

**VILLAGE OF PERRY  
VILLAGE BOARD MEETING &  
ANNUAL ORGANIZATIONAL MEETING  
APRIL 16, 2018**

The Organizational and Regular Board Meeting of the Village of Perry was held at the Village Hall 46 North Main Street Perry New York at 7:30 p.m. on the 16<sup>th</sup> day of April 2018.

PRESENT:	Rick Hauser Jacquie Billings Dariel A. Draper Eleanor J. Jacobs	Mayor Trustee Trustee Trustee
ABSENT:	Bonnie Matson	Trustee
ALSO PRESENT:	Matthew Jensen Gail Vosburg	Village Administrator Village Clerk
GUESTS:	Mary Syberg Robin Redding	Bill Bark Matt Hilton

Mayor Hauser called the Meeting to order at 7:30 PM.

Mayor Hauser led in the pledge to the flag.

**ORGANIZATIONAL MEETING**

**APPOINTED OFFICIALS**

Mayor Hauser presented the following names for appointment:

Deputy Mayor	Dariel A. Draper	1 year term
Deputy Village Clerk	Tisha Sylvester	1 year term
Supt. of Public Works	Edward Koziel	1 year term
Acting Village Justice	Terry Bogert	1 year term
Village Attorney	David DiMatteo	1 year term
Registrar of Vital Statistics	Gail Vosburg	1 year term
Deputy Registrar of Vital Statistics	Tisha Sylvester	1 year term
Zoning Officer	Donald Roberts	1 year term
Property Maintenance Officer	Vacant	1 year term
Zoning Clerk/ Secretary	Tisha Sylvester	1 year term
Fair Housing Officer	Rick Hauser	1 year term
Section 3 Coordinator	Matt Jensen	1 year term
BIL Committee	Trustee Bonnie Matson	1 year term
	Member at Large Matt Jensen	1 year term
	Member at Large Howard Wood	1 year term

**Planning Board**

Brian Parker Term expiring 3/31/2023

**Planning Board (alternate)**

Dana Grover

Term Expiring 3/31/2019

**Zoning Board of Appeals**

Melissa Hennen

Term Expiring 3/31/2023

**Zoning Board of Appeals (alternate)**

Joe Rebisz

Term Expiring 3/31/2029

**Appointments approved** - Motion by Trustee Jacobs, second by Trustee Draper to approve the appointments as presented by Mayor Hauser. Motion carried with all voting aye.

**COMMITTEE ASSIGNMENTS**

Mayor Hauser read the following committee assignments:

BUDGET	Hauser, Billings, Jacobs, Matson, Draper
PUBLIC SAFETY (Police & Fire)	Billings, Draper
PUBLIC WORKS (DPW & WATER/SEWER)	Jacobs, Matson
RECREATION & RESOURCES (P&R, SLWC)	Hauser, Jacobs
OFFICE (Employee Relations & Operations, Insurance, Technology)	Billings, Matson
PLANNING (Plan/Zoning, Grants & Development, Revitalization)	Draper, Hauser

**Committee assignments approved** - Motion by Trustee Billings, second by Trustee Draper to approve the committee assignments as presented by Mayor Hauser. Motion carried with all voting aye.

**RESOLUTIONS**

**BE IT RESOLVED:** The Perry Herald, weekly publication in the Village of Perry, be designated the official newspaper for publication of legal notices;

AND

Manufacturers and Traders Trust Company be named the official depository for the General Fund, Water/Sewer Funds, Community Development, Silver Lake Watershed Commission and Capital Monies; Perry Office of the Bank of Castle to be the official depository for Trust and Agency, Payroll and Capital Monies. Also, the Treasurer is authorized to invest Village Monies pursuant to the Village Investment Policy adopted on December 7, 1992;

AND

The Village will require two signatures for disbursements of funds by check from Village bank accounts with one signature from an elected official and on appointed official. The Treasurer's signature is required on all investments including savings and CD's as per the investment policy. The designated officials authorized to be signers for the bank accounts are Mayor Frederic Hauser, Deputy Mayor Dariel A. Draper, Treasurer, and Village Clerk Gail I. Vosburg;

AND

Village Board Meetings will be held on the first and third Mondays of each month at 7:30 p.m. unless such day falls on a holiday. The annual Village Organizational Meeting shall be held the first Monday of April. Notice of meeting changes will be published and posted at least 72 hours prior to holding said meetings. In the event a special meeting is called, notice will be given to the public and news media as soon as practicable after the calling of the meeting. Special meetings may be called by the Mayor or two Trustees acting together. The Clerk shall notify the other board members of the special meeting. Minutes of the Board Meeting shall be made available to the public after approval by the board at the next regular Board Meeting. Minutes will be available at the convenience of the Clerk, and as such shall not be misused and *they shall be* posted on the Village's website within 7 (seven) business days after approval.

BE IT FURTHER RESOLVED: Village Officials and employees will be reimbursed the federal IRS rate per mile for travel related to municipal business when using private transportation;

AND

Authorization is given for payment, in advance of audit claims for public utility services, postage, petty cash, payroll, PDC Services, debt service and invoices providing discounts for early payment providing there is prior department head approval;

AND

Authorization is given to municipal official and employees to attend schools, conferences, association meetings and seminars that would benefit the municipality for fiscal year provided funds are available and prior approval has been given by the Board.

AND

It is the Policy of the Perry Village Board that any Grant Application or any form of financial assistance or obligation that is intended to be made on the Village of Perry's behalf, must *be* submitted to the board in writing prior to the Village Board granting its approval. The Village's approval must be received PRIOR to any grant application being made. This includes any public area the Village has jurisdiction over and any program or policy that is within the purview of the Village, per municipal law.

**Resolutions approved** – Upon motion by Trustee Draper, seconded by Trustee Jacobs, the above read resolutions were approved with all voting aye.

Mayor Hauser presented the following auditing schedule:

#### AUDITING SCHEDULE FOR 2018-2019

April	Billings
May & Year End 2018	Billings
June	Draper
July	Jacobs

August	Matson
September	Billings
October	Draper
November	Jacobs
December	Matson
January 2018	Billings
February	Draper
March	Jacobs
April	Matson

**Auditing schedule approved** - Upon motion by Trustee Jacobs, second by Trustee Billings, to approve the auditing schedule as presented. Motion carried with all voting aye.

