

ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

INCORPORATED VILLAGE OF NISSEQUOGUE – July 12, 2021

Notice Published: July 09, 2020 - The Smithtown News
Notice Posted in Village: July 10, 2020 - 1 Official Bulletin Board
Nissequogue, New York
Board Meeting Published in Smithtown News: July 16, 2020

AN ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF NISSEQUOGUE WAS HELD AT THE NISSEQUOGUE VILLAGE HALL, 631 MORICHES RD, NISSEQUOGUE, NY ON THE 12th DAY OF JULY 2021.

BOARD MEMBERS PRESENT:

Mayor: Richard B. Smith
Trustees: Kurt J. Meyer
Michael T. Grosskopf
Maureen C. Potter

BOARD MEMBERS ABSENT: James F. Donahue

ALSO PRESENT:

Village Clerk/Treasurer/Administrator Patricia A. Mulderig
Village Deputy Clerk Laura K. Winkeler

Mayor Smith opened the Organizational Meeting at 6:01 p.m. with the Pledge of Allegiance.

Appointments:

RESOLUTION # 113-21:

Upon a motion by Mayor Smith, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to appoint/reappoint the following individuals:

Clerk-Treasurer / Administrator	Patricia A. Mulderig	two year term expiring 2023
Deputy Village Clerk	Laura K. Winkeler	one year term expiring 2022
Justice Court Clerk	Laura K. Winkeler	one year term expiring 2022
Village Engineer	Daniel Falasco	one year term expiring 2022
Building Inspector/Code Enforcement	Joseph Arico	one year term expiring 2022
Deputy Building Inspector	Bran Heinrichs	one year term expiring 2022
Superintendent of Highways	Dominick Alois	one year term expiring 2022
Deputy Police Commissioner	John I. Valentine	one year term expiring 2022
Civil Defense Coordinator	John I. Valentine	one year term expiring 2022
Village Historian	Leighton H. Coleman III	one year term expiring 2022
Board of Appeals Chairperson	Michael Fazio	one year term expiring 2022
Board of Appeals Secretary	Susan Cimino McGarrigal	one year term expiring 2022
Planning Board Chairperson	Peter Marullo	one year term expiring 2022
Planning Board Member	Kaylee Engellenner	five year term expiring 2026
Planning Board Member	Nancy Baxley	five year term expiring 2026
Planning Board Secretary	Herta M. Walsh	one year term expiring 2022
ARB Chairperson	Susan Faulhaber	one year term expiring 2022
ARB Member	Susannah Charbin	five year term expiring 2026
ARB Secretary	Herta M. Walsh	one year term expiring 2022

Appointments (cont.):

Joint Coastal Chairperson	Kaylee Engellenner	one year term expiring 2022
Joint Coastal Member	Laura Lessard	three year term expiring 2024
Joint Coastal Member	Delia Nietzel	three year term expiring 2024
Building Department Clerk	Barbara Trampel-Zulawski	one year term expiring 2022
Village Hall Clerical Assistant	Patricia Milano	one year term expiring 2022

Village Auditor:

RESOLUTION # 114-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to reappoint R.S. Abrams as Village Auditor.”

Official Newspapers:

RESOLUTION # 115-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to approve The Smithtown News as the Official Newspaper and Newsday as the Alternate Official Newspaper.”

Designating Depositories:

RESOLUTION # 116-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to approve the following as official depositories:

- Primary – TD Bank
- Secondary – NY Class, Dime Bank, & First National Bank of Long Island
- Justice Court – TD Bank
- LOSAP-Bridge Financial Services / LPL Financial
- Park Fund, Trust & Agency-Dime Bank.”

Procedure for Calling Special Meetings:

RESOLUTION # 117-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to follow the NYCOM Handbook as stated below:

The calling of Special Meetings will abide by the following procedures:

- Method of giving notice to the members of the Board of Trustees - e-mail, phone or fax
- Method of giving notice to news media – fax and e-mail
- Method of giving notice to public - posting on Village Bulletin Board and Village Web-Site.”

Bond Insurance:

RESOLUTION # 118-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to authorize the execution of a bond in the amount of \$25,000 each for the following:

- Laura K. Winkeler, Deputy Village Clerk/Court Clerk (Collects Taxes, Miscellaneous Receipts & Court Fines)
- Patricia Milano, Clerical Assistant (Collects Village Taxes)
- Patricia A. Mulderig, Village Clerk-Treasurer/Administrator (Deposits Taxes and Other Receipts)
- Joseph Arico, Building Inspector & Code Enforcement Officer (Collects Building Fees)
- Brian Heinrichs, Deputy Building Inspector (Collects Building Fees)
- Barbara Trampel-Zulawski, Building Department Clerk (Collects Building Fees)
- Herta Walsh, Planning Board & Architectural Review Board Secretary (Collects Planning Board & Subdivision Fees)
- Dominick Alois, Superintendent of Highways (Collects Road Opening Permit Fees)
- Susan Cimino McGarrigal, Zoning Board of Appeals Secretary Clerk (Collects ZBA Fees).”

