

**VILLAGE OF COHOCTON
MONTHLY MEETING
JUNE 18, 2025**

The monthly meeting of the Cohocton Village Board of Trustees was held on Wednesday, June 18, 2025 at 7:00 pm, at the Village Office, 17 South Main Street, Cohocton.

Present were: Trustees: Kathy Gray, Mat McCarthy, Josh Schumacher and Al Lewis. Also present were: Acting Village Attorney Alan Reed, Maintenance Supervisor Bill Waggoner, Ronald Towner and Village Clerk Ashley Adams

Deputy Mayor Gray opened the meeting at 7:00 pm.

Minutes

A motion was made by Trustee Schumacher, seconded by Trustee Lewis, to approve the May 21, 2025 Village Board meeting minutes. All in favor. The motion carried 4-0.

Reports:

Code Enforcement: No report was provided.

Street and Water Department: Reports were presented by Bill Waggoner.

Planning Board: Board reviewed April & May minutes.

Historian: Report was provided.

The motion was made by Trustee McCarthy, seconded by Trustee Lewis to approve the monthly reports as presented. The motion carried 4-0.

Old Business:

The Board discussed the handicap parking spot on Maple Ave.

New Business:

The Board did an annual review of the Villages Procurement Policy. A motion was made by Trustee McCarthy, to accept the current Procurement Policy with no changes. Seconded by Trustee Schumacher. All in favor. The motion carried 4-0.

***VILLAGE OF COHOCTON
PROCUREMENT POLICY***

RESOLUTION

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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

RESOLVED, that the Village of Cohocton does hereby revoke the Procurement Policy for the Village of Cohocton adopted by the Village Board on January 6, 1992 and thereafter amended; and

RESOLVED, that the Village of Cohocton 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 COHOCTON

1. Every purchase shall only be made by a department head or his duly authorized designee, or authorized by the department head, or as otherwise authorized by the Board of Trustees.
2. 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 reasonably be 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 up to the statutory threshold as set by the GML, which is currently \$20,000 and may be amended from time to time, and public works contract up to the statutory threshold as set by the GML, which is currently \$35,000 and may be amended from time to time; emergency purchases; certain municipal hospital 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 department head making the purchase. This documentation may include written/fax quotes from vendors, a memo from the department head 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 department head detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

3. All goods and services will be secured by use of written requests for proposals, written/fax quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over

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the statutory threshold as set by the GML, which is currently \$20,000 and may be amended from time to time and public works contracts over the statutory threshold as set by the GML, which is currently \$35,000 and may be amended from time to time; 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; purchased 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.

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
\$0 – 999	No requirement
\$1,000 - \$20,000	3 written/fax quotations or written request for proposals
Estimated Amount of Public Works Contract	Method
\$0 - \$999	No requirement
\$1,000 - \$35,000	3 written/fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department head is unable to obtain the required number of proposals or quotations, the department head 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 is 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 department head and may not be challenged under any circumstances.

6. Section 3. The Village of Cohocton is committed to ensuring nondiscrimination in the award of Village contracts and the participation of certified Minority and Women business Enterprises (MWBES) and Section 3 business enterprises in its procurement of commodities and services.

7. 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 interests of the

municipality. The following circumstances, it may not be in the best interests of the Village of Cohocton to solicit quotations or document the basis for not accepting the lowest bid.

a. Professional service or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, 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 Board of Trustees shall take into consideration the following guidelines (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional and technical services shall include, but not be limited to, the following: services of an attorney; services of a 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.

c. Purchases of surplus and second-hand goods from any source. If alternative proposals are required, the Village of Cohocton 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

d. Goods or services under \$1,000. 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.

8. The unintentional failure to fully comply with the provisions of Section 104-b or the policies shall not be grounds to void action taken or give rise to a cause of action against the Village or any officer or employee thereof.

9. This policy shall go into effect May 18, 2022 and will be reviewed annually.

Correspondence:

Received email from Shannon Logsdon regarding the necessary handicap accessible parking spot on Maple Ave. Bill has been in contact with the DOT and is working on getting this done.

Public Comment:

None at this time.

Audit Abstract/Line Item Transfer/Adjustment Report:

A motion was made by Trustee Schumacher, seconded by Trustee Lewis authorized the clerk to pay the abstracts as audited:

Abstract 13	General Fund:	Vouchers 220-230	Totaling	\$8,125.87
	Water Fund:	Vouchers 107-111	Totaling	\$2,781.68
Abstract 1	General Fund:	Vouchers 1-11	Totaling	\$52,790.39
	Water Fund:	Vouchers 1-2	Totaling	\$1,369.25

Line Item Transfer/Adjustments:

None at this time.

Motion carried 4-0.

Audit:

A motion was made by Trustee Schumacher, seconded by Trustee McCarthy to approve the audit books for May 2025. Motion carried 4-0.

Board Concerns:

Trustee Schumacher asked Bill if he had heard back on the quotes for new truck. Bill reported he has not heard anything.

A motion was made by Trustee Schumacher, seconded by Trustee McCarthy to adjourn the monthly board meeting at 7:30 pm. Motion carried 4-0.

Ashley Adams
Village Clerk-Treasurer

Prepared June 19, 2025