Motion by Mayor Hauser, seconded by Trustee Draper to adjourn the organizational meeting at 7:36 pm. Motion carried with all voting aye.

**MINUTES**

**APRIL 2, 2018 MEETING MINUTES APPROVED** - Motion by Trustee Jacobs, second by Trustee Billings the minutes of the April 2, 2018 Board Meeting were approved as corrected. Motion carried with all voting aye.

**PUBLIC COMMENT**

No one from the public spoke.

**PRESENTATIONS**

**ROBIN REDDING – TREE BOARD**

Ms. Redding announced that the Village of Perry became a Tree City USA, the only NYS Village to become one this year. There are four steps to become a Tree City: form a tree board, adopt a tree law, be part of the budget and have an Arbor Day Celebration. A flag, two signs and one plaque were received.

There will be an Arbor Day Celebration on Saturday, April 28<sup>th</sup> at 1:30 pm with the planting of five (5) trees in the Buckland Ave & Pine St area. The forester from DEC Region 9 will be attending.

**MATT HILTON – YMCA SUMMER RECREATION PROGRAMS**

Mr. Hilton was present to review the YMCA Summer Recreation programs. They have expanded the program by adding two weeks to the beginning of the summer recreation program. They plan to promote the programs more this year by doing more promotions and direct mailings. It is a great program at a low cost to the resident, \$75 per week per child. Soccer, tennis and archery programs are available at an additional cost.

**NICOLE MANAPOL – LETCHWORTH GATEWAY VILLAGE PROGRAM**

Ms. Manapol was present to review the application for a third year of funding for the Letchworth Gateway Village program – concentrating on Growing the Local Food Tourism. The application will be for funding in the amount of \$90,000 with a local match of \$30,000 for a total project cost of \$120,000. She explained that this area is strong in agriculture and only a few restaurants offer

local food from local producers. There is a lack of awareness of the food that we have here. The plan is to promote farm to table ventures and other food tourism opportunities. Ms. Manapol is requested the Village pass a resolution committing funds for this program and authorizing the submission of the grant application.

Ms. Manapol asked the board to consider purchasing (LGV Year 2 funding) an Elebase CMS platform to generate and host the content that will be created through the 2018 Geotourism banding initiative. Cost for the software is \$2,500 with hosting fees estimated at \$20-\$80 per month.

**DRAFT LOCAL LAW – AMENDING THE PURCHASING POLICY**

As our purchasing policy is part of the Code of the Village of Perry, any changed would require amending the local law. The draft of the new purchasing policy was reviewed. The major change proposed would require a purchase order for any purchase over \$1,000 (increased from \$250). The Village Attorney added GML requirements on purchases.

**Public Hearing Scheduled**

**VILLAGE OF PERRY RESOLUTION  
AUTHORIZING THE VILLAGE BOARD OF THE VILLAGE OF PERRY  
TO HOLD A PUBLIC HEARING REGARDING A LOCAL LAW ESTABLISHING THE PURCHASING  
POLICY AND PROCEDURES OF THE VILLAGE OF PERRY**

**WHEREAS**, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

**WHEREAS**, the Village Board is considering adopting a proposed local law entitled, "Purchasing Policy and Procedures of the Village of Perry"; and

**WHEREAS**, the purpose of this local law is for regulating procurement of goods and services not required by law to be procured pursuant to competitive bidding, but which must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of taxpayers, to facilitate the acquisition of goods and services of maximum quality at the best value cost under the circumstances and to guard against favoritism, improvidence, extravagances, fraud and corruption; and

**WHEREAS**, the Village Board of the Village of Perry finds it in the best interest of the Village of Perry to hold a public hearing on the adoption of said local law.

**NOW ON MOTION OF** Trustee Billings, which has been duly seconded by Trustee Draper, now therefore,

**BE IT RESOLVED**, that the Village Board of the Village of Perry will hold a public hearing on the 7<sup>th</sup> day of May, 2018, commencing at 8:15p.m., at which time all interested parties and citizens for or against the proposed law will be heard.

Ayes:   4  

Nays:   0  

**TOWN OF PERRY REQUEST FOR ADJUSTMENT**

The Town of Perry submitted a letter requesting the Village waive all water & sewer charges (current bill of \$148.00 and all future bills) for their property located at 11 Mill Street (Ambulance Building). They are making this request as part of their efforts to work out the ambulance issues. Last year, water & sewer charges for the property were \$453.00.

**Adjustment approved for Town of Perry** – Motion by Trustee Jacobs, seconded by Trustee Billings, to waive the current water & sewer bill of \$148.00 and all future bills for a one year period with information provided quarterly on their usage. Motion carried with all voting aye.

#### **SILVER LAKE ARTS SCULPTURE GRANT**

An RFP for artists went out for the fence mural. Only one proposal was received from Southside Serpents (Dan Butler, Rebecca Crocker and Derek Crocker). The proposal is for a mural on slats that will attached to the fence on Borden Ave that can be seen from both directions as you drive and/or walk past. The story of the sea serpent will be stenciled onto the sidewalk. The grant amount is \$2,500. Included in the contract for the work will be the maintenance for the design (3-5 years) and the removal. The final design will be prepared for the May 7<sup>th</sup> board meeting.

**Contract for Silver Lake Arts Sculpture authorized** – Motion by Trustee Jacobs, seconded by Trustee Billings, to approve the proposal and authorized the Mayor to sign the contract documents for the grant and sculpture design. Motion carried with all voting aye.

#### **ZONING LAW UPDATE**

There will be a special meeting on Monday, April 30, 2018 at 6:00 pm for Don Poland, from Gorman & York, to review the draft zoning law with the Village Board, Zoning Board of Appeals and the Planning Board. The draft law will then be sent to the County Planning Board for them to review and comment.

**Special Meeting scheduled** – Motion by Mayor Hauser, seconded by Trustee Draper, to schedule a special meeting for Monday, April 30, 2018 at 6:00 pm to review the draft zoning law. Motion carried with all voting aye.

