

WORKSESSION MEETING

APRIL 16, 2026

The Board of Trustees held the Worksession Meeting on April 16, 2026 at 7:00 P.M. in the Village of Liberty, 167 North Main Street, Liberty, NY. Mayor Joan Stoddard opened the meeting with the Pledge of Allegiance.

PRESENT: Mayor Joan Stoddard, Trustee Ernest Feasel, Trustee Eveleese Lake and Trustee Jayneen Mills. Also Present: Gary Silver, Attorney for the Village, and Judy Zurawski, Clerk/Treasurer.

ABSENT: Deputy Mayor/Trustee Robert Mir

ALSO PRESENT: Police Chief Steven D’Agata, David Burke; Water Department, Lee Cogswell, Alyson Cogswell, Dan Fagnani; Delaware Engineering, Tami Van Leuven, Etta Barbanti, John Desrochers, Alyssa Thalmann, Dawn Hurley, Larry Kurtz, Stephen Walsh, Rudy Santiago, Jennifer Colotia, Masan Griffin and Helmut Wilhelm

APPROVAL OF MINUTES: Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried approving the following minutes:

❖ **ORGANIZATIONAL MEETING – APRIL 9, 2026**

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried approving the following minutes:

❖ **REGULAR MEETING - APRIL 9, 2026**

CORRESPONDENCE: Mayor Stoddard said the Village received the following correspondence during this time frame.

❖ Letter from Sullivan County Bureau of Medical Services

TABLED BUSINESS: **DELAWARE ENGINEERING UPDATE**

Delaware Engineering’s Report is annexed under Exhibit a

EVENT PERMITS – UPDATE FROM POLICE CHIEF

This matter remains tabled.

LAMAR ADVERTISING – BILLBOARD

Attorney Silver advised the Board to review the lease agreement including the dollar figure before any decisions are made.

NEW CONSIDER SOAP BOX DERBY
BUSINESS:

Motion by Trustee Lake, seconded by Trustee Mills and unanimously carried approving the **Event Permit** for a **Soap Box Derby Race** to be held **May 30, 2026**.

The derby is an all-day event and is sponsored by Sullivan County Soap Box Derby.

CONSIDER SEWER CREDIT FOR ACCOUNT 3 4-1800/LIBERTY MUSEUM

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried approving a sewer credit for the Liberty Museum (Account #4-1800) in the amount of \$30.48.

The pipes froze and broke, causing a high bill.

CONSIDER APPROVAL OF NEW HIRES FOR THE POLICE DEPARTMENT

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried approving the following new hires for the Village Police Department:

POLICE OFFICERS:

Anthony Puma	-	04/01/2025
Matthey Brooks	-	09/15/2025
Bronson Krupunich	-	11/13/2025
Ryan Chous	-	11/06/2025

DISPATCHERS (PART-TIME):

Indris Encarnacion	-	10/20/2025
Quentin Jardon	-	06/20/2025

CONSIDER PROCUREMENT POLICY

RESOL.# Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried
21-2026 approving Resolution #21-2026.

VILLAGE OF LIBERTY
PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of Liberty involved in the procurement process, now, therefore, be it

RESOLVED, that the Village of Liberty does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF LIBERTY

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest prices and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract

Method

\$999 - \$3,499.99	2 written/email/fax quotations Including shipping
\$3,500 - \$19,999	3 written/email/fax quotations Including Shipping

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$999 - \$4,999.99	2 written/email/fax quotations Including Shipping
\$5,000 - \$34,999	3 written/email/fax quotations Including Shipping

All quotes of \$999 and above must be approved by the Department Liaison before the purchase and payment of the product can be made.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Liberty to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education, training, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature

of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Board of Trustees shall take into consideration the following guidelines: (a) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (b) whether the services require a personal relationship between individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of any attorney; services of any physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

b. Purchases of surplus and second-hand goods from any source. If alternate proposals are required; the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

c. Goods or services under \$999. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

5. Equal Opportunity Employer

a. Pursuant to Article 15 of the Executive Law and all other State and Federal statutory and constitutional non-discrimination provisions, the Village of Liberty will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status.

6. Equal Opportunity for Minorities and Women

- a. The Village of Liberty will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities with discrimination.

7. Business

- a. Pursuant to Section 3 (CFR 85.36) of the Housing and Urban Development Act of 1968, the Village of Liberty will ensure that employment and other economic opportunities will be available to low-moderate income families and businesses and that all procurement transactions will be conducted in a competitive manner.

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

CONSIDER LETTER OF SUPPORT – OPERATE AS AN ADVANCED LIFE SUPPORT (ALS) AMBULANCE SERVICE

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried to send a letter of support to the Sullivan County Bureau of Emergency Medical Services. This letter is to express support for the application to the New York State Department of Health for permanent authorization to operate as an Advanced Life Support (ALS) ambulance service.

DISCUSSION – VILLAGE SPEED LIMITS

Police Chief D'Agata continued discussions from last summer where the Village had a significant number of complaints regarding vehicle speeds in residential areas. When a reduction in speed was discussed, it was learned that an engineering traffic study was required before a reduction could be implemented. The reduction was stalled due to the cost of the study.

Police Chief D'Agata said he has worked with Cornell Cooperation Extension and secured grant funding to fully cover the cost of the required study. He asked the Village to consider moving ahead with this project.

Motion by Trustee Lake, seconded by Trustee Mills and unanimously carried to move forward with an engineering traffic study at a cost of no more than \$8,500 which is covered fully by a grant secured through Cornell Cooperative Extension.

CONSIDER PUBLIC HEARING – TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C.

Motion by Trustee Feasel, seconded by Trustee Lake and unanimously carried to hold a Public Hearing on Thursday, April 30, 2026 at 6:55 p.m. to discuss proposed Local Law #3-2026 to authorize a property tax levy in excess of the limit establish in General Municipal Law §3-c.

CONSIDER SPECIAL MEETING – APRIL 30, 2026

Motion by Trustee Mills, seconded by Trustee Feasel and unanimously carried to set a Special Meeting on April 30, 2026 at 7:00 p.m. for the purpose of adopted local law #3-2026, adopting the 2026/27 Budget and any other business that may come before the Board.

CONSIDER CANCELING SPECIAL MEETING – 04.23.26

Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried To cancel the Special Meeting originally scheduled for April 23, 2026.

BILLS FOR **Vouchers for Payment**

PAYMENT: Motion by Trustee Mir, seconded by Trustee Feasel and unanimously carried approving the payment of Post Audit Voucher #851 to Voucher #920 in the amount of \$319,065.08.

EXECUTIVE SESSION: Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried to go into Executive Session at 7:45 p.m. to discuss potential litigation.

Motion by Trustee Feasel, seconded by Trustee Mills and unanimously carried to come out of Executive Session at 8:29 p.m.

ADJOURN: Motion by Trustee Lake, seconded by Trustee Feasel and unanimously carried to adjourn the meeting.

THE MEETING WAS ADJOURNED AT 8:30 P.M.

RESPECTFULLY SUBMITTED,

JUDY H. ZURAWSKI, CLERK-TREASURER

