

Regular Town Board Meeting June 24, 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 and Code Enforcement Officer Ferguson, Superintendent of Public Works, Woods (10:25), Highway Superintendent Remington, Town Clerk Maguire

Others Present: Yvonne Cook, Art Wilson, Joseph McGill, Charles Schloer, Deb Christy, Milt DeGraw, John Carr, Victor Barbosa (Daily Courier Observer), Larry Page, Sue and Mike Britton

A motion was made by Councilman Cook and seconded by Councilwoman Tremper to approve the minutes of the regular meetings April 22, 2014 on May 27, 2014 as submitted by the Town Clerk.

All in favor.

Privilege of the Floor:

St. Lawrence County Trail Coordinator Deb Christy reported the need for a portion of 3 more roads to be opened in Parishville for ATV use. These would include portions of the Pumpkin Hill Road, Benson Road and Catherinesville Road.

A motion was made by Councilman Cook and seconded by Councilwoman Tremper to move ahead with the opening of portions of the Pumpkin Hill Road, Benson Road and Catherinesville Road with Deb Christy taking care of the details and expense involved with Town Attorney Linden to be consulted.

All in favor.

Ms. Christy also reported she and her organization are excited to be a part of the Parishville Bicentennial Parade on Saturday July 26, 2014 and there will be an ATV ride on the eastern portion of the ATV trail on Sunday July 27, 2014 with a barbecue to follow.

Art Wilson, President of the Parishville ATV club discussed the wording of the UTV Law that was not passed this year and thanked Deb Christy for her hard work trying to get the bill passed.

Milt DeGraw reported the Interpretive Panels to be placed in the Riverwalk Park have arrived. Mr. DeGraw along with Fred Wilhelm will be working on the placement of these panels along with the addition of a sidewalk in the park.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to approve the purchase of materials to anchor the panels and the construction of the sidewalk at the Riverwalk Park.

All in favor.

Code Enforcement Officer Report:

Code Enforcement Officer Ferguson submitted his monthly written report and asked for questions. None were offered.

A motion was made by Councilwoman Tremper and seconded by Councilwoman Robinson to accept the written Code Enforcement Officer report as submitted and to be filed with the Town Clerk.

All in favor.

Assessor's Report:

Assessor Ferguson reported Grievance Day held last month went smoothly with the west end of Parishville being reassessed this year. 30 taxpayers grieved their assessment with 29 stipulated agreements done by the Assessor and 1 taxpayer appealed to the Board of Assessment Review.

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

All in favor.

Water District Report:

Superintendent of Public Works Woods reported a chlorine pump at the water plant needed to be repaired and everything else is operating fine with no problems.

A motion was made by Councilwoman Robinson 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 a very busy month with many school classes coming to the park/beach from Potsdam and Parishville. The beach is open with the permits in place. The summer help has been hired and will be ready to go when the drug testing has been completed. The Riverview Cemetery was discussed. It was mowed before Memorial Day and is scheduled to be done again this week.

A motion was made by Councilwoman Robinson 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 many donations have been made toward the purchase and construction of much needed items needed at the Park. There were 14 volunteers that painted the inside of the rink this past week and there are volunteers ready to help with the rink lighting in the fall. The St. Lawrence County Health Initiative has been contacted regarding grants that are being offered and Ms. Tremper will be applying for a grant for a liner for the ice rink.

The Recreation Committee will be selling 50/50 raffle tickets during the Bicentennial weekend as well as holding a Dirty Duck Fun Run and will also be selling concessions at the children's movie at the Town Hall on July 25, 2014.

Business:

1. *A motion* was made by Councilwoman Tremper and seconded by Councilman Cook to allow Superintendent of Public Works Woods to collect fees for the reservations of the rink and pavilions at the Parishville Park and also money from the Pepsi machine. These fees will be turned into the Town Clerk monthly to be included on her report and used to offset the cost of needed equipment and repairs at the Park.
All in favor.
2. John Carr addressed the Town Board and reviewed the demolition of the old Highway garage. The work has been completed and the final bills have been approved by Mr. Carr and reviewed by the Town Board.
3. *A motion* was made by Councilwoman Tremper and seconded by Councilman Cook to adopt the Procurement Procedure as follows:

**RESOLUTION 07-2014
TOWN OF PARISHVILLE
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law, (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services NOT subject to the bidding requirements of GML Section 103 or any other law; and

WHEREAS, goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, to further these objectives, the Town Board is adopting an internal policy and procedure governing all procurements of goods and services which are not required to be made pursuant to competitive bidding requirements of GML, Section 103 or of any other general, special or local law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement.

NOW THEREFORE, be it RESOLVED: that the Town of Parishville does hereby adopt the following procurement policies and procedures:

Guideline 1.

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every Town officer, Board, department head or other personnel with the purchasing authority (the purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. This estimate shall include purchases by other Town Departments and researching the prior years to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase.

Guideline 2.

Except when directed by the Town Board, solicitation of written proposals or quotations shall NOT be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;

- g) Goods purchased at auction;
- h) Goods purchased for less than \$250; and
- i) Public works contracts for less than \$500.

Guideline 3.

All Purchases (except as noted in Guideline 2) of:

- a) materials, supplies or equipment which will exceed \$20,000 in the fiscal year, or
- b) Public Works Contracts over \$35,000,

shall be formally bid using advertised, competitive bidding per GML Section 103.

Guideline 4.

