

UNION VALE TOWN BOARD MEETING AUGUST 17, 2017

TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM

PRESENT: Supervisor Tompkins

COUNCILMEMBERS: Steven Frazier, John Welsh Corrina Kelley, David McMorris

THE MEETING WAS OPENED WITH THE FLAG SALUTE

PUBLIC COMMENTS ON AGENDA ITEMS

Barbara Brozowski & Fred Brozowski- spoke about issues regarding the Towns financial status and her concerns. She was following up with a FOIL request that was not met specifically regarding the escrow deposits. She would like a follow up on what she is inquiring about.

REPORTS OF SUPERVISOR & COUNCILS

Supervisor Tompkins met with Robert Giammatteo from Brown and Brown Insurance to discuss the Towns liability policy. In addition, she completed the paperwork for the winter recovery money that the Town will hopefully receive by the end of the year for the Highway Department. Supervisor Tompkins also said she helped prepare the purchasing procedure document that has been set forth tonight for approval. She was contacted by Central Hudson regarding a rate increase. She invited anyone who would like to see the Dutchess County Wide Shared Service Initiative Plan document which is in her office. The final notice for the SAM grant has been received, which is \$50,000 for the purpose to repaving the Town Hall parking lot. At this stage the paperwork has been sent to the Town Attorney for review. The office of the State Comptroller's office which will be an internal audit and investigation will return in September. *Councilman John Welsh* attended the Tri-Hoofalon which is a worthwhile event that raises money for charity especially the UV Rescue Squad and Sparrows nest. He had a conversation with a resident regarding the billing on escrow. He read the letter that was given to him from the resident. He pointed out that these are valid points and would like to forward this to our Planning Board. Supervisor Tompkins also spoke to the resident and will see to it that the bills are given to the applicants.

Councilwoman Corrina Kelley, spoke about the timeclock and glitches within it. She passed out literature from her other workplace regarding these issues. She met with Jake Gosnell about the 5-year capital plan and hopes to include this into the budget process. Supervisor Tompkins hopes all departments will do the same.

Councilman Dave McMorris spoke about the Towns involvement in NYSEDA's grant opportunities. We have met 2 of the 4 steps already with becoming a clean energy community and with Town Clerk Andrea Casey's help these have been filled. He is working with the Code Enforcement Officer for the next element of this process. He spoke more about the opportunities and avenues to move forward with clean energy incentives. Another item that he brought up was receiving a bill from Central Hudson that was for 3 months. He received a contract that will allow a company to review all the utilities to make sure we are getting what we are paying for. He hopes to pass a motion for the Board to approve the contract. The other members wish to review the contract before signing.

Councilman Steve Frazier spoke about old items about wrong doings allegedly done by the former town supervisor and former bookkeeper. He further investigated this and all items have been closed by the New York State Police and he hopes no rumors will circulate as they have served the town honorably. He also spoke about Supervisor Tompkins quote on liquid asphalt which is an ingredient in blacktop as mentioned during the July 27th meeting.

Supervisor Tompkins stated there is an ongoing investigation with the State Comptroller's Office regarding those issues and was not sure it was correct to discuss it in public as of yet. She also spoke about Councilman Frazier's concerns with the blacktop pricing.

BOOKKEEPER

July 2017: A-Fund Revenue \$282,970.59 A-Fund Expenditures \$415,321.34 D-Fund Revenues were \$0 D-Fund Expenditures \$35,571.88.

A detailed report of these items is on file in the Town Clerks Office. He is working with the Town Clerk on fulfilling the FOIL items and hopes to meet with the resident to clarify these items. He also mentioned that the documents he prepares are a part of the function of his job and does not need to create different documents as a request of a FOIL. Councilman McMorris asked if the escrow monies were comingled prior to 2016. He stated there was a fund however