Dates of Regular Meetings and Organizational Meeting:

RESOLUTION # 119-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to authorize that the Regular Meetings of the Board of Trustees be held on the third Tuesday of each month at 7:00 P.M. at the Village Hall, except for the months of April (2nd Tuesday) and June (4th Tuesday), and that the Village Clerk post and publish these dates.”

The list of 2021-2022 Regular Board of Trustee meetings is as follows:

- July 20, 2021
- August 17, 2021
- September 21, 2021
- October 19, 2021
- November 16, 2021
- December 21, 2021
- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 12, 2022 (2nd Tuesday)
- May 17, 2022
- June 28, 2022 (4th Tuesday)
- July 11, 2022 Organizational Mtg.

Dates of the Architectural Review Board:

RESOLUTION # 120-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to authorize the Village Clerk to post and publish the meeting dates of the Architectural Review Board Meetings as listed below, to be held at 7:00 P.M. at the Nissequogue Village Hall on the last Monday of the month, except for December (No Meeting) and May (4th Monday).”

The list of 2021-2022 Architectural Review Board meetings is as follows:

- July 26, 2021
- August 30, 2021
- September 27, 2021
- October 25, 2021
- November 29, 2021
- December 2021 (No Meeting)
- January 31, 2022
- February 28, 2022
- March 28, 2022
- April 25, 2022
- May 23, 2022 (4th Monday)
- June 27, 2022
- July 25, 2022

Dates of the Planning Board:

RESOLUTION # 121-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to authorize the Village Clerk to post and publish the meeting dates of the Planning Board Meetings as listed below, to be held at 7:00 P.M. at the Nissequogue Village Hall on the first Monday of the month except for September (2nd Monday) and July (2nd Monday).”

The list of 2021-2022 Planning Board meetings is as follows:

- August 02, 2021
- September 13, 2021 (2nd Monday)
- October 04, 2021
- November 01, 2021
- December 06, 2021
- January 03, 2022
- February 07, 2022
- March 07, 2022
- April 04, 2022
- May 02, 2022
- June 06, 2022
- July 11, 2022 (2nd Monday)

Dates of the Joint Coastal Management Committee:

RESOLUTION # 122-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to authorize the Village Clerk to post and publish the meeting dates of the Joint Coastal Commission Meetings as listed below, to be held at 7:30 P.M. at the Nissequogue Village Hall on the first Thursday of the month.”

The list of 2021-2022 Joint Coastal Committee meetings is as follows:

- August 05, 2021
- September 02, 2021
- October 07, 2021
- November 04, 2021
- December 02, 2021
- January 06, 2022
- February 03, 2022
- March 03, 2022
- April 07, 2022
- May 05, 2022
- June 02, 2022
- July 07, 2022

Procurement Policy:

RESOLUTION # 123-21:

Upon a motion by Trustee Potter, seconded by Trustee Grosskopf, and passed 4-0, it was

“**RESOLVED** to reaffirm the Village Procurement Policy.”

ATTACHED HERETO

Investment Policy:

RESOLUTION # 124-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to reaffirm the Village Investment Policy.”

ATTACHED HERETO

Resolutions to Adopt at the Organizational Meeting:

RESOLUTION # 125-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to authorize the advance approval of recurring monthly claims for the following:

- Public Utility Services (Telephone, Cable, Electricity, Gasoline for PD, FD, Highway, Water (not hydrants), and Fuel Oil.
- Professional Organizations-LIVCTA, NYCOM, NYS GFOA, and SCVOA.
- Postage.
- Insurance for Health and Dental for the NVPD, as well as participating NQFD members, Village Officials, and employees (per 7/01/19 Res.# 130-19).
- NYS Comptrollers Fund for Justice Court Fines.
- Fingerprinting Charges (Idemia, Identogo, Morpho Trust USA Inc. or similar).
- New York State Insurance Fund (NYSIF), (Worker's Compensation Insurance)
- Suffolk County Water Authority Hydrants.”

Mileage Allowance:

RESOLUTION # 126-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
 “**RESOLVED** to authorize mileage allowance at the level permitted by the IRS, and that this amount will be paid to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village (A voucher must be submitted at the time of reimbursement.)”