#### **CLERK/DEPUTY TREASURER REPORT**

##### **Payment of Claims -**

Vouchers # 181997 - #182084

General Fund	\$ 56,136.78
Water Fund	\$ 15,557.81
Sewer Fund	\$ 16,845.04
Cap. Projects Fund	\$ 500.00
WWTF Cap. Project Fund	\$ 16,560.65
SLWC	\$ 58.67
Trust & Agency	\$ 51,271.17
TOTAL	\$156,950.12

Trustee Billings has audited all vouchers. Motion by Trustee Jacobs, seconded by Trustee Draper, that all vouchers are ordered to be paid. Motion carried with all voting aye.

February & March Treasurer's reports are attached.

**Clerk's report approved** – Motion by Trustee Draper, seconded by Trustee Billings, to approve the clerk's report as presented. Motion carried with all voting aye.

## **DEPARTMENT HEAD REPORTS**

The following department reports were presented:

- Water & Sewer Report
- Police Department Report

## **OLD BUSINESS**

### **YMCA SUMMER RECREATION AGREEMENTS**

There were some questions concerning liability for field trips. There was discussion of allowing children entering kindergarten to attend the summer recreation program. Trustee Jacobs said it was discussed in the past, but the board chose not to include that age group so we do not directly compete with day care facilities. Trustee Billings said that it is an inconvenience for parents with younger children not being able to have them attend the program.

**Add Kindergarten to Summer Recreation Program approved** – Motion by Trustee Billings, seconded by Trustee Draper, to allow children entering kindergarten to the Summer Recreation Program. Motion carried with the following vote:

Ayes 3	Billings, Draper, Jacobs
Nays 1	Hauser

**Commitment of funding for Year # LGV USDA Grant application** – Motion by Trustee Billings, second by Trustee Draper, to commit funding for the LGV Year #3 USDA Grant application in the amount of \$5,000. Motion carried with all voting aye.

**Elebase CMS platform software approved for purchase** – Motion by Trustee Billings, seconded by Trustee Jacobs, to authorize the purchase of the Elebase CMS platform software in the amount of \$2,500 and the monthly hosting fee. Motion carried with all voting aye.

**Submission of USDA RDBG LGV Year #3 grant authorized**– Motion by Mayor Hauser, seconded by Trustee Jacobs, authorizing the submission of a USDA RDBG Grant for LGV #3. Motion carried with all voting aye.

## **TRUSTEE REPORTS**

No reports were given.

## **OTHER BUSINESS**

### **INTEGRATED SYSTEM SERVICE AGREEMENT RENEWAL**

Administrator Jensen reported that SJS is a free application used by law enforcement. There are other options for programs and software. He met with another IT provider to discuss what services that would support. Administrator Jensen recommended renewing the service agreement with Integrated Systems for 50 hours of support (approx. 6 months' worth of time). This would give the Village time to assess our needs and requirements.

50 Hour Service Agreement with Integrated Systems approved – Motion by Trustee Jacobs, seconded by Trustee Billings, to approve the renewal of the IT services with Integrated Systems for 50 hours of support. Motion carried with all voting aye.

## **Arbor Day Proclamation**

### **ARBOR DAY PROCLAMATION**

- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special Day be set aside for the planting of trees, and
- Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas, Arbor Day is now observed throughout the nation and the world, and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and
- Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas, trees in our village increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.
- Now, Therefore, I, Rick Hauser, Mayor of the Village of Perry,  
do hereby proclaim April 28, 2018 as



In the Village of Perry and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

- Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Motion by Trustee Jacobs, seconded by Trustee Billings to approve the proclamation. Motion carried with all voting aye.

Motion by Mayor Hauser to adjourn the regular meeting and enter into executive session at 9:05 pm to discuss matters leading to the appointment of a particular person was seconded by Trustee Draper. Motion carried with all voting aye.

Motion by Mayor Hauser to adjourn the executive session and resume the regular meeting at 9:10 pm was seconded by Trustee Draper. Motion carried with all voting aye.



**Seasonal Laborers appointed** – Mayor Hauser appointed the following as seasonal laborers:

DPW

Anthony Ricotta	\$ 12.00	Start Date of April 23, 2018
Ben Lepkowski	\$ 12.00	Start Date of May 14, 2018

Parks

Austin Croll	\$ 11.00	Start Date of April 23, 2018
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Motion by Trustee Draper, seconded by Trustee Billings, to approve the Mayor's appointments as presented. Motion carried with all voting aye.

Trustee Billings reported that she attended a county dredging meeting and is encouraged that the IDA is getting involved. There is an estimated \$200,000 cost for the DEC permitting process. This may involve in purchasing land for the dredged material and we would have to prove where it is placed that it has a beneficial use.

Motion to adjourn meeting at 9:24 p.m. was offered by Trustee Draper, second by Trustee Billings and carried with all voting aye.

Respectfully submitted,

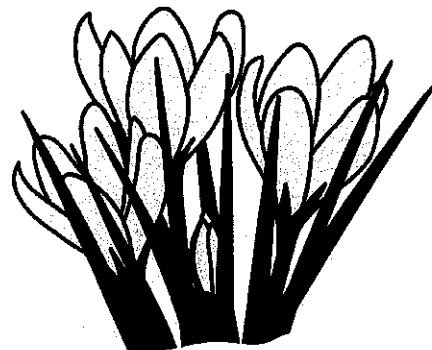
*Gail I. Vosburg*

Gail Vosburg  
Village Clerk



Village of Perry  
Board Meeting Agenda  
April 16, 2018

1. Open Meeting and pledge to the flag
2. Organizational Meeting
3. Approval of Minutes – April 2, 2018
4. Public Comment
5. Presentations
  - a. Robin Redding – Tree Board
  - b. Matt Hilton - YMCA
  - c. Nicole Manapol – Letchworth Gateway Villages
    - i. Authorize purchase of Elebase CMS platform to host content for branding initiative – cost \$2,500 for software & est. \$19-\$80/month to host.
    - ii. Letchworth Gateway Villages #3 – review scope & budget – **board to pass resolution committing funding for 2019**
  - d. Draft Local Law – Amending the Purchasing Policy -**if board desires – schedule a public hearing for May 7, 2018 at 8:15 pm**
  - e. Request from the Town of Perry to waive all water & sewer charges (current bill and all future bills) for the property at 11 Mill Street
  - f. Silver Lake Art Sculpture Grant
    - i. Board to Adopt Resolutions authorizing Mayor Hauser to sign legal documents for the grant
    - ii. Art update
  - g. Zone Law Update
6. Clerk/Deputy Treasurer Report
7. Department Head Report
  - a. Water & Sewer
  - b. Police Department
8. Trustee Reports
9. Other Business
  - a. Integrated System Service Agreement – **board action?**
  - b. Arbor Day Proclamation – April 28, 2018
10. Executive??