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- * Double doors to large room unlocked with alarm set, nonresident fishing in park given warning and instructed on how to obtain permit. 7/3
- * Craft room door above park offices unlocked with alarm set. 7/6
- * Sr. room front door unlocked with alarm set, resident walking On the Green advised of recent bear sighting in the area. 7/7
- * Boat House door showing signs of damage. 7/8
- * Rear door to Town Hall unlocked with alarm set, Sr. Room door unlocked with alarm set. 7/10
- * Rear door to Town Hall unlocked with alarm set, assisted resident who was off road at N. Clove / Tompkins. 7/11
- * Sr. room door unlocked and lights on with alarm set. 7/12
- * Craft room door unlocked with alarm not set. 7/13
- * Assessor's office door ajar, Craft room door unlocked with alarm not set, Sr. room front door unlocked and kitchen lights on with alarm set. 7/14
- * Duncan Rd. gate left open for campers per Jake. 7/15
- * Craft room front and rear doors above Park Offices unlocked with alarm set. 7/17
- * Craft front room door above Park Offices unlocked with alarm set. 7/19
- * Double doors to large room unlocked with alarm set. 7/24
- * Sr. room door unlocked and lights on with alarm set. 7/25
- * Maintenance shop lights on, Sr. room front door unlocked with alarm set, after hours parking ticket issued at Tymor. 7/26
- * Sr. room front door and Craft room above Park offices doors unlocked with alarm set. 7/27
- * Long maintenance barn overhead garage door open, Sr. room doors locked and alarm not set, Key found in Sr. room storage door left key in Park Office. 7/29
- * Sr. room front door unlocked with alarm not set. 7/30

PARKS

The pool pump went down for a long weekend and his team stayed late to fix the problems as well as Shrek Pumps. The gutters have been installed on the back of the Town Hall and will be installed on the front once camp has ended. The fields have been brought back up to par and a women's softball league has already played a game on it. He encourages all Board members to view the Dam to view solutions and gather their input for the 5-year capital plan. He is also looking to install shade sails in the pool area as an alternate for temporary tents.

RECREATION

Jessica Dickinson spoke about activities that extend beyond the scheduled summer camp including TGTT days. She also spoke about swim and sports camp and pool season. There will be an adult Volley Ball tournament this weekend. She spoke about the upcoming Family Camping Weekend. Mrs. Dickinson also encouraged everyone to use their new website and also visit the Facebook page for more information.

MEDIA/PHONES

Ryan Peterman is parting out a new computer for the broadcast system. All the phones and access points have been installed and training will be provided next week. He hopes cutover sometime the following week and also have dual functionality on both phones in the event troubleshooting is needed. This is a VOIP upgrade which allows for one central switch and makes it more streamlined and increases the call quality. In addition, all buildings will be on the same system so transferring from building to building can be done.

HIGHWAY- Report for July & August 2017

Replaced a drainage pipe on Walsh rd.
Cleaned 300 ft of ditch line on Walsh rd.
Cleaned a ditch and opened a clogged pipe on Robin Wood In.
Repaired 3 basins and replaced 140 ft of pipe on Jennifer hill.
Removed a dead leaning tree on Tompkins.
Installed 100 ft of 12" pipe and one basin at the cul de sac on Patrick dr.
Replaced 40 ft of 24" pipe on Still rd.
Cleaned 250 ft of drainage easement at Darren and Bloomer rd.
Repaired 6 catch basins. 1 in Oak Brook, 1 in Brook side, 1 on Cunningham and 3 on Dolly In.
Black topped over all pipes that were installed and around all the basins that were repaired.
Mowed some more road side grass and brush.
Cleaned out a drainage swale on West Clove Mountain rd.
Picked up a dead deer on Verbank Village rd.

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Assisted the State Police with some low hanging wires on Barmore rd.
 Replaced 3 bad batteries in the 10-wheeler. Saved \$150 dollars by shopping around.
 Replaced the fuel lines on Truck 1. I Got 2 estimates to fix them. They were both over\$ 1700.00.
 Mike Miller said he would give them a shot. He ended replacing all of them from the tank to the motor. He did a great job and saved the town \$1500 dollars.
 Weed whacked and mowed around the garage.
 Replaced 220 feet of culvert on Deer Pond and cleaned 200 feet of ditch line.
 Patched pot holes and repaired some curbing.
 Burnt the brush pile.
 South Parlman rd had a small erosion problem. We filled it with stone, top soil and then seeded.
 Met with Larry Paggi and George Kolb at Theresa ct. We discussed the retention pond and inspected the safety fence around the pond. We also inspected the catch basins and drainage swales in anticipation of accepting and maintaining the drainage at that location.

Recycling Center

- This year we have sold 452 resident permits and 361 non-resident permits for a total of 813. In 2016 there were a total of 854 permits sold.
- In the first 6 months of 2017 we collected 199 tons of household trash. During that same period in 2016 we collected 209 tons of trash.
- In the first 6 months of 2017 we collected 50 tons of single stream recycling.

