

**ORGANIZATIONAL MEETING
JANUARY 7, 2009**

8:00 PM

**46 COUNTY ROUTE 11 TOWN HALL
WEST MONROE, NY**

Mr. Ross opened the meeting and moved the following **appoints and designations for 2009**, the Procedures (as listed), Procurement Policy for Purchases and Contracts for services not subject to Competitive Bidding (on file in the town clerk's office), the Town's Ethics Policy (already in place) and the Investment Policy (already in place):

Deputy Supervisor	Kelley Davis
Bookkeeper	Kenneth Parrotte
Emergency Management 3 rd in Charge	Randall Shaw
Code Enforcement Officer	Michael Yerdon
Code Enforcement Clerk	Diane Thompson
Sewer District Administrator	Randall Shaw
Justice Clerk #1	Sue DeMong
Justice Clerk #2	Christine Shaw
Deputy Town Clerk	Louise Herbert
	Cortney Rhinehardt
Registrar of Vital Records	Christine Shaw
Deputy Registrar of Vital Records	Louise Herbert
Historian	Lawrence Herbert
Dog Control Office	Karen Ashley
Deputy Highway Superintendent	Dennis Hyde
Assessors Clerk	Mary Lesnau
Planning Board Secretary	Diane Thompson
Chairman of Assessment Board of Review	Claude Miller
OLWAC Board Representative	Paul Baxter
Youth Program Directors	Judy Graham
	Yvonne Renne

Designations:

Depository of Town Funds	Pathfinder Bank
Official Newspaper	Citizen Outlet, Oswego County Weeklies and the Syracuse Post Standard on an as needed basis
Attorney for the Town	The Firm of Ferrara, Fiorenza, Larrison, Barrett and Reitz as Attorney for the Town

Procedures for 2009:

Regular Board meetings will be held at 7:00PM at the Town Hall on the second Wednesday of each month.

Due to possible interest or penalty charges, insurance and utility bills will be paid prior to auditing when necessary.

Reasonable mileage compensation will be paid at \$.40 per mile to Town Officials traveling on ordinary Town Business while using their own vehicles. Mileage to be recorded with odometer readings starting at the Town Hall and ending at the Town Hall, with the purpose of each trip recorded.

Reading of the minutes of previous meetings to be dispensed with unless requested by a Town Board Member.

All fees for Subdivision, Commercial Site Plan Review and Storm Water Management are to be paid to the Town Clerk, and applications filed with the Town Clerk prior to review by the Planning Board, as is already specifically stated in the respective laws.

No purchases over \$500 without prior approval of the Town Board. Exceptions are: purchases required for maintaining proper operation of the Sewer District, and purchases required to operate and maintain Highway Department vehicles

and equipment, and to carry out designated highway construction and maintenance projects for the year.

No employee, full-time or part-time, shall be hired until approval of the Town Board has been obtained.

Town Clerk will make a roll call vote of the Board members for votes on all issues.

There will be no smoking in the Town Hall.

Vouchers are to be submitted to the Town Clerk by the Friday prior to the first Board meeting of each month for auditing and payment with that months bills. This may be waived by the Town Clerk in special circumstances at her discretion.

All Town employees paid monthly will be paid on the second payroll of each month that the Bi-weekly employees are paid.

All new employees and elected officials will be paid by direct deposit.

Copies of Town records to be charged at \$.25 per page unless authorized by the Town Board.

The following Town Officers will submit to the Town Board by the first meeting in March of 2009, an annual financial statement and any other financial records requested by the board for auditing by the Town Board:

- *Town Supervisor*
- *Town Clerk*
- *Town Justice*

The board shall audit the books for accuracy and each board member shall then sign and date to indicate the audit has been conducted. Completion of the audit shall be reported at the next Board meeting.

The historian is asked to submit, on an annual basis, a report of the year in review of things that affected the Town of West Monroe

A RESOLUTION ESTABLISHING AN INVESTMENT POLICY FOR THE TOWN OF WEST MONROE

The objectives of the Investment Policy of the Town of West Monroe are to minimize risk; to insure that the investments mature when cash is required to finance operations; and to insure a maximum rate of return

Therefore, be it resolved, in accordance with this policy, that the Supervisor is hereby authorized to invest idle Town funds including proceeds of obligations and reserve funds in:

1. *Pass Book and Money Market Savings Accounts, maintained in the Town designated bank or any other bank authorized to do business in the State of New York duly approved by the Town Board, with interest credited from day of deposit to day of withdrawal.*
2. *Certificates of Deposits issued by the Towns designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town board.*
3. *Repurchase agreements with designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town Board.*

Be it Further Resolved, that the supervisor shall maintain a current record of investments, and the Town Board shall review and approve the annual investment report, if practical, at one of the January meetings, and that the interest earned follows the principal and is credited to the account from which it was derived.

Be it Further Resolved, that Certificates of Deposits, Pass Book and Money Market Savings Accounts shall be fully secured by the Federal Deposit Insurance Corporation and that certification of securities over and above Federal Deposit Insurance coverage shall be in the form of a letter from said bank to the supervisor and the amounts shall be equal to or exceed Certificates of Deposits or Saving Accounts by the Town of West Monroe, and the Supervisor shall be notified in writing of any periodic changes in the amount of securities pledged.

**PROCUREMENT POLICY FOR THE TOWN OF WEST MONROE
FOR PURCHASES AND CONTRACTS FOR SERVICES NOT SUBJECT TO COMPETITIVE BIDDING**

1. Whereas, Section 104-b of the General Municipal Law (GML) requires every government 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, comments have been solicited from those offices of the Town of West Monroe involved with procurement; no, therefore, be it

Resolved, that the Town of West Monroe does hereby adopt the following procurement policies and procedures:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every municipal officer, board, department head, or other personnel with the requisite purchasing authority shall estimate the cumulative amount of the items of supply and equipment needed in a given fiscal year. That estimate shall include the canvass of other Town of West Monroe departments and past history 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 activity.