**VILLAGE OF PERRY RESOLUTION  
AUTHORIZING THE VILLAGE BOARD OF THE VILLAGE OF PERRY  
TO HOLD A PUBLIC HEARING REGARDING A LOCAL LAW ESTABLISHING THE  
PURCHASING POLICY AND PROCEDURES OF THE VILLAGE OF PERRY**

**WHEREAS**, the Village Board of the Village of Perry met at a regular board meeting at the Village Offices located in the Village of Perry, New York on the 16<sup>th</sup> day of April, 2018, commencing at 7:30 p.m., at which time and place the following members were:

<u>Present:</u>	Mayor	Rick Hauser
	Trustee	Jacque Billings
	Trustee	Dariel Draper
	Trustee	Eleanor Jacobs
<u>Absent:</u>	Trustee	Bonnie Matson

**WHEREAS**, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

**WHEREAS**, the Town Board is considering adopting a proposed local law entitled, "Purchasing Policy and Procedures of the Village of Perry"; and

**WHEREAS**, the purpose of this local law is for regulating procurement of goods and services not required by law to be procured pursuant to competitive bidding, but which must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of taxpayers, to facilitate the acquisition of goods and services of maximum quality at the best value cost under the circumstances and to guard against favoritism, improvidence, extravagances, fraud and corruption; and

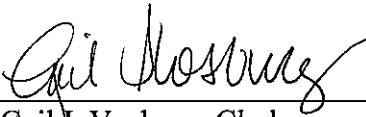
**WHEREAS**, the Village Board of the Village of Perry finds it in the best interest of the Village of Perry to hold a public hearing on the adoption of said local law.

**NOW ON MOTION OF** Trustee Billings, which has been duly seconded by Trustee Draper, now therefore,

**BE IT RESOLVED**, that the Village Board of the Village of Perry will hold a public hearing on the 7<sup>th</sup> day of May, 2018, commencing at 8:15p.m., at which time all interested parties and citizens for or against the proposed law will be heard.

Dated: April 16, 2018  
Ayes:   4    
Nays:   0    
Quorum Present:   X   Yes       No

(SEAL)

  
\_\_\_\_\_  
Gail J. Vosburg, Clerk  
Village of Perry

# VILLAGE OF PERRY

## PURCHASING POLICY AND PROCEDURES

### **Purpose:**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of taxpayers, to facilitate the acquisition of goods and services of maximum quality at the best value cost under the circumstances and to guard against favoritism, improvidence, extravagances, fraud and corruption.

### **General Policy Statement:**

1. Pursuant to requirements of General Municipal Law (GML) Section 103, competitive bidding process/requirements and General Municipal Law (GML) Section 104-b, which requires the governing board to adopt written policies and procedures for all goods and services that are not subject to the requirements of competitive bidding. The purpose of this Purchasing Policy is to bring together, in one document, comprehensive policy and procedural guidelines for the purchasing function; including all facets of the purchasing process: vouchers, abstracts, approvals, filing, etc.
2. All village purchasing decisions should be designed to procure needed commodities of the desired quality at the best value cost to the village.
3. Documentation requirements should be followed to act as evidence that the village obtained the needed commodities of the desired quality at the best value cost to the village, and that purchasing procedures complied with state and village laws, rules, regulations and policies.

### **Review, Update, and Distribution:**

1. This policy shall be reviewed annually at the organizational meeting of the village board of trustees, and revised and/or updated as necessary.
2. It will be the responsibility of the mayor and/or treasurer to distribute the current copy to responsible department heads (DPW Superintendent, Chief of Police, Treasurer, Justice, Sewer Plant, and Water Plant)

### **Definitions:**

**Advertising:** will comply with state guidelines as identified in GML 103 Section 2 (i.e. published at least 5 days prior to bid opening and published in Village's legal newspaper).

**Aggregation:** all anticipated purchases of a like commodity or commodity group will be aggregated to determine if the village will exceed the threshold. Each department head will be responsible to continually monitor his usage patterns to be aware of commodities that over a period of time will exceed the thresholds.

**Best Value:** as defined in State Finance Law §163, the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. For the purposes of this policy, the Village Board of Trustees adopts the above definition of "best value" as may be modified from time to time by the State Legislature.

**Bid Award:** after compliance and price review, the board will make a determination of which vendor is the lowest, responsible bidder meeting bid specifications and award the contract

accordingly. This determination will be entered as a resolution in the minutes and, if the award is to other than the apparent low bidder, such resolution will specify in what material respects the low bidder (s) did not comply with specifications.

**Bid Files:** all bid files will be filed with the village clerk with in marked folders indicating item bid and date, per item.

**Bid Reviews:** the applicable department head and the village board will review bid compliance for each submittal. Compliance for each bid specification will be noted on the bid submittal for each vendor.

**Bid Specifications:** shall include all conditions that will be used to evaluate compliance, including, but not limited to product description, quality, alternatives and options, trade-in, delivery, mileage allowances, repair needs, etc. Considerations that are not listed in the specifications list cannot be used as the basis to measure compliance with the proposals and the award of the contract. Also each bid submittal shall require a statement of non-collusion by the vendor.

**Formal quote:** documented quote on company letterhead from vendor.

**Informal:** quote obtained by either verbal or electronic.

**Public Works Contract:** any service that included material and labor with labor being the predominant expense

**Purchase Contract:** includes the purchase of equipment, and/or equipment and labor with equipment being the predominant expense

**Time period:** the time period of aggregation will be the village fiscal year twelve (12) consecutive months, or if more appropriate, the normal purchase season for the commodity group (ex. Winter months for road salt, etc.)