Attendance at Schools and Conferences:

RESOLUTION # 127-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
 “**RESOLVED** to address each request to attend a school or conference on a case-by-case basis.”

Check Signing:

RESOLUTION # 128-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
 “**RESOLVED** to maintain the dual signature requirements on checks in the amount of \$5,000 and greater, with the three signers being the Mayor, Deputy Mayor and Village Treasurer.”

Retainer Agreements:

RESOLUTION # 129-21:

Upon a motion by Mayor Smith, seconded by Trustee Meyer, and passed 4-0, it was
 “**RESOLVED** to reappoint:
 Lamb & Barnosky, LLP as Village Attorney for a period of one (1) year from June 1, 2021 through May 31, 2022 at an annual retainer of \$75,000.00. Termination is subject to the retainer agreement.”

RESOLUTION # 130-21:

Upon a motion by Mayor Smith, seconded by Trustee Potter, and passed 4-0, it was
 “**RESOLVED** to reappoint:
 Daniel Falasco, P.E., P.C. as Village Engineer for a period of one (1) year from June 1, 2021 through May 31, 2022 at a per hour rate of \$125.00. Either party may terminate the agreement on thirty (30) days' notice.”

Sexual Harassment Policy-Female/Male Intake Persons:

RESOLUTION # 131-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
 “**RESOLVED** to reappoint Patricia Mulderig as the female counselor and appoint John Valentine as the male counselor for complaints arising from sexual harassment.”

Discrimination and Harassment Policy:

RESOLUTION # 132-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to reaffirm the Incorporated Village of Nissequogue Policy Against Discrimination and Harassment.”

ATTACHED HERETO

Travel & Entertainment Policy:

RESOLUTION # 133-21:

Upon a motion by Trustee Potter, seconded by Trustee Grosskopf, and passed 4-0, it was

“**RESOLVED** to reaffirm the Travel & Entertainment Policy, and require appropriate documentation in order to be reimbursed (no reimbursement for alcoholic beverages or sales tax).”

ATTACHED HERETO

Length of Service Award Program (LOSAP):

RESOLUTION # 134-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to reappoint for one year, from June 1, 2021 to May 31, 2022, Sentinel Benefits & Financial Group, the actuary, and Bridge Financial Services / LPL Financial, as the Trustee, for the Length of Service Award Program.”

Digital Network Technology Annual Agreement for Website Hosting and Support:

RESOLUTION # 135-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to renew the contract for website hosting with Digital Network Technology LLC for a term of one year commencing July 1, 2021 and ending June 30, 2022, in the amount of \$2,575.00.”

Computer Use Policy:

RESOLUTION # 136-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Potter, and passed 4-0, it was

“**RESOLVED** to reaffirm the Computer Use Policy.”

ATTACHED HERETO

Code Supplements:

RESOLUTION # 137-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to post code supplements on the Village Website as well as distributing same to appropriate Village Board members.”

Suffolk County Police Dept. Rules and Procedures:

RESOLUTION # 138-21:

Upon a motion by Trustee Potter, seconded by Trustee Grosskopf, and passed 4-0, it was

“**RESOLVED** to adopt Rules, Policies, and Procedures of the Suffolk County Police Department in its entirety including any and all updates, deletions, and / or changes.”

Nissequogue Fire Department Non-Resident Members Annual Approval Request:

RESOLUTION # 139-21:

Upon a motion by Mayor Smith, seconded by Trustee Meyer, and passed 4-0, it was

“**RESOLVED** to reapprove those fire department members who reside outside of the Village of Nissequogue, as requested by the Chief’s Office of the Nissequogue Fire Department.”

ATTACHED HERETO

Building Department Clerk:

RESOLUTION # 140-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to approve an increase in work hours up to 15 hours a week but not to exceed
17.5 hours a week for the Building Department Clerk as requested by the Building Inspector,
Joseph Arico.”

Proposed Local Law:

RESOLUTION # 141-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to authorize the Village Clerk to post & publish notice of a Public Hearing on
August 17, 2021 at 7:00 p.m. concerning a proposed local law to be adopted pursuant to Cannabis
Law § 131, opting out of hosting, licensing and establishing retail cannabis dispensaries and/or
on-site cannabis consumption establishments within the Village.”

Executive Session:

RESOLUTION # 142-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to leave the Regular Meeting and enter into Executive Session at 7:18 p.m. to
discuss the employment history of a particular person.”

RESOLUTION # 143-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to exit Executive Session at 7:27 p.m. and re-enter the regular meeting.”