All purchases of (a) supplies or equipment which will exceed \$10,000 in the fiscal year or (b) public works contracts more than \$20,000 shall be formally bid pursuant to GML 102.

2. All goods and services will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts more than \$10,000 and public works contracts more than \$20,000; goods purchased from agencies for the blind or severely disabled pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State Contracts pursuant to Section 104 of the General Municipal Law, purchases under county contracts pursuant to Section 103(3) of the General Municipal law; or purchases pursuant to subdivision 6 of this policy

The following method of purchase will be used when required by this policy in order achieve the highest savings:

Procurements	Verbal Quotes		Written Quotes			RFP
	0	2	3	2	3	
Purchase Contracts Below \$10,000:						
Under \$100	X					
\$100-\$499		X				
\$500-\$999			X			
\$1,000-\$4,999				X		
\$5,000-\$9,999					X	
Contracts for Public Work Below \$20,000:						
Under \$1,000	X					
\$1,000-\$4,999		X				
\$5,000-\$9,999				X		
\$10,000-\$19,999					X	
Emergencies						
Insurance						X
Professional Services						X

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

3. Documentation is required of each action taken in connection with each procurement.
4. Documentations and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser.
5. Pursuant to GML 104-b (2)(f), the procurement policy may contain 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 municipality. In the following circumstances, it may not be in the best interest of the municipality to solicit quotations or documents the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the governing board shall take into consideration the following guidelines: (1) whether the services are subject to State licensing or testing requirements; (2) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (3) whether the services require a personal relationship between the individual and the municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work;

management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and secondhand goods from an source. If alternate proposals are required, the municipality is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods, and a lower price may indicate an older product.
- d. Goods or services less than \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interest of the taxpayer. In addition, it is not likely that such contracts would be awarded based on favoritism.
- e. Purchases which are only available for a single service; or where standardization is desired; or where the only local service provider services only one brand.

7. This policy shall go into effect immediately, and will be reviewed annually.

A copy of the Code of Ethics file in the office of the West Monroe Town Clerk.

Ms. Davis seconded the motion. Mr. Hickey asked about the Dog Control Officer position, which the board had been approached earlier this year by another party interested in the job. The board felt at the time of the presentation, which was made, that they would address it before this year's appointment. Mr. Ross asked if the board wanted to talk with the gentlemen again he would contact him to come to the next meeting but that he could not let the town be without a Dog Control Officer. Mr. Hickey remarked again, that at a previous meeting board felt this position should be looked at before the appointment. Mr. Hickey also stated that he had received a letter notifying him that there may be state cuts to funding the Youth program. Ms. Macdougall asked about the position of Director of the Youth Program and explained that she thought that was going to be discussed before re-appointment. Mr. Hickey stated that he felt that they do a good job. Mr. Ross added that rules will be set before the beginning of this year's program.

After this discussion the board voted unanimously to accept the policies, appointments, procedures, as well as renewing the Code of Ethics Policy and investment policies of the Town of West Monroe.

The Remodeling of the Town Hall situation was the topic of discussion. Mr. Hickey stated that he felt just the initial project should be completed as this cost is close to the Grant money the town has received. Ms. Davis explained that she feels that even if the additional money needs to be borrowed the board should do it all now, the prices will never be lower. Mr. Macdougall stated that she agrees with Mike Hickey just to do the base job and if the town can, add the additional projects at another time. After a lengthy discussion, Ms. Davis made a motion to do the entire project, work toward additional grants, and band the remainder awarding the bid to the lowest bidder. Mr. Ross seconded the motion and the vote of the board was: Ms. Macdougall-no, Ms. Davis-yes, Mr. Hickey-no, Mr. Ross-no.

Mr. Hickey then moved to accept the low bidder on the base project, Rich and Gardner, and not do any alternates. Mr. Ross seconded the motion. After a brief discussion the vote of the board was unanimously negative on this motion.

Mr. Hickey then moved to accept the base project and alternate #2, awarding the bid to the lowest bidder. Mr. Ross seconded the motion and the vote of the board was Ms. Macdougall-yes, Ms. Davis-yes, Mr. Hickey-yes, and Mr. Ross-no. Motion carried.

At 8:35 Mr. Ross moved to go into executive session regarding the Taylor Litigation and invite the assessor to join them; and they will be discussing the Burdick Litigation at which time the assessor would not be present. Ms. Macdougall seconded the motion with unanimous approval of the board.

The board returned at 9:17 and the meeting was called to order by Supervisor Ross who then moved to accept the Agreement submitted by the Town's attorney on the Taylor Litigation. Mr. Hickey seconded the motion and the vote of the board was unanimous in approving this Agreement.

Mr. Ross then moved to appoint the following individuals constables for the town:

- Robert E. Dalton
- Anthony Delvecchio
- Fred King
- Ed Whitham
- Wes Yager

At a charge of \$15.00 per hour with a minimum of three hours per court session.

Mr. Hickey seconded the motion with unanimous approval of the board members.

The town clerk reported on a complaint that she had received from Laural Curtis of County Route 11 regarding a dog she felt was being abused on County Route 37.

The town clerk then reminded the board that she had asked the board to consider having her open the supervisor's mail. After some discussion, the board members voted: Ms. Macdougall-yes, Ms. Davis-yes, Mr. Hickey-yes and Mr. Ross abstained.

The meeting closed at 9:24 PM.