**PURCHASES NOT REQUIRING STATE BIDDING COMPLIANCE:**

Individual purchases which are not subject to state mandated bidding procedures will be governed as follows:

PURCHASES	Informal Quotes		Documented Quotes		PO	RFP	Other
	2	3	2	3			
<b>Purchase Contracts Below \$20,000</b>							
Under \$999							
\$1,000 - \$4,999	X				X		
\$5,000 - \$19,999				X	X		
<b>Contracts for Public works Below \$35,000</b>							
Under \$ 999							
\$ 1,000 - \$4,999	X				X		
\$ 5,000 - \$34,999				X	X		
Emergencies							a
Insurance							a
Professional Services						X	
Sole Source							a

- a. The Method of solicitations for these types of procurements may vary depending on the circumstances encountered.

## **Procedures:**

Each department head will fill out a purchase order request for all purchases over \$1,000 to verify that there is ample funding in the account to cover the anticipated purchase. The responsible department head must sign the order and the Treasurer must also complete the certification before the purchase is made.

- In the event that an appropriation balance is insufficient, the Treasurer will notify the department head, the Treasurer will notify the department head. An explanation must be submitted as to why the code should be increase which may be done by Board action at the next regularly scheduled meeting.
- The purchase order will be attached to the invoice when it is signed and submitted for payment.
- All purchase order rules must be followed and
- Such quotes will be documented on the QUOTE FORM and attached to the claim voucher submitted to the board for audit and review.
- The quote form will indicate:
  - a. Description of the commodity including options, etc.
  - b. Prices and conditions quotes
  - c. Date of quote and duration
  - d. Contact person
  - e. Department head determination of the preferred vendor with his reasons for such a determination.

## **Budgetary Control:**

1. Each department head is primarily responsible to monitor his budget each month, and to keep their purchases and expenditures within the available budget for each line item.
2. If it appears that there is not enough budget money, they should either:
  - Restrict spending or
  - Recommend an appropriate budget adjustment to the board
3. The treasurer should also monitor budget compliance. Based on the monthly budget report, the treasurer should alert the board to any accounts that appear to be nearing or exceeding the budget. The treasurer could also advise or recommend remedies, such as restricting spending, budget transfers, excess fund balances, or unanticipated excess revenues.
4. The board should also monitor budget compliance on a monthly basis by reviewing the monthly budgetary reports and taking official board action to implement any proper budgetary sections they deem advisable.
5. No purchase can be made until the board has made available proper budgetary authority to spend.

## **Preparations, Approval, and Audit of Claim Vouchers:**

1. Vendor invoices will be given directly to the responsible department head. They will review the invoice, to verify the commodities delivered, price and proper accounting. They will also fill out and sign a voucher form, and attach the invoice and any other departmental purchase orders, counter slips, receiving reports or shipping documents.
2. This package will be submitted to the treasurer on the Wednesday before the board meeting for processing. The treasurer will submit these vouchers, along with a tentative

summary listing, to the board for their audit and approval. Upon audit and approval, the mayor will sign the abstract of audited vouchers prior to the treasurer preparing the final checks and mailing them to the vendor.

3. A Village Trustee that is auditing vouchers for a particular month hereby has the option to direct the Clerk-Treasurer to cause a department to present a purchased item for verification and comparison to the invoice. (revised March 3, 2003)

### **NYS MANDATING BIDDING:**

It is the policy of this board that all purchases and services over NYS bidding thresholds all purchase contracts of \$20,000 or more and contracts for public work of \$35,000 or more ) will be publicly advertised for competitive bids. [GML Section 103]

### **Exceptions to the Competitive Bidding Requirements**

1. Preferred Source
2. State Contracts
3. County Contracts
4. Cooperative Contract Agreement
5. Certain Federal Contracts
6. Emergencies
7. Sole Source
8. Professional Services
9. True Leases
10. Insurance
11. Second-Hand Equipment from Other Governments
12. Certain Food and Milk Products
13. Certain Municipal Hospital Purchases

### **Exceptions**

#### **Preferred Sources:**

In order to advance "special social and economic goals" the Village of Perry is required to purchase certain goods and services from providers having "preferred source" status. Prior to engaging in competitive bidding, a municipality must first determine whether a preferred source could provide the necessary good or service. [SFL Section 162] The following are preferred sources:

1. Commodities produced by the department of Correctional Services Industries Program;
2. Commodities and services produced by any qualified charitable non-profit-making agency for the blind approved for such purposes by the commissioner of the office of children and family services;
3. Commodities and services produced by any special employment program serving mentally ill persons approved by the commissioner of mental health;
4. Commodities and services produced by any qualified charitable non-profit-making agency for other severely disabled person approved for such purposes by the commissioner of education;
5. Commodities and services produced by a qualified veterans' workshop providing job and employment skills training to veterans where such a workshop is operated by the United States department of veterans affairs and is manufacturing products or performing

services within this state and where such workshop is approved for such purposes by the commissioner of education; or

6. Commodities and services produced by any qualified charitable non-profit-making workshop for veterans approved for such purposes by the commissioner of education, or incorporated under the laws of this state and approved for such purposes by the commissioner of education.

If goods or services needed by the Village of Perry, are available from a preferred source, the Village of Perry must purchase from that preferred source and there is no competitive bidding to procure the needed goods or services. *The Office of General Services is required to maintain a list of preferred sources.*

#### **Purchases under State, County and Cooperative Contracts:**

1. The village is not required to perform their own advertising for competitive bids if the purchases are properly made under a state, county or cooperative contract.
2. The purchase must be the same commodity, price, conditions and vendor as under the state or county contract.
3. Each department head shall attach a copy of the applicable state, county or cooperative contract award documentation to the claim voucher submitted to the board for audit and approval.
4. The contract must have been made available for use by other governmental entities.