Adjournment:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to adjourn the Organizational Meeting at 7:32 pm.”

Respectfully yours,

Laura K. Winkeler
Deputy Village Clerk

VENDOR CODE _____

VOUCHER NO. _____

VILLAGE OF NISSEQUOGUE

631 MORICHES ROAD
ST. JAMES, NEW YORK 11780

PAY TO: _____

ADDRESS: _____

Please fill out, sign and attach this Certification to all bills as required by Section 5-524 of Village Law.

I/We Certify that this voucher is attached to a Bill in the Amount of \$ _____ and that the bill is just true and correct, that no part has been paid except as stated and the balance is due and owing for the items received by the **VILLAGE OF NISSEQUOGUE**.

<i>Date:</i>	<i>Detailed Information:</i>	<i>Amount:</i>
<i>Exp Acct:</i>		

VENDOR'S SIGNATURE _____ **TITLE** _____

Certified As to Accuracy and/or Approval for Payment _____

VILLAGE DEPARTMENT HEAD

Certified As to Accuracy and/or Approval for Payment _____

RBS JFD KJM MTG MCP

BOARD OF TRUSTEES APPROVAL

A. No bid or quote is necessary for the following purchases

- _____ County or State Bid # _____
- _____ Purchase is less than \$1,000.00
- _____ Item can only be purchased from a single source
- _____ Professional services
- _____ Emergency purchases pursuant to Section 103(4) General Municipal Law
- _____ Explanation: _____
- _____ Gasoline purchases

B. If the estimated amount of purchase contract is \$1,000.00 to \$2,999.00, two verbal quotes are to be procured.

- 1. \$ _____ is the verbal quote from _____
- 2. \$ _____ is the verbal quote from _____

C. If the estimated amount of purchase contract is \$3,000.00 to \$19,999.00, or for Public Works \$3,000.00 to \$34,999.00, three written/fax quotes are to be procured

- 1. \$ _____ is the written/fax quote from _____
- 2. \$ _____ is the written/fax quote from _____
- 3. \$ _____ is the written/fax quote from _____

D. If the estimated amount of purchase contract is \$20,000.00 (\$35,000 for Public Works Contracts) or more, the purchase contract has to be bid via public advertisement.

_____ A copy of the public advertisement is attached

Revised 1/10/2020

INVESTMENT POLICY
INCORPORATED VILLAGE OF NISSEQUOGUE

ADOPTED AUGUST 19, 2003
AMENDED JULY 12, 2021

INVESTMENT POLICY

FOR INCORPORATED VILLAGE OF NISSEQUOGUE

I. SCOPE

This investment policy applies to all monies 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:

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

III. DELEGATION OF AUTHORITY

The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer who shall establish 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 database 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 transactions that might impair public confidence in the Incorporated Village of Nissequogue to govern effectively.

Investments shall be made with judgment 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 Incorporated Village of Nissequogue to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling to meet projected cash flow needs.

VI. INTERNAL CONTROLS

It is the policy of the Incorporated Village of Nissequogue for all monies collected by any officer or employee of the Village to transfer those funds to the Treasurer within ten (10) 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 authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The designation of bank depositories is made by resolution of the Board of Trustees at its annual organizational meeting, which designation may be changed at any time by further resolution.

The bank and trust companies currently authorized for the deposit of monies up to the maximum amount are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
TD Bank	\$ 2,000,000	Matthew V. Pickett
MBIA Class	\$1,000,000	Joel Friedman
BNB Bank	\$1,000,000	LuAnn Commisso
FNBLI Bank	\$1,000,000	Joseph Imbro

VIII. COLLATERALIZING OF DEPOSITS

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

By a pledge of "eligible securities" including Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank of Pittsburgh with an aggregate "market value" as provided by General Municipal Law Section 10, at least equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy, together with a security agreement from the bank or trust company consistent with Section IX of this policy.

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 a security and custodial agreement.

The security agreement shall provide that eligible securities are being pledged to secure Village 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 Village to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Incorporated Village, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Nissequogue or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Village, 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 Village a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law Section 11, the Incorporated Village of Nissequogue authorizes the Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;
- b. Certificates of deposit (Including FDIC Insured Market Linked CDs);
- c. Obligations of the United States of America;
- d. Ginnie Mae Small Business Administration (SBA) agencies where the payment of principal and interest are fully guaranteed by the United States of America;
- e. Obligations of the State of New York that carry a single A rating or better and are not on the watch list of Moody's or Standard & Poors (S & P);
- f. Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality or Village corporation other than the Village of Nissequogue that carry a single A rating or better and are not on the watch list of Moody's or S & P;
- g. 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 that carry a single A rating or better and are not on the watch list of Moody's or S & P.
- h. Repurchase agreements subject to restrictions in Section XIII.
- i. 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 the 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.

