

Regular Town Board Meeting July 22, 2014

Supervisor Votra opened the meeting with the Pledge of Allegiance at 10:00 AM.

Roll Call: Supervisor Votra, Councilwoman Robinson, Councilwoman Tremper, Councilman Cook, Assessor Chairman and Code Enforcement Officer Ferguson, Superintendent of Public Works Woods, Highway Superintendent Remington, Town Clerk Maguire

Others Present: Joseph McGill, Larry Page, Jerry Moore, Gary P Snell Jr., Milt DeGraw, Rick Perkins, Victor Barbosa (Daily Courier Observer), Lester Gale

A motion was made by Councilwoman Robinson and seconded by Councilwoman Tremper to approve the minutes of the regular meeting on June 24, 2014 as submitted by the Town Clerk.

All in favor.

Privilege of the Floor:

Milt DeGraw reported the new sidewalk and Interpretive panels are in place and ready for the Bicentennial weekend. The 911 panel is a temporary display until a more permanent one will be put in place. Supervisor Votra will contact the school for students to create a panel for the 911 display. Mr. DeGraw also reported the AMVETS have been very busy preparing for the Bicentennial weekend and the Town looks great! Supervisor Votra thanked the AMVETS for their continued hard work helping the community. He also thanked Fred and Llona Wilhelm, Connie and Evan Harper, Dick Wickwire and Milt and Jackie DeGraw for their continuous hard work maintaining the Riverwalk Park/walkway and making it a source of pride for the community.

Parishville resident Jerry Moore addressed the Town Board and announced he will be running for County Legislator for District 7 under the Republican Party and the Conservative Party.

Parishville resident Rick Perkins also addressed the Town Board and announced he will be running for County Legislator for District 7 under the Democratic Committee and the Working Families Party.

Councilwoman Tremper expressed interest in obtaining a flag for the front of the Town Hall. There is a flag holder on the building already. AMVETS commander Larry Page offered to obtain a US flag for use on the front of the Town Hall.

Gary Snell Jr. asked the Town Board what the plan is for the old Highway Garage site. Supervisor Votra reported the Fire Dept. has expressed an interest in the property and are working on some grants. The Town will wait to see what happens with that before proceeding further.

CEO Report:

Code Enforcement Officer Ferguson submitted his monthly written report and asked for questions. A question was asked about a new bait shop that will be opening in the hamlet. This will go to the Planning Board on July 29th.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to accept the CEO report as submitted and to be filed with the Town Clerk.

All in favor.

Assessor's Report:

Assessor Chairman Ferguson reported he is still working on the west end of the Town. Supervisor Votra expressed his appreciation of Mr. Ferguson's hard work and long hours completing this task.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to accept the Assessor's report as given by Assessor Chairman Ferguson.

All in favor.

Water District Report:

Superintendent of Public Works Woods reported no problems with the water system with only a few repairs this month. He has increased the chlorine a small amount. He received a letter from the Dept. of Health requesting more tests in the next few weeks to verify there are no problems.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to accept the Water District report as given by Superintendent of Public Works Woods.

All in favor.

Recreation Report:

Superintendent of Public Works Woods reported the Day camp is in full swing with 114 campers with 37 from Hopkinton. There have been no incidents or major injuries this month. The Fun Run is taking place in July and August and so far has a large number of participants. Soccer will start next week with 85 registered so far. Mr. Woods applied for a grant from St. Lawrence County and has received \$2,500 for use for equipment at the park. Councilwoman Tremper said she thought the cell phone policy that has been put into place at the park/beach for the counselors and life guards is working well. Mr. Woods stated he is very happy with his workers this season and they are all doing a great job. Supervisor Votra stated he appreciates the great job Mr. Woods does at the Park recognizing the difficulty and hard work supervising and working with a great number of employees and campers as well as running the Day camp, sport program and applying for grants.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to accept the Recreation report as given by Superintendent of Public Works Woods.

All in favor.

Recreation Committee Report:

Councilwoman Tremper reported the Recreation Committee will be busy this weekend running a movie and concession at the Town Hall on Friday night. Saturday they will host the Dirty Duck Run which is a family oriented obstacle course run. There are 78 people signed up for this event so far with some registrations expected on Saturday. She thanked Mr. Woods for his assistance setting up the course and map. Ms. Tremper thanked the Parishville AMVETS for donating the money they raised on their canoe run to the Recreation Committee. The AMVETS have also offered to build a life guard shack with materials purchased and donated Ms. Tremper thanked committee members Joanne Zenger, Marjorie Meashaw and Lori Remington for their hard work and commitment getting this Recreation committee off the ground.

Business:

- a. *A motion* was made by Councilwoman Tremper and seconded by Councilwoman Robinson to allow Superintendent of Public Works Woods to extend the working hours of all park employees for the weekend of July 25-27, 2014 for the Bicentennial .