#### **Exceptions – Emergency Purchases:**

1. Emergency purchases are not subject to State mandated bidding procedures.
2. In order to invoke this exception, the situation must:
  - a. Result from an accident or unanticipated occurrence;
  - b. Impact public buildings, property or the life, health and safety of municipal residents; and
  - c. Require immediate action that cannot wait for competitive bidding.
3. Such determination will be reviewed and affirmed by resolution of the Village Board at the next scheduled Board meeting, specifying the condition and the threat.
4. The department head will still be required to document the solicitation of at least two informal quotes as outlined in the section "Other Purchases Not Requiring State Bidding Compliance."
5. If the incident invoking the emergency clause could have been avoided or the Village of Perry failed to act to prevent the emergency, it is unlikely that the Village of Perry can rely upon this exception.
6. If the Village of Perry created the event necessitating emergency procurement, it may not invoke this exception.
7. If this exception is invoked, the good or service needed should be at the lowest cost available.

#### **Exceptions – Professional Contracts:**

1. Professional services are not subject to State mandated bidding procedures.
2. Such professional services shall include, but not be limited to accounting, legal, insurance coverage, engineering, and computer consulting, etc.



3. Items not classifiable as professional services include, but are not limited to, tree removal, paving, etc.
4. However it is the policy of this board that such professional services that will exceed \$2,000 during a fiscal year will be subject to request for proposals, if the Board so deems it necessary.
5. Such requests shall include (as specifications) all descriptions, conditions, alternatives and options that shall be used as the basis for making the decision and awarding the contract.
6. The village clerk shall maintain separate folders for proposals per item bid with dates indicated.
7. The decision to award such a contract for professional services shall be made by specific resolution of the village board.
8. In determining whether a service fits into this category the individual or body making the purchase 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.

**Exception-Sole Source:**

1. If a commodity type can be purchase only from one source, the village need not go through the process of advertising for competitive bids.
2. It is acknowledged that true sole-source situations (other than regulated utilities, etc.) are rare and that proper documentation should be provided to back up a sole-source assertion. The mere likelihood that a particular vendor appears to be the only vendor known to deal in a commodity is not enough, by itself, to support a sole-source assertion.
3. Village policy is to publicly advertise for bids in these situations, thereby possibly uncovering other vendors that might solicit village business for an apparent sole-source assertion. The mere likelihood that a particular vendor appears to be the only vendor known to deal in a commodity is not enough, by itself, to support a sole-source assertion.
4. Village policy is to publicly advertise for bids in these situations, thereby possibly uncovering other vendors that might solicit village business for an apparent sole-source situation.
5. If a commodity purchase is to be made under a sole-source situation without advertising for competitive bids, the village administrator shall declare a sole-source situation, and shall delineate their reasoning for determining a sole-source situation exists.
6. A sole-source situation shall not be confused with a standardization issue.

**Request for Verbal Quotation**

Item Description: \_\_\_\_\_

Date: \_\_\_\_\_

Quantity: \_\_\_\_\_

Quote #: \_\_\_\_\_

Vendor Name	Telephone No.	Unit Price	Amount	Low Quote (Circle)	Reason for Lowest Quote <i>not</i> Chosen

Department Requesting: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title

**VILLAGE OF PERRY  
SUMMARY QUOTE FORM  
FOR PURCHASE OVER \$1,000  
(attach to purchase order form)**

**DATE:** \_\_\_\_\_

**ITEM:** \_\_\_\_\_

**VENDOR NAME/ADDRESS**

**QUOTE**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**(additional written quote if cost is over \$3,000)**

\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

# TOWN OF PERRY

P.O. BOX 205, 22 SOUTH MAIN STREET  
PERRY, NEW YORK 14530  
585/237-2241 FAX: 585/237-3074  
Email: townofpe@rochester.rr.com  
Email: topclerk@rochester.rr.com

SUPERVISOR  
JAMES BRICK

COUNCILMAN  
ADELBERT BELL

COUNCILMAN  
JOSEPH MLYNIEC

COUNCILWOMAN  
TRACY ROZANSKI

COUNCILMAN  
GERALD SAHRLE

TOWN CLERK  
SARAH BALLINGER

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Friday, April 13, 2018

Village of Perry  
46 North Main Street  
Perry, NY 14530

Dear Mayor Hauser and Village Board;

Over the past several years, the Town of Perry has put considerable time, effort and funding towards attempting to preserve Perry Emergency Ambulance (PEA). We realize that the Ambulance is a vital asset to the Town and Village and understand the importance of maintaining this asset for the benefit of our citizens.

As you may already know, PEA was shut down last August and the ambulance district has been serviced by a basic life support ambulance provided by Monroe Ambulance. In the meantime, the Town of Perry continues to pay PEA bills and work towards transferring the Certificate of Need from PEA to the Town so that we can start our own ambulance service.

At this time, we ask the Village of Perry to waive all water and sewer charges for the Ambulance building, located at 11 Mill Street, starting with the current bill and going forward as a financial donation towards maintaining an ambulance service in the Town of Perry.

Thank you for your time and consideration.  
Sincerely,



Sarah Ballinger  
Perry Town Clerk

**VILLAGE BOARD MEETING**  
**4/16/18**  
**CLERK-DEPUTY TREASURER REPORT**

1. Vouchers:

VOUCHERS OF ALL FUNDS #181997 - 182084

General Fund	\$ 56,136.78
Water Fund	\$ 15,557.81
Sewer Fund	\$ 16,845.04
Capital Projects Fund	\$ 500.00
WWTF Cap. Projects Fund	\$ 16,560.65
SLWC	\$ 58.67
Trust & Agency	<u>\$ 51,271.17</u>
TOTAL	\$156,950.12

All vouchers have been audited by Trustee Billings.

*(Need board approval to pay vouchers.)*

2. February & March's Treasurer reports

MONTHLY REPORT OF TREASURER

**TO THE VILLAGE BOARD OF THE VILLAGE OF PERRY:**

The following is a detailed statement of all moneys received AND desbursed BY me during the month of February 2018.

DATED: April 9, 2018.