TOWN CLERK REPORT JULY 2017

| CODE | | | | | AMOUNT |
|---|----------------------|--|--|--|--------------------|
| A1255 | Conservation License | | | | \$195.00 |
| A1255 | Certified Copies | | | | \$250.00 |
| A1255 | Copy Machine | | | | \$22.00 |
| A1255 | Marriage License | | | | \$120.00 |
| A2001 | Summer Camps | | | | \$23,777.20 |
| A2001 | After School / TGTT | | | | \$1,844.00 |
| A2001 | Equestrian Center | | | | \$0.00 |
| A2001 | Facility Rentals | | | | \$82.50 |
| A2001 | Other Rec. Revenues | | | | \$0.00 |
| A2012 | Concession Stand | | | | \$9,549.00 |
| A2025 | Swim Passes | | | | \$7,204.75 |
| A2089 | Special Events | | | | \$0.00 |
| A2130 | Recycle/Compact | | | | \$5,915.00 |
| A2130 | Refuse Bin | | | | \$946.20 |
| A2544 | Spayed/Neutered | | | | \$314.50 |
| A2544 | Intact Dogs | | | | \$93.00 |
| | | | | | \$50,313.15 |
| Amount paid to Revenue Accounting Unit for Conservation Licenses | | | | | \$127.54 |
| Amount paid to State Health Department for Marriage Licenses | | | | | \$67.50 |
| Amount paid to NYS Dept. of Agriculture and Markets for neutering fees | | | | | \$59.00 |
| | | | | | \$67.50 |
| | | | | | \$59.00 |
| | | | | | \$50,059.11 |

DISCUSSIONS ON PURCHASING POLICY

This will not replace any existing documents; this is an outline of the process so that each department head will follow it properly broken down in a step by step process. Councilman Frazier asked that a line be added referencing the procurement policy for further detail.

ETHICS COMMITTEE

Supervisor Tompkins noted that the advertising for this will be extended until August 31st and the ad will be placed on the TV and website. Interviews will be conducted on the night of the September 7th meeting prior to 7:00pm.

ZBA VACANCY ADVERTISING

Supervisor Tompkins announced that a member of the board is moving therefor is resigning his position on the ZBA. A current alternate on the Board has already expressed interest in being a

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full-time member. Advertising will need to be done in order to recruit a new alternate member. This will be placed on the web and TV for residents to apply. Councilwoman Kelley thanked James Layton for his years of service on the ZBA.

RESOLUTION #17-71(a) ENDORSING SKY ACRES AIRPORT FOR GRANT AWARD

The following Resolution was offered by Councilman Welsh, seconded by Councilwoman Kelley, to wit:

WHEREAS, the FAA has awarded a grant to Sky Acres Airport to map and evaluate obstruction that may, or may not, be present within the runway approaches.

State PIN 8910.27

Sky Acres Airport-AIP 3-36-0223-28-16

Remove obstructions - conduct obstruction survey

WHEREAS, the Town Board of the Town of Union Vale hereby expresses endorsement of such project for the purpose of funding only; and

WHEREAS, such the Town of Union Vale's endorsements of such funding does not/did not in any way waive any site plan approvals or other local permitting requirements; and

WHEREAS, New York State requires a consenting resolution be provided by the Town of Union Vale in support of the State's granting of such funds.

NOW, THEREFORE BE IT RESOLVED, by the Town of Union Vale, County of Dutchess, State of New York, as follows:

- (1) The Town Board finds such projects, a Type Exempt Action under SEQRA and authorizes the Supervisor to so execute NYSDOT Form DV-21 (attached).
The Town Board endorses the project to receive FAA and NYSDOT funding assistance.
- (2) The Town Board directs the Clerk to send a certified copy of this Resolution, with the attached Form DV-21, to each of the following:
- (3)
 - 1. Sky Acres
Enterprises 30
Airway Drive
LaGrangeville, New York 12540
 - 2. New York State Department of Transportation Aviation Bureau,
Attn: Denise Gerald
50 Wolf Road, POD 54, Albany, New York 12232
 - 3. TriState Planning & Engineering,
P.C. 1 Wesley Court
Huntington, NY 11743

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

RESOLUTION #17-71(b) ENDORSING SKY ACRES AIRPORT FOR GRANT AWARD

The following Resolution was offered by Councilman Welsh, seconded by Councilwoman Kelley, to wit:

WHEREAS, the following grant was issued by New York State under the 2015 Aviation Capital Grant Program to Sky Acres Airport, Lagrangeville, State of New York,

State PIN 8910.99

Installation of a self-service Jet A Fueling Station with a 10,000 gallon tank and site prep for tank concrete pad (Design and Construction)

WHEREAS, the Town Board of the Town of Union Vale hereby expresses endorsement of such projects for the purpose of NYSDOT funding only; and

WHEREAS, such the Town of Union Vale's endorsements of such funding does not/did not in any way waive any site plan approvals or other local permitting requirements; and

WHEREAS, New York State requires a consenting resolution be provided by the Town of Union Vale in support of the State's granting of such funds.