All in favor.

- b. Supervisor Votra and Councilwoman Tremper reported there have been many complaints on the current website. There have been no updates recently and the Bicentennial information that residents are looking for has not been made available. North Shore Solutions has been contacted for a quote and the information provided by him about his service seems to be more user friendly for maintenance by the Town.

A motion was made by Councilwoman Tremper and seconded by Councilwoman Robinson to move forward with obtaining North Shore Solutions for the Town of Parishville website.

All in favor.

- c. A motion was made by Councilwoman Tremper and seconded by Councilman Cook to adopt resolution 08- 2014:

**RESOLUTION 08-2014
CONFIRMING OF THE TOWN BOARD OF THE
TOWN OF PARISHVILLE, NEW YORK UPON MOTION
DULY MADE, SECONDED AND CARRIED AT A MEETING THEREOF
HELD ON THE 22ND DAY OF JULY, 2014**

WHEREAS, at a prior meeting of the Town Board held on April 9, 2014, this Board did, while in Executive Session approve the abolition of the employment position of bookkeeper with the Township as hereinafter set forth; and

WHEREAS, this Board desires to confirm such action on its part in open and regular session nunc pro tunc:

NOW THEREFORE it is hereby **RESOLVED** that it is the finding of this Board that the employed position of bookkeeper is no longer necessary or appropriate to the proper fiscal function of the Town of Parishville, New York, the duties and responsibilities thereof being substantially curtailed and, in major and substantial part, no longer necessary to the Township, and therefore in the interests of sound fiscal responsibility to both the taxpayers of the Township as well as the other employees of the Township, the position of bookkeeper be and the same hereby is abolished effective April 9, 2014, subject to an appropriate transition period of time as may be determined by the Town Supervisor.

Supervisor Votra- Aye
Councilwoman Robinson- Aye
Councilwoman Tremper- Aye
Councilman Cook- Aye
Resolution Adopted.

- d. *A motion* was made to adopt the Resolution 09- 2014:

**Town of Parishville
Resolution 09-2014
Support of No Reduction at Fort Drum**

WHEREAS the Army released a Supplemental Programmatic Environmental Assessment (SPEA) for Army 2020 Force Structure Realignment in June 2014 to evaluate force reductions and realignments, and

WHEREAS this proposed action will reduce and realign active component Soldiers and Army civilian employees to help the Army meet current and future national security and defense requirements, and

WHEREAS the Army's proposal is to reduce end-strength to as low as 420,000, double the reduction proposed in 2013, and

WHEREAS the Army's SPEA is looking to cut 16,000 jobs from Fort Drum; 15,417 Soldiers and 583 Army civilians which includes the loss of the 3rd BCT from the 10th Mountain Division which was announced last year, and

WHEREAS this SPEA looks at the socio-economic impact of this action and it predicts a loss of \$877,512,000 in area income, a loss of 19,102 jobs, and a decrease in population of 40,288, and

WHEREAS Fort Drum and the surrounding communities have developed a unique relationship in regard to providing housing, education, health care, and infrastructure to support the installation, and

WHEREAS this proposed force reduction under review by the Army would have a devastating impact on jobs, education, health care, quality of life and the ability of local governments to provide essential services for its residents,

WHEREAS the Town of Parishville is home to many Fort Drum employees and has benefitted from sales tax income,

WHEREAS the board of the Town of Parishville recognizes the Army's needs to review force reductions and realignments as part of a long-term solution to the current fiscal crisis;

NOW THEREFORE BE IT RESOLVED that the Board of the Town of Parishville, County of St. Lawrence, believes that the proposed cut of 16,000 at Fort Drum currently under review by the Army will have devastating and long lasting impacts on the local economy as forecast in the Army's own SPEA, and

BE IT FURTHER RESOLVED that the Board of the Town of Parishville, County of St. Lawrence asks that the Army, as part of their decision making process, consider our community's ability to continue to support Fort Drum and the 10th Mountain Division and to provide those essential services needed by our citizens, and

BE IT FURTHER RESOLVED that the Board of the Town of Parishville, County of St. Lawrence asks that, due to these socio-economic impacts no further reductions in personnel occur at Fort Drum or to the 10th Mountain Division beyond those that were identified in the 2013 PEA.

Supervisor Votra- Aye
Councilwoman Robinson- Aye
Councilwoman Tremper- Aye
Councilman Cook- Aye
Resolution Adopted.

- e. *A motion* was made by Councilwoman Tremper to adopt Resolution 07-2014 a new Procurement Policy replacing the one passed at the June 2014 meeting. This will be reviewed annually going forward at the Organizational Meeting.

