

**ORGANIZATIONAL MEETING
JANUARY 3, 2018
INLET TOWN BOARD**

The first meeting of the year began at 7:30 pm with a moment of silence for Helen Payne, a long time and fondly remembered resident that recently passed. Supervisor Frey commented on how involved she was in the community and that she will be sorely missed.

Present were: Councilman Levi, Councilman Townsend, Councilman Brownsell, Councilman Schmid, Supervisor Frey, Yvonne Lutz, Town Clerk

Also present was Shawn Hansen, Superintendent of Highways.

Supervisor Frey discussed the handouts showing the costs of the converter for the sewer pump at Screamen Eagle. Discussion followed.

This purpose of this meeting was for the organizational of the Towns' policies and committees'.

The Procurement Policy was reviewed

RESOLUTION NO. 01.18 PROCUREMENT POLICY

WHEREAS; Section 104-B of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, AND

WHEREAS; comments have been solicited from all officers and department heads in the Town of Inlet who are involved in the procurement process;

NOW THEREFORE BE IT;

RESOLVED, that the Town of Inlet does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Inlet, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 102 of the General Municipal law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by uses of written requests for proposals, written quotations, verbal quotations, or any other method which assures the quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy;

(A) Purchase contracts:

| Estimated amount of contract; | Method |
|-------------------------------|--------------------------|
| \$ 250- - \$2,999 | Two (2) |
| verbal quotations or | written/faxed quotations |

| | |
|------------------------------------|-----------|
| \$3000- - \$9,999 | Three (3) |
| written/faxed | |
| quotations or responses to written | |
| requests for proposals | |

(B) Public Works Contracts:

| Estimated amount of contract | Method |
|------------------------------|-----------------|
| \$500 - - \$999 | Town (2) verbal |
| quotations or | |
| written/faxed quotations | |

| | |
|--------------------------|---------|
| \$1,000 -- \$6,999 | Two (2) |
| written/faxed quotations | |

| | |
|--------------------------|-----------|
| \$7,000 -- \$19,999 | Three (3) |
| written/faxed quotations | |
| for proposals | |

(C) A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 5 Written documentation is required and a written explanation is required whenever a contract is awarded to

other than the offer with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Guideline 6 Except when directed by the Town Board, no solicitation of written proposals or quotations shall 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 \$250.00
- (I) Public works contracts for less than \$500.00
- (J) Goods purchased at or below published State or County bid prices

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

Guideline 8 This policy is intended to be a guideline for the Town of Inlet personnel involved in purchases of goods and services, and no unintentional violation of this policy shall be deemed to create a claim or cause of action against the Town of Inlet.

Motion offered by Councilman Levi to accept the Procurement Policy, seconded by Councilman Brownsell, the above resolution was ADOPTED by VOTE as written.

5 AYES

0 NAYS

Motion carried

RESOLUTION NO. 03.19 ORGANIZATIONAL MEETING

1. RESOLVED; the Superintendent of Highway is authorized to purchase equipment during 2019 without prior approval of the Town Board in an amount not to exceed Two Thousand Dollars (\$2,000) per Highway Law Section 142, subdivision 1A. A yearly agreement between the Highway Superintendent and the Supervisor will also be signed giving approval. All other departments are to seek Board approval for any equipment purchases exceeding Five Hundred Dollars (\$500).
2. RESOLVED; the salaries of all elective and appointed officers and employees as to the amounts, respectively specified on the Notice of Public Hearing upon the Preliminary Budget of 2019 are fixed and that said salaries are paid monthly and biweekly.
3. RESOLVED; the Town Officers and Employees shall be compensated for the use of their vehicles in the performance of their duties as defined in PUBLIC SECTOR HR Employee Handbook, "Section 507", at a rate of 58 cents per mile, based on the IRS Rate as of 1/1/2019.
4. RESOLVED; Amy Townsend is appointed Deputy Town Clerk and Deputy Tax Collector for 2019.
5. RESOLVED; Yvonne Lutz is appointed Registrar of Vital Statistics and Amy Townsend as Deputy Registrar.
6. RESOLVED; Dues are paid to Association of Towns, Adirondack Association of Towns and Villages, Hamilton County Magistrates Association, New York State Magistrate Court Clerk Association, Chief of Police Association, New York State Town Clerk's Association, Tri-County Clerk's Association, Highway Superintendents

Association, Assessor's Association, New York State Codes Association, New York State Planning Federation, Adirondack North Superintendents Association, New York Rural Waters Association