All investment obligations shall be payable or redeemable at the option of the Incorporated Village of Nissequogue within such times as the proceeds will be needed to meet expenditures for purposes for which the monies 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 Incorporated Village of Nissequogue within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Incorporated Village of Nissequogue shall maintain a list of financial institutions and dealers approved by the Board of Trustees 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 Village conducts business must be credit worthy and carry a single A rating or better from Moody's or S & P and not be on the watch list of either agency. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Incorporated Village of Nissequogue. 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 and have a rating of single A or better from Moody's or S & P and not be on the watch list of either agency. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually and approved by the Board of Trustees.

XII. PURCHASE OF INVESTMENTS

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 General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program meets the Village guidelines for credit worthiness and has been authorized by the Board of Trustees;
3. By utilizing an ongoing investment program with an authorized trading partner who meets the Village's guidelines for credit worthiness and pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village, 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 Incorporated Village of Nissequogue 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, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Village, 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 describe how the custodian shall confirm the receipt and release of the securities. Such 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:

- a. All purchase agreements must be entered into subject to a Master Repurchase Agreement;
- b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers that carry a single A rating or better from Moody's or S & P and are not on the watch list of either agency;

XIII. REPURCHASE AGREEMENTS-CONTINUED

- c. Obligations shall be limited to obligations of the United States of America and Ginnie Mae agencies where the payment of principal and interest are guaranteed by the United States of America;
- d. No substitution of securities will be allowed;
- e. The custodian shall be a party other than the trading partner.

XIV. ANNUAL BOARD OF TRUSTEES REVIEW

This policy shall be approved annually by the Board of Trustees at the annual organizational meeting of the Incorporated Village of Nissequogue Board of Trustees.

Legal References: General Municipal Law Section 10, Section 11

Policy Adopted: August 19, 2003
Amended: July 1, 2019

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES FOR COLLATERALIZATION

- * Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, or Village corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies provided that the obligation carries a single A rating or better from Moody's and/or S & P and are not on the watch list of either agency.

INCORPORATED VILLAGE OF NISSEQUOGUE POLICY AGAINST DISCRIMINATION AND HARASSMENT

The Incorporated Village of Nissequogue is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered illegally harassing, coercive or disruptive. Unlawful discrimination or harassment based on any characteristic or status protected by applicable law including, but not limited to, race, color, national origin, creed, age, genetic information, marital status, familial status, domestic violence victim status, religion, disability, pregnancy related condition, arrest (not pending), criminal conviction (in violation of Article 23-A of the New York Correction Law), military or veteran service status, use of a guide dog, or hearing dog or service dog is strictly prohibited and will not be sanctioned or tolerated. The Village further recognizes that preventing and remedying illegal harassment and discrimination is essential to ensure a nondiscriminatory environment in which employees can work productively.

This policy prohibits unlawful workplace discrimination and harassment based upon any characteristic or status protected by applicable law other than sexual harassment (including sexual orientation, gender identity and the status of being transgender). Complaints or concerns about workplace sexual harassment are addressed separately in the "Policy Against Workplace Sexual Harassment."

Prohibited Conduct

Harassment on the basis of any protected characteristic is strictly prohibited. Harassment is considered verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, creed, age, genetic information, marital status, familial status, domestic violence victim status, religion, disability, pregnancy-related condition, arrest (not pending), criminal conviction (in violation of Article 23-A of the New York Correction Law), military or veteran service status, use of a guide dog, hearing dog or service dog, or any other characteristic or basis protected by applicable law. This includes, but is not limited to: any conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment. This prohibition extends to conduct by Village employees, officers, board members, volunteers, independent contractors, agents or anyone providing services to the Village.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the Village's premises, circulated in the workplace, or on the internet.

Discrimination is the act of treating or allowing similarly situated employees or applicants for employment to be treated differently with respect to hiring, firing, promotion

or any other term or condition of employment because of any characteristics or bases protected by applicable law or this Policy.

Complaint Procedure

Any employee who believes that he or she has been subjected to prohibited harassment or discrimination or who has witnessed anyone engaging in prohibited harassment or discrimination should immediately contact his/her Supervisor or the Village Administrator. If the complaint involves or the individual is hesitant to report to his/her Supervisor or the Village Administrator, a report can be made to the Mayor or any member of the Board of Trustees. The contact information for these individuals is listed on the Village's website or is available from the Village Clerk.