All estimated Purchases of:

- Less than \$20,000 but greater than \$5,000 require a written Request for Proposal (RFP) and written/fax quotes from at least three (3) vendors.
- Less than \$5,000 but greater than \$1,000 require an oral request for the goods and fax/email quotes from two (2) vendors.
- Less than \$1,000 but greater than \$250 require an oral quote from at least two (2) vendors.
- Purchases less than \$250 are left to the discretion of the purchaser.

All estimated Public Works Contracts:

- Less than \$35,000 but greater than \$15,000 require a written RFP and fax/proposals from three (3) contractors.
- Less than \$15,000 but greater than \$5,000 require a written RFP and fax/proposals from two (2) contractors.
- Less than \$5,000 but greater than \$500 require written quotes from not less than two (2) contractors.
- Less than \$500 are left to the discretion of the purchaser.

Any written RFP for Purchases shall describe the desired goods, quantity and the particulars of delivery. A written RFP for public work shall include a description of the scope of the work, materials specifications, time requirements and other pertinent information. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in implementing the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent Purchase or Public Works Contract.

Guideline 5.

The lowest responsible proposal or quote shall be awarded the Purchase or Public Works Contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. (For example, the second low bidder is a business located within fifty miles or pays local property taxes and their quote was within 5% of the low bidder which is an out-of-state business or supplier.) If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

The lowest responsible bidder shall be awarded the Purchase or Public Works Contract when competitive bids per GML Section 103 are received.

Guideline 6.

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 shall document the attempt made to obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 7.

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

Guideline 8.

The following officers and/or employees are authorized to purchase materials, supplies, equipment or construction in accordance with this policy provided the purchase has been budgeted and authorized.

- Town Supervisor,
- Town Highway Superintendent,
- DPW Supervisor, and
- Town Clerk

Any procurement exceeding \$2,000 shall be approved in advance by the Town Board.

Guideline 9.

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon as thereafter as is reasonably practical.

ADOPTION:

Supervisor Votra- Aye
Councilwoman Robinson- Aye
Councilwoman Tremper- Aye
Councilman Cook- Aye

Resolution Adopted.

4. The quotes received for the painting of the Town Hall were discussed. The 3 bids were as follows:
 - Duaneø Construction- \$18,630.00
 - Churchill & Son Inc. - \$26,100.00
 - W.J. Farley Roofing Inc. - \$36,750.00The bids and timeframe were discussed.
A motion was made by Councilwoman Tremper and seconded by Councilman Cook to move ahead with the lowest bid received from Duaneø Construction for painting the Town Hall roof pending the financial ability to do so after the Highway Garage Demo is paid for.
All in favor.
4. Town Clerk Maguire reported no bids were received on the advertised 1997 lowboy and 1997 Ford tractor.
5. Joe McGill, Parishville Historical Association President reported Jim Karl has printed a booklet about the Parish family. These will be on sale for \$5 and the proceeds will benefit the Historical Association and the Parishville Museum. Mr. McGill also wanted to remind everyone of the Bicentennial and would like to invite organizations and or clubs to participate in the parade.
6. Supervisor Votra read aloud a letter of resignation effective July 31, 2014 from Parishville Historian Emma Remington. Mrs. Remington has been Historian over 35 years. The Town Board expressed their appreciation of Mrs. Remington and her dedication to the preservation of the history of the Town of Parishville. Supervisor Votra will compose a letter of appreciation to Mrs. Remington on behalf of the Town Board.

Highway Report:

Highway Superintendent Remington reported paving has been done on the Sylvan Falls and Allens Falls roads and the shoulders will be completed within the next few weeks. The new Bobcat was delivered this week. The sand and gravel was put out for bid and with 2 bids received. Barrett Paving Materialø bid was \$4 per yard and Graymont Quarry was \$3 per yard. Mr. Remington inspected both products and awarded the bid to Graymont. The new backhoe and new loader should be here by the end of July.

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 Councilman Cook to accept the bills as follows:

1. General Account Bills ó \$16,528.33
2. Highway Account Bills ó \$16,310.95
3. Water District No. 1 Bills - \$751.71
4. Payrolls:
 5. 05/24/14 (\$14,026.53), 05/31/14 (\$10,679.64), 06/07/14 (\$14,530.42), 06/14/14 (\$10,524.54)
Transfers ó 05/29/14 (\$14,026.53 ó 0405 to 0502), 06/05/14 (\$269.32 ó 3676 to 0502), 06/05/14 (\$1,798.32 ó 0405 to 0502), 06/05/14 (\$892.00 ó 0405 to 0421), 06/05/14 (\$8,612.00 ó 0421 to 0502), 06/11/14 (\$8,310.58 0421 to 0502), 06/11/14 (\$20.77 3676 to 0502), 06/11/14 (\$6219.84 ó 0405 to 0502), 06/13/14 (\$240.00 - 3676 to 0405), 06/19/14 (\$19.65 0502 to 0405), 06/19/14 (\$2,911.71 ó 0405 to 0502), 06/19/14 (\$7,819.75 0421 to 0502)

All in favor.

Anything else anyone wishes to discuss:

Supervisor Votra reported another check was received from our insurance company to cover the software conversion due to the computer crash that was experienced.

A motion was made by Councilwoman Tremper and seconded by Councilman Cook to adjourn the meeting at 10:55 am.

All in favor.

Meeting Dates:

July 22, 2014 @ 10:00 AM

Auditors: Councilwoman Tremper and Councilman Robinson

Connie Maguire
Town Clerk