

VILLAGE OF OCEAN BEACH CREDIT CARD POLICY

The following policy has been established by the Village of Ocean Beach Board of Trustees regarding Issue and Usage of Village credit cards:

1. Only the Board of Trustees shall authorize the issuance of Village credit cards to Village employees. The sole purpose of the Village issuing credit cards is to provide authorized employees of the Village with a convenient method of payment for Village related business expenses.
2. Only authorized expenditures, as deemed appropriate by Village policy, may be placed on a Village credit card.
3. Village credit cards shall never be utilized for personal purchases or expenses.
4. The Village Clerk and Village Mayor must be notified immediately of any loss of a Village credit card so that appropriate action can be taken to cancel the card (and reissue a new card, if deemed appropriate).
5. The Village Clerk and Superintendent of Public Works (and/or their designees) are authorized to use Village credit cards to purchase supplies/material and to make reservations for conferences/seminars that have been approved by the Village Board of Trustees.
6. No one is authorized to utilize "Cash Advance" with any Village credit card at any time.
7. The Village Mayor has the right to revoke any Village credit card at any time. Upon request to the card holder by the Mayor (or his designee), a Village credit card must be immediately returned to the Village.
8. Any unauthorized expenditures made on a Village credit card shall be the sole responsibility of the cardholder. The cardholder shall immediately make full payment to the Village. Additionally, the cardholder may be subject to appropriate disciplinary proceedings.
9. When a Village credit card is used, the employee making the purchase shall sign the credit card receipt and submit same to their immediate supervisor with appropriate paperwork documenting the authorization to make such purchase.
10. Supervisors shall verify that each use of a Village credit card is appropriate and properly documented. On a monthly basis, supervisors shall sign-off on monthly credit card bills and submit all documentation pertaining to Village credit card usage to the Village.
11. Purchase of fuel. If a Village credit card is used to purchase fuel, the Village vehicle description, license plate number and current mileage must be printed on the face of the original credit card receipt. If the fuel is being dispensed to a gas can (for use with Village equipment), the Village equipment and department must be printed on the face of the original credit card receipt.
12. Failure to comply with this policy or failure to provide the necessary documentation may result in the expenditure being "disallowed". In the event that an expenditure is "disallowed", the unauthorized expenditures shall be the sole responsibility of the cardholder.

The cardholder shall immediately make full payment to the Village. Additionally, the cardholder may be subject to appropriate disciplinary proceedings.

13. All employees that are issued a Village credit card or are authorized to use a Village credit card shall sign and acknowledge this policy.

By Order of the Village of Ocean Beach Board of Trustees
Dated: August 13, 2011

Acknowledged:

x _____ Date: _____
(Employee's Signature)

x _____
(Print Employee's Name)

Witnessed:

x _____ Date: _____
(Supervisor's Signature)

x _____
(Print Supervisor's Name)

Trustee Pace	Voted Aye
Trustee Wyckoff	Voted Aye
Mayor Mallott	Voted Aye

ADOPT A CREDIT CARD POLICY: Resolution No. 2011-119: Mayor Mallott moved as follows:

Whereas, the Village of Ocean Beach wishes to set forth the rules for the use of Credit Cards as it pertains to Village-related business; and,

Whereas, it has been determined that any such Credit Card usage shall be governed by a uniform Village of Ocean Beach Credit Card Usage Policy,

Now, therefore, it is hereby

RESOLVED that the Village of Ocean Beach hereby adopts the proposed Village Credit Card Use Policy, as prepared by Village Attorney.

Trustee Nolter seconded this motion. Upon call, the following voted:

Trustee Blake	Voted Aye
Trustee Nolter	Voted Aye
Trustee Pace	Voted Aye
Trustee Wyckoff	Voted Aye
Mayor Mallott	Voted Aye

APPROVAL OF MERCHANT STREET FAIR: Resolution No. 2011-120: Mayor Mallott moved as follows:

WHEREAS, the Village wishes to work with the Merchants in the Village of Ocean Beach;

WHEREAS, the retail stores in the commercial district look forward to the yearly Appreciation Day Sale;

WHEREAS, the dates have been submitted to the Village for the Merchant Street Fair of August 27 and August 28th, 2011;

Now, therefore, it is hereby

RESOLVED that the Village of Ocean Beach approves of the dates set aside for the Merchant Street Fair.

Trustee Wyckoff seconded this motion. Upon call, the following voted:

Trustee Blake	Voted Aye
Trustee Nolter	Voted Aye
Trustee Pace	Voted Aye
Trustee Wyckoff	Voted Aye
Mayor Mallott	Voted Aye

AUTHORIZATION TO HIRE A BOND COUNSEL: Resolution No. 2011-121: Mayor Mallott moved as follows:

WHEREAS, the Board of Trustees wishes to retain Bond Counsel to represent the Village with respect to obtaining the necessary funding for various capital projects; and,

WHEREAS, the Board has received a proposal, dated July 8, 2011, for such services from Hawkins, Delafield & Wood, LLP, a copy of which is now on file with the Village Clerk,

Now, therefore, it is hereby

RESOLVED that the Village of Ocean Beach shall retain said law firm, pursuant to the terms of the proposal dated July 8, 2011, a copy of which is now on file with the Village Clerk.

Trustee Nolter seconded this motion. Upon call, the following voted:

Trustee Blake	Abstain
Trustee Nolter	Voted Aye
Trustee Pace	Voted Aye
Trustee Wyckoff	Voted Aye
Mayor Mallott	Voted Aye

\$3 MILLION DOLLAR SIDEWALK AND WATER PIPE BOND: Resolution No. 2011-122: Mayor Mallott moved as follows:

PLEASE TAKE NOTICE that on August 13, 2011, the Board of Trustees of the Village of Ocean Beach, in the County of Suffolk, New York, adopted the bond resolution entitled:

“Bond Resolution of the Village of Ocean Beach, New York, adopted August 13, 2011, authorizing the reconstruction of walkways/roadways in the Village, stating the estimated maximum cost thereof is \$2,000,000, appropriating said amount for such purpose, and authorizing the issuance of \$2,000,000 serial bonds of said Village to finance said appropriation,”