It is the responsibility of all supervisors to ensure that no employee is subjected to any form of prohibited harassment or discrimination. Should a supervisor become aware of the occurrence of harassment or discrimination, irrespective of whether the affected employee has filed a complaint, it is the responsibility of that supervisor to follow the procedures set forth below in order to ensure that appropriate action is taken to eliminate the harassment or discrimination and rectify the situation.

The following procedure must be followed when there is any indication that harassment or discrimination has taken, or is taking, place:

- An employee who raises a question or concern regarding harassment or discrimination should be encouraged to file a written complaint with his/her Supervisor or the Village Administrator. A form for filing the complaint is attached to this Policy. If the complaint involves or if the employee is hesitant to file the complaint with his/her Supervisor or the Village Administrator, the employee should file the complaint with the Mayor or any member of the Board of Trustees.
- In the event that a supervisor becomes aware of an occurrence of harassment or discrimination, but discovers that no complaint has been filed by the affected employee or that the employee is unwilling to file a complaint, the supervisor must immediately notify the Village Administrator or, if the behavior involves the Village Administrator, the supervisor must immediately notify the Mayor.
- All complaints about suspected harassment or discrimination will be investigated, whether that information was reported in oral or written form.
- All complaints of harassment or discrimination will be investigated by the Village Administrator or a designee of the Village Administrator (which may include a third party). The investigation may include, but not be limited to, interviewing the complaining party, the accused, any supervisors, and any other personnel, as necessary, to obtain sufficient factual information upon which to make a determination. All records of this investigation will be

maintained in an independent and confidential file. Third parties may be designated to investigate the complaint or assist with any investigation.

- At the conclusion of the investigation, the investigator will report the findings to the Board of Trustees. If it is found that prohibited harassment or discrimination has, in fact, occurred, appropriate corrective action will be taken.
- Where appropriate, the affected employee and the accused will be separately advised by the investigator as to the final disposition of the investigation.
- All investigations will be conducted in a prompt, thorough and impartial manner.

Confidentiality

At all stages of this process, the confidentiality and privacy of all parties, including complainants, informants, witnesses and the accused, will be respected to the extent possible and consistent with law while still conducting a thorough investigation of the complaint and taking appropriate corrective action as necessary.

Retaliation is Prohibited

Any act of retaliation against anyone who, in good faith, reports an incident of harassment or discrimination, or provides information or assists in an investigation of suspected harassment or discrimination as a witness or otherwise is prohibited and will not be tolerated.

For purposes of this Policy, retaliation includes, but is not limited to: adverse employment action(s) (*e.g.*, being discharged, disciplined, discriminated against; *etc.*), verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Anyone who retaliates against another in violation of this Policy is subject to appropriate corrective action including, but not limited to, disciplinary action, as warranted, in accordance with Village policy, the Code of the Village of Nissequogue (“the Village Code”) and applicable laws, regulations and contractual provisions.

Any individual who believes that he or she has been subjected to any acts of retaliation should immediately report that conduct to his/her Supervisor or the Village Administrator. If the complaint involves or the individual is hesitant to bring the matter to the attention of his/her Supervisor or the Village Administrator, the report should be made to the Mayor or any member of the Board of Trustees.

Interim Measures

If the complainant reports that (s)he feels unsafe at work due to the nature of the complaint, the Village will determine if interim measures or accommodations need to be made pending the investigation and resolution of the complaint.

Corrective Action

If, after appropriate investigation, the Village finds that there has been prohibited harassment, discrimination or retaliation in violation of this Policy or law, appropriate corrective action will be taken in accordance with Village policy, the Village Code and applicable laws, regulations and contractual provisions.

If the accused is an employee, consequences may include, but are not limited to, disciplinary action up to, and including, termination of employment. If the accused is not a Village employee, consequences may include, but are not limited to, termination of any contractual or other relationship between the Village and the individual.

Bad Faith Claims

If, after investigating a complaint of harassment or discrimination, it is determined that an individual has intentionally made a claim of harassment or discrimination in bad faith, or intentionally provided false information regarding a harassment, discrimination or retaliation complaint, legal action and/or appropriate corrective action including, but not limited to, disciplinary action, termination of employment and/or termination of any contractual or other relationship with the Village may be taken against that individual.

Dissemination and Training

This Policy will be available in each Village facility, on the Village's website and in employee handbooks. All new employees will receive information about this Policy at new employee orientation. All other employees will be provided information at least once a year regarding this Policy.

The Village's employees will be trained annually with regard to their rights and obligations pursuant to this Policy.