Gail J. Vosburg, Treasurer

	Balance 1/31/2018	Increases	Decreases	Balance 2/28/2018
<b>A GENERAL FUND</b>				
CASH - CHECKING	123,915.39	272,954.45	270,138.45	126,731.39
CASH - SAVINGS	302,326.64	334,656.23	261,329.45	375,653.42
CERTIFICATES OF DEPOSIT	1,276,835.97	489.43	150,416.86	1,126,908.54
PETTY CASH	50.00	-	-	50.00
SPECIAL RESERVE FIRE APPARATUS	75,065.33	2.88	-	75,068.21
SPECIAL REPAIR RESERVE	109,703.44	5.05	-	109,708.49
SPECIAL RESERVE - EQUIPMENT	248,489.50	4.25	78,000.00	170,493.75
EMPLOYEE BENEFITS ACCRD LIABIL	43,816.23	1.68	-	43,817.91
<b>TOTAL \$</b>	<b>2,180,202.50</b>	<b>\$ 608,113.97</b>	<b>\$ 759,884.76</b>	<b>\$ 2,028,431.71</b>
<b>CD SPECIAL GRANT FUND</b>				
CASH - CHECKING	358.23	2,998.69	2,998.69	358.23
CASH - SAVINGS	118,393.92	5.45	-	118,399.37
CASH - SAVING - LGV	-	-	2,998.69	(2,998.69)
CASH - HOUSING GRANT PROGRAM	-	-	-	-
<b>TOTAL \$</b>	<b>118,752.15</b>	<b>\$ 3,004.14</b>	<b>\$ 5,997.38</b>	<b>\$ 115,758.91</b>
<b>CE SPECIAL GRANT FUND 2</b>				
CASH - CHECKING	-	133,849.43	44,509.43	89,340.00
CASH - SAVINGS - NYMS GRANT	-	-	1,525.68	(1,525.68)
<b>TOTAL</b>	<b>-</b>	<b>133,849.43</b>	<b>46,035.11</b>	<b>87,814.32</b>
<b>F WATER FUND</b>				
CASH - CHECKING	52,180.71	65,045.75	65,045.75	52,180.71
CASH - SAVINGS	385,008.63	37,508.48	65,045.75	357,471.36
PETTY CASH	50.00	-	-	50.00
WATER RESERVE	85,193.53	5.22	-	85,198.75
<b>TOTAL \$</b>	<b>522,432.87</b>	<b>\$ 102,559.45</b>	<b>\$ 130,091.50</b>	<b>\$ 494,900.82</b>
<b>G SEWER FUND</b>				
CASH - CHECKING	50,799.93	46,183.67	46,183.67	50,799.93
CASH - SAVINGS	428,757.33	\$ 42,724.63	46,183.67	425,298.29
PETTY CASH	50.00	-	-	50.00
SEWER RESERVE	389,059.70	29.84	-	389,089.54
<b>TOTAL \$</b>	<b>868,666.96</b>	<b>\$ 88,938.14</b>	<b>\$ 92,367.34</b>	<b>\$ 865,237.76</b>

MONTHLY REPORT OF TREASURER

**H CAPITAL PROJECTS FUND**

CASH - CHECKING	1,775.70	12,756.00	12,756.00	1,775.70
CASH - SC DRAINAGE CKING	1.00	-	-	1.00
CASH - SC SAVINGS	153,158.33	-	12,756.00	140,402.33
CASH - SAVINGS - SPLASH PAD	-	-	-	-
CASH - TEP GRANT PROGRAM	9,099.44	-	-	9,099.44
CASH - SL TRAIL STUDY	-	-	-	-

TOTAL \$ 164,034.47 \$ 12,756.00 \$ 25,512.00 \$ 151,278.47

**HS CAPITAL PROJECT - WWTF**

CASH - CHECKING	-	-	-	-
CASH - SAVINGS	0.50	-	-	0.50

TOTAL 0.50 - - 0.50

**JA SILVER LAKE WATERSHED**

CASH - CHECKING	118.91	74.70	74.70	118.91
CASH - SAVINGS	44,896.70	1.72	74.70	44,823.72

TOTAL \$ 45,015.61 \$ 76.42 \$ 149.40 \$ 44,942.63

**TA TRUST & AGENCY**

CASH - CHECKING	96,119.17	114,745.85	117,976.16	92,888.86
CASH - SAVINGS- SURETY FEE	713.56	0.03	-	713.59
CASH - CHALK ART FESTIVAL	-	-	-	-
CASH - SAVINGS - P&R IMPROVE	0.11	-	-	0.11

TOTAL \$ 96,832.84 \$ 114,745.88 \$ 117,976.16 \$ 93,602.56

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TOTAL ALL FUNDS \$ 3,995,937.90 \$ 1,064,043.43 \$ 1,178,013.65 \$ 3,881,967.68

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF PERRY:

The following is a detailed statement of all moneys received AND desbursed BY me during the month of March 2018.

DATED: April 11, 2018

*Dail J. Vosburg*, Treasurer

	Balance 2/28/2018	Increases	Decreases	Balance 3/31/2018
<b>A GENERAL FUND</b>				
CASH - CHECKING	126,731.39	156,552.62	156,552.62	126,731.39
CASH - SAVINGS	375,653.42	208,550.76	158,073.52	426,130.66
CERTIFICATES OF DEPOSIT	1,126,908.54	932.80	-	1,127,841.34
PETTY CASH	50.00	-	-	50.00
SPECIAL RESERVE FIRE APPARATUS	75,068.21	-	-	75,068.21
SPECIAL REPAIR RESERVE	109,708.49	5.41	-	109,713.90
SPECIAL RESERVE - EQUIPMENT	170,493.75	4.34	-	170,498.09
EMPLOYEE BENEFITS ACCRD LIABIL	43,817.91	1.86	-	43,819.77
<b>TOTAL \$</b>	<b>2,028,431.71</b>	<b>\$ 366,047.79</b>	<b>\$ 314,626.14</b>	<b>\$ 2,079,853.36</b>
<b>CD SPECIAL GRANT FUND</b>				
CASH - CHECKING	358.23	9,531.12	9,531.12	358.23
CASH - SAVINGS	118,399.37	695.87	-	119,095.24
CASH - SAVING - LGV	(2,998.69)	19,000.00	9,531.12	6,470.19
CASH - HOUSING GRANT PROGRAM	-	-	-	-
<b>TOTAL \$</b>	<b>115,758.91</b>	<b>\$ 29,226.99</b>	<b>\$ 19,062.24</b>	<b>\$ 125,923.66</b>
<b>CE SPECIAL GRANT FUND 2</b>				
CASH - CHECKING	89,340.00	-	89,340.00	-
CASH - SAVINGS - NYMS GRANT	(1,525.68)	-	-	(1,525.68)
<b>TOTAL</b>	<b>87,814.32</b>	<b>-</b>	<b>89,340.00</b>	<b>(1,525.68)</b>
<b>F WATER FUND</b>				
CASH - CHECKING	52,180.71	39,879.60	39,879.60	52,180.71
CASH - SAVINGS	357,471.36	35,037.49	39,985.48	352,523.37
PETTY CASH	50.00	-	-	50.00
WATER RESERVE	85,198.75	5.79	-	85,204.54
<b>TOTAL \$</b>	<b>494,900.82</b>	<b>\$ 74,922.88</b>	<b>\$ 79,865.08</b>	<b>\$ 489,958.62</b>
<b>G SEWER FUND</b>				
CASH - CHECKING	50,799.93	60,645.85	60,645.84	50,799.94
CASH - SAVINGS	425,298.29	\$ 39,180.18	60,774.00	403,704.47
PETTY CASH	50.00	-	-	50.00
SEWER RESERVE	389,089.54	33.05	-	389,122.59
<b>TOTAL \$</b>	<b>865,237.76</b>	<b>\$ 99,859.08</b>	<b>\$ 121,419.84</b>	<b>\$ 843,677.00</b>



