUTION APPROVING IMPLEMENTATION PLAN
REGARDING CDBG BLOCK GRANT PROJECT

WHEREAS, the Village of Port Dickinson, Broome County, New York (the “Village”) has applied to the New York State Housing Trust Fund Corporation, represented by the Office of Community Renewal (collectively the “Corporation”) for Community Development Block Grant (“CDBG”) funds to finance the community development activities (the “Project”) described in the Village’s Program Year 2011 Grant Application (the “Application”), and

WHEREAS, the Corporation has selected the Village to receive an award in the maximum amount of \$400,000.00 to a Project consisting of construction of accessibility to the Village Hall,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Port Dickinson in regular session duly convened as follows:

1. The Village of Port Dickinson does hereby approve and adopt the attached Implementation Plan in insure integration of grant management with the Village’s existing organizational structure
2. This resolution shall take effect immediately.

CERTIFICATE

I, SUSAN FOX, Village Clerk of the Village of Port Dickinson, in the County of Broome, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Village, duly called and held on April 10, 2012 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate

seal of said Village this 10th day of April, 2012.

(SEAL)

Susan Fox, Village Clerk
Village of Port Dickinson

**RESOLUTION TO APPOINT LABOR COMPLIANCE OFFICER
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Village of Port Dickinson was awarded funding to facilitate accessibility improvements to its municipal building by the New York State Office of Community Renewal (OCR) under the Small Cities Community Development Block Grant Program (CDBG), and

WHEREAS, one of the OCR's requirements for CDBG grantees is the appointment of a Labor Compliance Officer (LCO) whose responsibility it is to insure compliance with various labor standards imposed on CDBG infrastructure projects,

NOW, THEREFORE, BE IT RESOLVED that the Village of Port Dickinson does hereby appoint as the Village's LCO Linda M. Armstrong, Program Manager for Thoma Development Consultants, who has been retained by the Village as the CDBG program administrator.

CERTIFICATE

I, SUSAN FOX, Village Clerk of the Village of Port Dickinson, in the County of Broome, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Village, duly called and held on April 10, 2012 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate

seal of said Village this 10th day of April, 2012.

(SEAL)

Susan Fox, Village Clerk
Village of Port Dickinson

**RESOLUTION TO ADOPT CONFLICT OF INTEREST POLICY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Village of Port Dickinson was awarded funding to facilitate accessibility improvements to its municipal building by the New York State Office of Community Renewal (OCR) under the Small Cities Community Development Block Grant Program (CDBG), and

WHEREAS, in addition to provisions of Article 18 of New York State General Municipal Law governing conflicts of interest for municipal officers and employees, the CDBG Program is also subject to federal conflict of interest provisions applicable to state administered CDBG funds such as those awarded to the Village of Port Dickinson,

NOW, THEREFORE, BE IT RESOLVED that the Village of Port Dickinson does hereby adopt a conflict of interest policy for its CDBG Program in keeping with the regulations detailed at 24 CFR 570.489(g) and 24 CFR 570.489(h) to insure that any potential conflict of interest arising out of procurement of goods or services for the CDBG Program, either real or perceived, will be disclosed in keeping with CDBG requirements and, if appropriate, a waiver for participation in the Village's CDBG program or contract will be sought.

CERTIFICATE

I, SUSAN FOX, Village Clerk of the Village of Port Dickinson, in the County of Broome, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Village, duly called and held on April 10, 2012 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate

seal of said Village this 10th day of April, 2012.

(SEAL)

Susan Fox, Village Clerk
Village of Port Dickinson

RESOLUTION AUTHORIZING MAYOR TO APPOINT A COMMITTEE TO REVIEW RFQs

The Village of Port Dickinson (the "Village") was awarded a Community Development Block Grant ("Grant" OR "CDBG") pursuant to Title I of the Housing and Community Development Act of 1974, as amended ("Act"); and has entered into an Agreement ("Grant Agreement"), which governs the administration of the Grant, with the New York State Housing Trust Fund Corporation

Pursuant to the provisions of the Grant the Village, with the assistance of the Village Attorney and consultant, Thoma Development Consultants, which firm prepared a Request for Proposals, the Village received six (6) such proposals from engineering and architectural firms,

NOW, THEREFORE, Be it resolved by the Board of Trustees of the Village of Port Dickinson in regular session duly convened as follows:

1. The Mayor be and is hereby authorized to appoint a committee consisting of himself and not more than two Village Trustees (the "Committee") for the purpose of reviewing said proposals and interviewing, as the Committee deems necessary, the engineering and architectural firms submitting whichever proposals the Committee believes best meets the needs of the Village on this project and negotiating the terms of a proposed agreement with said firms, which agreement shall be prepared by the Village Attorney.
2. The Committee shall report its recommendation to the full Board of Trustees at a Special Meeting of the Board to be held at the Village Hall at 5:00PM on April 24, 2012 for the purpose of reviewing the recommendation of the Committee and authorizing such agreement with the selected firm contingent upon approval of the New York State Housing Trust Fund Corporation
3. This resolution shall take effect immediately.

CERTIFICATE

I, SUSAN FOX, Village Clerk of the Village of Port Dickinson, in the County of Broome, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Village, duly called and held on April 10, 2012 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate

seal of said Village this 10th day of April, 2012.

(SEAL)

Susan Fox, Village Clerk
Village of Port Dickinson

A LOCAL LAW OF THE VILLAGE OF PORT
DICKINSON AMENDING CHAPTER 30 OF THE VILLAGE CODE
ENTITLED
“DUMPING”

Be it enacted by the Board of Trustees of the Village of Port Dickinson as follows:

Section 1.

Chapter 30 of the Village Code (Dumping) adopted January 13, 1998 as Local Law No. 1-1998, as amended, be and hereby is amended by this Local Law as follows:

Section 30-3A(A) is hereby amended to provide as follows:

§30-3A(A) Garbage Cans: Garbage, and rubbish generated shall be placed at the curb line not earlier than 6:00 PM on the evening preceding the collection day in suitable containers or securely stacked in bundles so as to prevent blowing and scattering. Such containers shall be removed not later than 6:00 o'clock PM on the collection day .

Section 2.

All Ordinances, Local Laws and parts thereof inconsistent with this Local Law are hereby repealed.

Section 3.

This Local Law shall take effect when it is filed in the Office of the Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.