

**Organizational Meeting
January 03, 2020**

Supervisor Votra opened the meeting with the Pledge of Allegiance at 5:04 PM.

Roll Call: Supervisor Votra, Councilman Cook, Councilman Sweeney, Councilwoman Tremper, Highway Superintendent Hart, Town Clerk Maguire

Absent: Councilman Demo

A motion was made by Councilwoman Tremper and seconded by Councilman Sweeney to approve the Year End Report for the Town Justice as submitted by Court Clerk Wickwire.

All in favor.

A motion was made by Councilwoman Tremper and seconded by Councilman Sweeney to approve the Year End Report for the Town Clerk as submitted by Town Clerk Maguire.

All in favor.

A motion was made by Councilwoman Tremper and seconded by Councilman Sweeney to approve the Year End Report for the Highway Department as submitted by Highway Superintendent Hart.

All in favor.

Business:

- a. *A Motion* was made by Councilman Cook and seconded by Councilwoman Tremper to grant Town Supervisor permission to pay necessary bills prior to monthly audit.
All in favor.
- b. *A motion* was made by Councilman Cook and seconded by Councilwoman Tremper to designate Community Bank NA, NBT Bank and NY Class for the following accounts; (General Fund, Hwy. Fund, Water Fund, Water District, T&A Fund, Hwy. Capital Reserve Fund, Employee Benefit Fund, Town Hall Improvement Fund, Town Barn Fund, Park Reserve Fund, Town Clerk & Tax Collector Accounts).
All in favor.
- c. *A motion* was made by Councilman Cook and seconded by Councilman Sweeney to designate the Official Town Newspapers – Watertown Daily Times / Courier-Observer.
All in favor.
- d. *A Motion* was made by Councilman Sweeney and seconded by Councilman Cook to Authorize the Highway Supervisor to make purchases not to exceed \$2,500.00.
All in favor.
- e. *A Motion* was made by Councilman Sweeney and seconded by Councilwoman Tremper to Authorize petty cash for the Town Clerk (\$100.00) and Water District #1 (\$100.00).
All in favor.
- f. *A Motion* was made by Councilman Cook and seconded by Councilman Sweeney to authorize mileage paid to Town Officials @ .54 cents/mile.
All in favor.
- g. *A Motion* was made by Councilwoman Tremper and seconded by Councilman Sweeney to authorize the Town Supervisor to place extra funds in interest bearing accounts or Certificates of Deposits.
All in favor.
- h. *A Motion* was made by Councilman Sweeney and seconded by Councilwoman Tremper to appoint the following Officials:
 1. **Supervisor** as Budget Officer-\$5,600.00/Annually
 2. **Kari Tremper/Steve Hart-** as Transfer Station Superintendents -\$400.00ea./annually.
 3. **Kari Tremper** - \$1,000.00/annually as Deputy Supervisor

4. **Joseph McGill** - as Town Historian-\$4,243.60/annually
5. **Sherry Remington and Gloria Sweeney**- Deputy Town Clerks/Tax Collectors @ \$14.50/hr.
6. **Connie Maguire** - as Registrar of Vital Statistics-\$725.00/annually
7. **Elbridge Randall and Robert Phillips Sr.** - as Constables @ \$12.50/hr.
8. **Roger Linden** - Attorney for the Town
9. **John Davis** - as Deputy Highway Superintendent -\$600.00/annually
10. **Robert Phillips Sr.** - as Dog Control Officer \$4,800.00/annually
11. **David Burl** - as Code Enforcement Officer @ \$15/hr.
12. Assistant Water Treatment Operators – (2) @ \$300.00ea./annually
13. Grievance Board Chairman (\$80/mtg.), Members (\$65/mtg.)
14. Variance Board Chairman (\$50/mtg.) and Members (\$25/mtg.)
15. Planning Board Chairman (\$50/mtg.), Members (\$25/mtg.)
16. **Penny Wickwire/Connie Maguire** – as Court Clerks @ \$14.50/hr.
17. **Sherry Remington** – as secretary for CEO, Zoning and Planning Boards @ \$14.50/hr.
18. **David Burl**- Sole Assessor- \$19,500.00/annually- 6 -year appointment- expires 12/31/2025
19. **Brian Bailey** – as Building Maintenance - \$5,500.00/annually
20. **Todd Daby/Charles Grant** – Transfer Station Attendants @ \$17.50/hr.
21. Reappoint Susan Siedlecki – Deputy Dog Control Officer - 2020

All in favor.

A **Motion** was made by Councilman Cook and seconded by Councilwoman Tremper to Town Board to approve Department Heads to attend necessary mandatory training without prior approval of the Board.

All in favor.

A **Motion** was made by Councilwoman Tremper and seconded by Councilman Sweeney to permit the Supervisor to have the Annual Report of the Town for 2019 published in short form in the Town Newspapers.

A **Motion** was made by Councilwoman Tremper and seconded by Councilman Sweeney to approve the Procurement Policy as is and adopt it as Resolution 01-2020.

**RESOLUTION 01-2020
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.

A Motion was made by Councilwoman Tremper and seconded by Councilman Sweeney to approve the Ethics Policy as it was adopted in 2011 with no changes recommended.

There was discussion among the Town Board about the Water District and the athletic fields at the Park with no motions made.

A Motion was made by Councilman Sweeney and seconded by Councilman Demo to adjourn the meeting at 5:29 PM.

Next Audit Date: January 28, 2020 - Councilman Sweeney & Councilman Demo

Next Meeting Date: January 28, 2020 @ 5 PM

Connie Maguire
Parishville Town Clerk