MONTHLY REPORT OF TREASURER

**H CAPITAL PROJECTS FUND**

CASH - CHECKING	1,775.70	-	-	1,775.70
CASH - SC DRAINAGE CKING	1.00	-	-	1.00
CASH - SC SAVINGS	140,402.33	-	-	140,402.33
CASH - SAVINGS - SPLASH PAD	-	-	-	-
CASH - TEP GRANT PROGRAM	9,099.44	-	-	9,099.44
CASH - SL TRAIL STUDY	-	-	-	-

TOTAL \$ 151,278.47 \$ - \$ - \$ 151,278.47

**HS CAPITAL PROJECT - WWTF**

CASH - CHECKING	-	-	-	-
CASH - SAVINGS	0.50	-	-	0.50

TOTAL 0.50 - - 0.50

**JA SILVER LAKE WATERSHED**

CASH - CHECKING	118.91	34.26	34.26	118.91
CASH - SAVINGS	44,823.72	1.91	34.26	44,791.37

TOTAL \$ 44,942.63 \$ 36.17 \$ 68.52 \$ 44,910.28

**TA TRUST & AGENCY**

CASH - CHECKING	92,888.86	142,253.89	142,307.69	92,835.06
CASH - SAVINGS- SURETY FEE	713.59	0.03	-	713.62
CASH - CHALK ART FESTIVAL	-	-	-	-
CASH - SAVINGS - P&R IMPROVE	0.11	-	-	0.11

TOTAL \$ 93,602.56 \$ 142,253.92 \$ 142,307.69 \$ 93,548.79

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TOTAL ALL FUNDS \$ 3,881,967.68 \$ 712,346.83 \$ 766,689.51 \$ 3,827,625.00

## 2018 April Village Board Report

### WTP

1. Collect all monthly water samples for VOP and TOP.
2. Shovel, plow and salt at WTP, Swim Beach and Perry Center Booster Station.
3. Flush "dead-end" water mains.
4. Operator Jeff Drain attended an Operator Training school in Springville to earn training credits for license renewal.
5. Operators Jeff Drain, Will Stowell, Mike Mott, Marlos Norman and Mike Baker attended an Operator Training school in Warsaw to earn training credits for license renewal.
6. Operators Will Stowell and Mike Mott took a tour of the Warsaw WTP.
7. Certify Backflow Preventers at the WTP.
8. Complete WTP inventory.
9. Found a water leak at Ryder Road Pit-contacted Letchworth State Park.
10. Change GIS programming to Water Point Network 2.
11. Complete and send out 2017 DEC Water Withdrawal Report.
12. Check all Village generators.
13. Kevin Glasser from New York State DEC completed a 5 year annual inspection of our Chemical Bulk Storage Tanks (Chlorine).
14. Work on 2017 Annual Drinking Water Quality Report.
15. Paint bridge over up flow Clarifier.
16. Total gallons of water produced for the month of March was 9,626,391 for a daily average of 310,529 GPD.

### WWTP

1. Complete all monthly wastewater samples for VOP and TOP.
2. Plow, snow blow, shovel and salt WWTP and Lake Street pump station.
3. Run sludge press to dewater sludge.
4. Jet and Camera sewer system.
5. Finish GIS of sewer system to update information for MRB Group final map completion.
6. Operators Mark Kingsley and Jake Bernard attended an Operator training school in Lockport to earn training credits for license renewal.
7. Finish and send out 2017 WWTF Design, Planning and Flow Management Annual Certification.
8. Dan Judd from New York State DEC performed his annual inspection of the WWTP.
9. Certify Backflow preventers at WWTP.
10. Give Chatfield Engineers and Wendel Engineers tour of WWTP.
11. Interview new Engineering Firms.
12. Complete WWTP Inventory.
13. Complete monthly greasing's at WWTP.
14. Take down contact tank, clean and put back online.
15. Meet with MRB Group for I & I Flow Poke study.
16. The Village of Perry's monthly flow was 48,360,000 gallons for a daily average of 1,560,000 GPD.
17. The Town of Castile's monthly flow was 6,429,100 gallons for a daily average of 207,390 GPD.

Respectfully submitted,







Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special Day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our village increase property values, enhance the economic vitality of business areas, and beautify our community, and

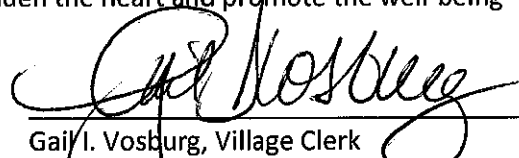
Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Rick Hauser, Mayor of the Village of Perry,  
do hereby proclaim April 28, 2018 as



In the Village of Perry and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

  
Gail I. Vosburg, Village Clerk  
Village of Perry

Dated: April 16, 2018