NOW, THEREFORE BE IT RESOLVED, by the Town of Union Vale, County of Dutchess, State of New York, as follows:

- (4) The Town Board finds such projects, a Type II Action under SEQRA and authorizes the Supervisor to so execute NYSDOT Form DV-21 (attached).
- (5) The Town Board endorses the project to receive NYSDOT funding assistance.
- (6) The Town Board directs the Clerk to send a certified copy of this Resolution with the attached Form DV-21, to each of the following:

3 Sky Acres Enterprises 30 Airway Drive
LaGrangeville, New York 12540

2 New York State Department of Transportation Aviation Bureau,
Attn: Denise Gerald
50 Wolf Road, POD 54, Albany, New York 12232

3 TriState Planning & Engineering, P.C. 1 Wesley Court
Huntington, NY 11743

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

Tom Jacobellis added that an addendum with need to be added as it referenced the 2015 project under grant PIN 8910.27 this will also be exempt under SEQRA, it is just to remove obstructions in an obstruction survey or air runway. Attorney Jacobellis wanted to note that the Town is not endorsing nor approving this project as the funding is through the FAA and NYS DOT and one requirements is the Town Board is aware which is required by a resolution of the Town Board.

MOTION TO ACCEPT AMENDMENT TO RESOLUTION #17-71(a&b)

Councilman Frazier made a motion to accept the amendment which was seconded by Supervisor Tompkins and all were unanimously in favor.

RESOLUTION #17-72 AUTHORIZING PURCHASE OF PICNIC TABLES

The following Resolution was offered by Councilwoman Kelley, seconded by Councilman Welsh, to wit:

WHEREAS, the Town of Union Vale Parks and Recreation has requested the purchase of picnic tables.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes the purchase of 5 picnic tables from Jamestown Advanced Products at a cost of \$272.26 per table totaling \$1,361.30.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

Mr. Gosnell noted that this is off state bid and it cannot be obtained cheaper.

RESOLUTION #17-73 AUTHORIZING MAINTENANCE SCHEDULE CHANGE

The following Resolution was offered by Supervisor Tompkins, seconded by Councilman Frazier, to wit:

WHEREAS, the Town of Union Vale desires to change its maintenance schedule.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes the change to the Town of Union Vale maintenance schedule effective Monday, August 21, 2017 as hereto and made a part of this resolution.

Tom St. Onge: Monday – Friday 7:00AM-3:30PM
Jake Gosnell: Monday – Thursday 7:00AM-5:30PM
Tom Tierney: Tuesday – Friday 7:00AM-5:30PM

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh Aye
Councilwoman Kelley Aye
Supervisor Tompkins Aye
Councilman McMorris Aye
Councilman Frazier Aye

RESOLUTION #17-74 AUTHORIZING ADVERTISEMENT FOR ZONING BOARD OF APPEALS MEMBER

The following Resolution was offered by Councilman McMorris, seconded by Councilwoman Kelley, to wit:

WHEREAS, currently a vacancy exists on the Town of Union Vale Zoning Board of Appeals.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes and directs the Town Clerk to advertise for interested individuals to interview for a position on the Town of Union Vale Zoning Board of Appeals, in the official newspaper of the Town of Union Vale, as well as the Town of Union Vale website and Channel 22.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh Aye
Councilwoman Kelley Aye
Supervisor Tompkins Aye
Councilman McMorris Aye
Councilman Frazier Aye

MOTION TO CHANGE AD VENUES

Supervisor Tompkins made a motion to remove advertising from the Poughkeepsie Journal and add advertising to Town Channel 22 which was seconded by Councilman Welsh and all were unanimously in favor.