Review and Revision of Policy

A review of this Policy will be conducted periodically to consider its effectiveness and compliance with applicable State and federal law. Revisions will be recommended to the Board of Trustees when appropriate.

WORKPLACE DISCRIMINATION/HARASSMENT COMPLAINT FORM

Use this form to file an internal claim of workplace harassment (other than sexual harassment, which should be filed in accordance with the Policy Against Workplace Sexual Harassment) or discrimination, including hostile work environment, based on race, color, national origin, creed, age, genetic information, marital status, familial status, domestic violence victim status, religion, disability, pregnancy-related condition, arrest (not pending), criminal conviction (in violation of Article 23-A of the New York Correction Law), military or veteran service status, use of a guide dog, hearing dog or service dog, or any other characteristic or basis protected by applicable law.

PERSONAL INFORMATION

Name: _____
 Department: _____
 Business Address: _____

 _____ Zip _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____
 Title: _____
 Business Phone: _____

DETAILS OF CLAIM

1. Claim of discrimination/harassment is based on (check one or more that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> RACE | <input type="checkbox"/> RELIGION | <input type="checkbox"/> DISABILITY |
| <input type="checkbox"/> COLOR | <input type="checkbox"/> MARITAL STATUS | <input type="checkbox"/> PREGNANCY OR
PREGNANCY -RELATED
CONDITION |
| <input type="checkbox"/> NATIONAL ORIGIN | <input type="checkbox"/> FAMILIAL STATUS | <input type="checkbox"/> ARREST (NOT PENDING) |
| <input type="checkbox"/> CREED | <input type="checkbox"/> DOMESTIC VIOLENCE
VICTIM STATUS | <input type="checkbox"/> CRIMINAL CONVICTION |
| <input type="checkbox"/> AGE | <input type="checkbox"/> GENETIC INFORMATION | <input type="checkbox"/> MILITARY STATUS |
| <input type="checkbox"/> VETERAN STATUS | OR PREDISPOSING GENETIC
CHARACTERISTICS | |
| <input type="checkbox"/> USE OF A GUIDE DOG,
HEARING DOG OR SERVICE DOG | | |
| <input type="checkbox"/> OTHER (explain) | | |

2. Claim of discrimination/harassment is made against: _____ Your Relationship to this person:
 Name: _____ () Supervisor
 Work Address: _____ () Co-worker
 _____ () Subordinate
 Work Phone: _____ () Other: _____

3. Incident(s) occurred on or about (date(s)):

4. Briefly describe the incident and your reasons for concluding that it was discriminatory/harassing. Include names of witness(es), if any, and attach supporting data, if available. Use an additional sheet(s), if necessary.

AFFIRMATION: I understand that the filing of this internal claim does not prevent me from filing a claim of discrimination/harassment through judicial or administrative processes. I hereby affirm that the information contained in this claim is true and correct to the best of my knowledge, information and belief.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

DATE RECEIVED:	BY WHOM:	
_____	_____	_____
	Signature	Print Name
_____	_____	_____
	Signature	Print Name

Signature

Print Name



**VILLAGE OF NISSEQUOGUE
TRAVEL & ENTERTAINMENT POLICY
ADOPTED JANUARY 1, 2007**

MEALS, REFRESHMENTS, AND TRAVEL EXPENSES

The Village of Nissequogue recognizes that from time to time it may be appropriate to provide meals and/or refreshments at Board meetings and/or events, which are being held for a business purpose. The Village of Nissequogue also recognizes that employee travel to conferences may be necessary for staff development purposes. Any expenditure made on such meals, refreshments, and/or travel expenses should be appropriately documented with a receipt, itemized whenever possible, and submitted to the Village Clerk on a properly authorized Village of Nissequogue Voucher/Purchase Order for the purpose of audit and reimbursement.

Examples of authorized categories of expenditures include but are not limited to refreshments for budget meetings, fire department meetings at which Village of Nissequogue business is conducted.

SUBJECT: MEALS, REFRESHMENTS, AND TRAVEL REGULATION

Rules Relating to Meals and Refreshments

From time to time, meals and/or refreshments may be deemed appropriate for a particular meeting, event or situation.

Whenever meals and/or refreshments (excluding alcoholic beverages) are ordered, the person making the request shall indicate the date, purpose of the meeting and identify the names of the persons in attendance. It is acknowledged that meal and/or refreshment expenditures may be incurred as an extension of the responsibilities of employees or to continue to enhance a specific activity or event that is being held for a business purpose. In such instances, documentation as noted above shall be submitted to the business office for the purposes of audit and possible reimbursement. In an instance where a receipt has been lost or not obtained, at the discretion of the Village Treasurer, a signed statement may be submitted as a substitute document.