Resolution 07-2014
Town of Parishville Procurement Policy

This resolution sets forth the policies and procedures of the Town of Parishville to meet the requirements of General Municipal Law, Section 104-b.

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 moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

Procedures for Determining Whether Procurement are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

1. Determine whether the procurement is a Purchase Contract or a Public Works Contract.
2. Evidence of verbal or written quotes. (Phone bill).
3. Written quotes and verbal quotes should state the item or service would not exceed bidding limit.
4. Documentation should state how it was determined if the procurement was a purchase contract or a contract for Public Works.

5. Materials, supplies or equipment which will exceed \$20,000 in the fiscal year, or Public Works Contracts over \$35,000, shall be formally bid using advertised, competitive bidding per GML Section 103.

Statutory Exceptions From These Policies and Procedures

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b

Methods of Competition to be Used for Non-Bid Procurement

The methods of procurement to be used are as follows:

1. Procurement between \$1,000 - \$2,000 best judgment.
2. Procurement between \$3,000 - \$5,000 Verbal quote.
3. Procurement between \$6,000 - \$20,000 written quote.

Adequate Documentation

Documentation of actions taken in connection with each such method of procurement is required as follows:

1. Phone logs.
2. Quotes on letterhead of the vendor.

Awards to Other Than Lowest Responsible Dollar Offered

Whenever any contract is awarded to other than the lowest responsible dollar offered, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above shall be documented as follows:

1. Anytime a purchase is made from other than the lowest responsible vendor or contractor submitting a quotation or proposal, there must be justification and documentation of the reason

why the purchase was in the best interest of the governmental unit and otherwise further the purposes of Section 104-b.

For example, if a vendor submitting the lowest proposal has a history of not making deliveries on time or of delivering goods of inferior quality, such facts might be justification for taking other than the lowest offer, but such decision must be documented with facts.

Items Excepted From Policies and Procedures By Board

The Board sets forth the following circumstances when, or types of procurement 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 Town of Parishville.

Emergencies where time is a crucial factor.

1. County and/or State bids supersede Town of Parishville Procurement Policy.
2. Procurement for which there is no possibility of competition.
3. Procurement of professional services which because of the confidential nature of the services, do not lend themselves to procurement through solicitation.
4. Very small procurement for which solicitations of competition would not be cost effective.

Input from Officers

Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

Annual Review

The governing board shall annually review these policies and procedures. The Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of this General Municipal Law Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Parishville or any officer or employee thereof.

Supervisor Votra- Aye

Councilwoman Robinson- Aye

Councilwoman Tremper- Aye

Councilman Cook- Aye

Resolution Adopted.

Correspondence:

1. NYS Department of Health letter regarding water test results on July 9, 2014 and requesting extra water samples for August, 2014.
2. NYS Department of Labor letter regarding an upcoming PESH training seminar

Highway Report:

Highway Superintendent Remington reported the Town of Potsdam will be helping with the shoulder work that needs to be done. Paving will be done on a short section of the Cobble Road and the Russell Turnpike for dust elimination. Mowing has been done for the second time this season and the new equipment will be in the parade for the Bicentennial this weekend.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to accept the Highway report as given by Highway Superintendent Remington.

All in favor.

Bills:

A motion was made by Councilwoman Robinson and seconded by Councilwoman Tremper to accept the bills and transfers as follows:

1. General Account Bills ó \$27,769.16
2. Highway Account Bills ó \$135,590.48
3. Water District No. 1 Bills - \$ 989.93
4. Payrolls:
General: 06/25/14 (\$7,488.70), 06/26/14 (\$530.72), 07/02/14 (\$2,868.72),
07/08/14 (\$6,758.01), 07/16/14 (\$8,857.75)
Highway: 06/25/14 (\$8,560.56), 07/02/14 (\$8,310.58), 07/08/14 (\$8,310.58),
(\$8,810.21)
Water: 06/25/14 (\$132.60), 07/02/14 (\$894.36), 07/08/14 (\$894.36)

Transfers: General Fund

- From: 1220.1-Supervisor Personal Service- \$18,200.00
- To: 1220.4- Supervisor Contractual- \$18,200.00
- From: 1990.4 ó Contingent - \$581.99
- To: 1220.2 ó Supervisor Equipment - \$581.99

All in favor.

Anything else anyone wishes to discuss:

Ron Ferguson suggested that New York State Department of Transportation be contacted for mowing the roadsides before the Bicentennial. Councilman Cook stated he contacted them last week and it will be done within the next few days.

A motion was made by Councilwoman Robinson and seconded by Councilwoman Tremper to adjourn the meeting at 10:45 AM.

All in favor.

Meeting Dates:

Next Meeting: August 26, 2014 @ 10:00 AM

Auditors: Councilman Cook and Councilwoman Robinson

Connie Maguire
Town Clerk