7. RESOLVED; the Department Heads will present bills to the Supervisor's Bookkeeper prior to 1:00pm on the first Thursday before the second Tuesday of each month. The bills will be available for inspection before the second Tuesday of each month.
8. RESOLVED; the Official Banks' for the Town of Inlet are Community Bank, Old Forge, New York and Adirondack Bank, Old Forge, New York. The Banks are designated for the deposits and transactions of all monies for the Town of Inlet Offices, Town Law 64, subdivision 1. Supervisor John Frey and Town Clerk, Yvonne Lutz are designated signers for these accounts.
9. RESOLVED; the Supervisor is authorized to invest surplus money in certificates of deposit General Municipal Law, Section 11.
10. RESOLVED;; the Town delegate to the Association of Towns meeting in February, 2019 is John Townsend, and John Frey
11. RESOLVED; the Town Board establishes the office of Deputy of Highway, Town Law 32, subdivision 1 as appointed by the Superintendent of Highways. The appointment for 2019 is Donald Townsend.
12. RESOLVED; the Town Board approves a bookkeeper to the Superintendent of Highways as appointed by him. The appointed for 2019 is Shawn Hansen.
13. RESOLVED; all Elected and appointed officials are authorized to attend any mandated schools or seminars pertinent to their job, as job responsibilities allow. All actual and necessary expenses will be a proper Town charge provided prior Board approval has been given, General Municipal Law, Section 77b.

14. RESOLVED; the Town Board authorizes the payment in advance of Audit of Claims for the following, National Grid, Frontier, Propane Contracts, Spectrum, Fuel and Gas Contracts, United States Postal Services, Bond Anticipation Notes, New York State Retirement payments, Blue Cross Excellus insurance contract that the Town has entered into and completed.
15. RESOLVED; The Town Board is required to review and adopt a Procurement Policy annually and has done so for the calendar year of 2019.
16. RESOLVED; the Supervisor appoints a Town Historian to collect and preserve material related to the Town and to work with the State and County Historian in performing the historical work recommended by the Town. Letty Haynes is appointed for the calendar year of 2019.
17. RESOLVED; that Tony Sege shall provide housing and maintenance for all cats and dogs collected by the Town of Inlet. The agreement is in the sum of \$1000 for the period of (12) months from January to December.
18. RESOLVED; the Town board shall meet on the second Tuesday of every month in the Town Board meeting room at 7:30pm with bill review starting at 6:30pm.
19. RESOLVED; the Town Board has reviewed and adopts the Emergency management Plan (EMP) for 2019.
20. RESOLVED the Supervisor is authorized to sign a contract with Public Sector HR Consultants for 2019 in the amount of Two Thousand, Four Hundred Dollars (\$2,400) to be paid quarterly.
21. RESOLVED; the Supervisor will distribute the Organizational Resolutions to the Department Heads at the next meeting, Tuesday January 8, 2019.

APPOINTMENTS

John Frey is appointed Budget Officer for 2019, Town Law, section 102. Herbert Schmid is appointed Deputy Supervisor to preside over the Town Duties in the Supervisors' absence for 2019.

COMMITTEE CHAIRPERSONS

| | |
|----------------------------|-----------------------------|
| Parks/Buildings/Ski trails | Councilman Townsend/Schmid |
| Highway/Transfer/Groomer | Councilman Brownsell/Levi |
| Information Office | Councilman Levi/Townsend |
| Assessor/Codes/Police | Councilman Schmid/Brownsell |
| Sewer Plant | Supervisor Frey/Schmid |

Motion offered by Councilman Schmid, seconded by Councilman Townsend, the above resolution was ADOPTED by VOTE as written.

5 AYES 0 NAYS Motion carried

RESOLUTION NO: 04.19 CODE OF ETHICS

On a motion offered by Councilman Brownsell, seconded by Councilman Levi the following resolution was ADOPTED by VOTE to distribute to the Town Officials and employees the Code of Ethics from Local Law No.1 of 1970 and re-adopt same.

5 AYES 0 NAYS Motion carried

RESOLUTION NO: 01.19 PROCUREMENT POLICY

On a motion offered by Councilman Levi, seconded by Councilman Brownsell, the following resolution was ADOPTED

by VOTE to approve this annual Town guideline for all departments on purchases of goods and services.

5 AYES 0 NAYS Motion carried

RESOLUTION NO: 02.19 EMERGENCY MANAGEMENT PLAN

On a motion offered by Councilman Schmid, seconded by Councilman Levi the Emergency Management Plan as currently written was adopted for the year 2019.

5 AYES 0 NAYS Motion Carried

The Town Clerk gave her reports for 2018, included were also the Cottage and Sewer Bill reports.

RESOLUTION NO: 05.18 TOWN CLERK REPORT

On a motion offered by Councilman Levi, seconded by Councilman Townsend, the following resolution was ADOPTED by VOTE to accept the Town Clerks' year end reports, including Cottages and Sewer bills.

5 AYES 0 NAYS Motion carried

The Employee handbook does not have any changes currently and we are operating under the current handbook. There was discussion of how we may have to handle drug testing moving forward. If the Governor legalizes Marijuana, changes and additions may need to be introduced. Discussion followed.

All business having come before this Board, the meeting adjourned at 8:03 pm with a motion made by Councilman Levi and seconded by Supervisor Frey.

Respectfully submitted,

Yvonne Lutz
Town Clerk