Examples of authorized categories include but are not limited to a meal with a consultant employed by the village, a meal provided to a committee or board whose responsibilities require working through the meal hour, or other specific circumstances for which working through the meal hour is advantageous to the village.

**VILLAGE OF NISSEQUOGUE
TRAVEL & ENTERTAINMENT POLICY
ADOPTED JANUARY 1, 2007**

Employee Travel

1 Effective January 1, 2007, meal expenses for overnight travel will only be reimbursed for pre-approved travel. All overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses.

2. New York State sales taxes for lodging and meals cannot be reimbursed. A sales tax-exempt form can be obtained from the Village Hall prior to travel for hotel accommodations.

3. Mileage for use of personal auto will be reimbursed at the existing approved IRS Business Mileage Rate.

Rules Relating for Completing Vouchers for Travel and Entertainment Expenses

1. All appropriate original receipts must be attached. Reimbursements will not be approved if copies of receipts are used. In circumstances where a personal check or credit card is used, a copy of the check front and back or credit card statement will be accepted only if itemized receipts cannot be obtained.

VILLAGE OF NISSEQUOGUE COMPUTER USE POLICY

Electronic Use Policy

The purpose of this section is to establish an electronic use policy for the Village of Nissequogue.

Privacy

Computers, computer files, the e-mail system, software, and cell phones that are furnished to employees are the Village of Nissequogue property intended for business use only. No employee should expect privacy in work-related conduct or the use of this property owned or provided by the Village. The purpose of this policy is to notify you that no reasonable expectation of privacy exists in connection with your use of such property.

Right to Access

Although employees may have individual access passwords to voicemail, e-mail, computer network and other electronic information systems, these systems are, and must remain, accessible at all times to and by the Village of Nissequogue and may be subject to periodic, unannounced inspections by the Board of Trustees for business purposes. Employees may not withhold information maintained within computer files, computer databases or electronic information systems with the exception of personnel records. Passwords not made available to the Village may be decrypted. E-mail and voicemail messages can be maintained by or accessible to the Village and may be referenced for business, legal or other reasons. All information accessible to the Village may be duplicated by the Village. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Use Restrictions

No employee shall copy for personal use any program, file or record containing proprietary or copyrighted materials belonging to the Village of Nissequogue or to a third-party software license or which the Village has purchased, leased or licensed for official Village business. Additionally, no employee shall copy onto the Department's computer system any employee's personal programs, files or software.

Password Policy

All employees shall update their passwords quarterly. Passwords must contain at least one uppercase letter, one lowercase letter and one numeric character. All passwords must have a minimum of eight characters. Passwords will be maintained in a sealed envelope in the Village files to allow access to the Village Mayor or Board of Trustees in the event an emergency.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Village to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits and subject to this policy. Village of Nissequogue reserves the right to monitor any and all Internet traffic.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Village of Nissequogue and, as such, is subject to disclosure to law enforcement or other third parties. This data is not private and no employee should expect that it is. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, and ethical, in compliance with all Village policies and is lawful.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Users should take the necessary anti-virus precautions before downloading or copying any file from the Internet or outside media (i.e.: cd's, flash drives, compact flash cards etc.). All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Village is violation of law or Village of Nissequogue policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Content

The Village of Nissequogue strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Village prohibits the use of personal computers, portable electronic devices, and e-mail / messaging systems in ways that are disruptive, offensive to others, or harmful to morale. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Violations

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Social Networking

- The use of department logos, name, pictures or accounts of activities is strictly prohibited without prior approval from the Mayor.
- Personal blogs or other postings should have clear disclaimers that the views expressed by the author are the author's alone and do not represent the views of the department.
- Social media activities must not interfere with work related commitments or activities.
- Your online presence reflects the Village of Nissequogue. Be aware your actions captured via images, posts, or comments can reflect that of our Village.
- Do not reference or site Village employees or vendors without their express consent.



NISSEQUOGUE



FIRE DEPARTMENT

**643 MORICHES ROAD
NISSEQUOGUE, NY 11780**

Nissequogue Fire Department Non-Resident Members Annual Approval Request

Linda Howard	43 Bayberry Drive, St. James, NY
William Howard	43 Bayberry Drive, St. James, NY
Frank McGarrigal	73 Laurel Drive, Smithtown, NY
Michael Davis	10 Highwoods Court, St. James, NY
Rich Reilly	16 Harlequin Drive, Smithtown, NY
Tom Glenn	211 Fifth Street, St. James, NY
Gwen Siemers	8 Canterbury Court E., Setauket, NY