RESOLUTION#17-75 AUTHORIZING PAYMENTS OF PURCHASE ORDER

The following Resolution was offered by Councilman Frazier, seconded by Supervisor Tompkins, to wit:

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BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the payment of all General Fund Claims and Highway Fund Vouchers as set forth in the Abstract #7 of 2017, which is available in the Town Clerk’s Office, and authorize the Town Supervisor to make all payments.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

RESOLUTION #17-76 AUTHORIZING CAMP REFUNDS

The following Resolution was offered by Councilman Welsh, seconded by Councilwoman Kelley, to wit:

WHEREAS, the Town of Union Vale Parks and Recreation Department has recommended that the following refunds be authorized:

- Maria Hongach \$ 256.00
- Jill Seelig \$1,125.00

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes the above-listed camp refunds and authorizes that refund checks be issued.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

There is an existing agreement that allows the Recreation Director to allow refunds up to a certain amount without Town Board Approval.

RESOLUTION #17-77 AUTHORIZING HIRING OF AFTER-SCHOOL AND TGTT DIRECTOR

The following Resolution was offered by Councilwoman Kelley, seconded by Councilman McMorris, to wit:

WHEREAS, the Town of Union Vale Recreation Director has conducted interviews for the position of After-School and TGTT Director; and

WHEREAS, the Town of Union Vale Recreation Director has recommended that Saliyan Fitch be hired to the position of Town of Union Vale After-School and TGTT Director.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes the hiring of Saliyan Fitch to the position of After-School and TGTT Director, effective August 21, 2017, at a pay rate as budgeted in the 2017 adopted budget.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |

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Supervisor Tompkins Aye
Councilman McMorris Aye
Councilman Frazier Aye

RESOLUTION #17-78 APPROVING SENIOR BUS TRIP EXPENSE

The following Resolution was offered by Supervisor Tompkins, seconded by Councilman Welsh, to wit:

WHEREAS, the Senior Citizen Bus Trip to Silver Birches Resort for the German Festival is scheduled for November 1, 2017; and

WHEREAS, quotes were obtained for bus service to transport the seniors on their trip; and

WHEREAS, the Town of Union Vale Recreation Director has recommended Adirondack Trailways at a cost of \$1,010.00.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby approves the quote of Adirondack Trailways at a cost of \$1,010.00 to provide bus service for the Senior Citizen Bus Trip to Silver Birches Resort on November 1, 2017.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh Aye
Councilwoman Kelley Aye
Supervisor Tompkins Aye
Councilman McMorris Aye
Councilman Frazier Aye

MOTION TO CORRECT ADIRONDACK TRAILWAYS AMOUNT

Supervisor Tompkins made a motion to amend the quote to reflect the correct amount of \$1,010 which was seconded by Councilman McMorris and all were unanimously in favor.

RESOLUTION #17-79 AUTHORIZING OKTOBERFEST BEER DISTRIBUTOR

The following Resolution was offered by Councilman McMorris, seconded by Councilman Frazier, to wit:

WHEREAS, the Town of Union Vale Parks and Recreation has recommended that the Town Board authorize Craft NY as the distributor for beer at the 2017 Town of Union Vale Oktoberfest.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorized Craft NY to the beer distributor for the 2017 Oktoberfest in the Town of Union Vale at a cost of \$3,900.00.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh Aye
Councilwoman Kelley Aye
Supervisor Tompkins Aye
Councilman McMorris Aye
Councilman Frazier Aye

RESOLUTION #17-80 AUTHORIZING RECREATION FEES

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The following Resolution was offered by Councilman Frazier, seconded by Councilwoman Kelley, to wit:

WHEREAS, the Town of Union Vale Parks and Recreation has requested fees be established for two new specialized fall programs.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes and sets the following parks and recreation fees:

NATURE PARTIES:

- \$300.00 (2 hours) up to 10 participants
- \$400.00 (3 hours) up to 10 participants
- \$25.00 each additional child

HOMESCHOOL HUB:

- \$100.00 Resident
- \$130.00 Non-Resident
- \$10.00 Drop-In

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

Recreation Director Jessica Dickinson spoke about this new program and how it impacts the community. It will utilize the existing game room which will use it for educational and ecosystem learning. This will meet the needs of homeschooled children as well.

RESOLUTION #17-81 ADOPTING PURCHASING PROCEDURE

The following Resolution was offered by Councilman Welsh, seconded by Councilman McMorris, to wit:

WHEREAS, the Town of Union Vale desires to adopt a Purchasing Procedure so that all town departments are aware of the proper and legal procedures to follow when purchasing an item in the Town of Union Vale.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby adopts the Town of Union Vale Purchasing Procedures Policy which does not replace the existing Purchasing Policy and serves as a guideline, which is attached hereto and made a part hereof this resolution.

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

MOTION AMENDING PURCHASING PROCEDURE

Councilman Frazier made a motion to amend resolution by adding the line that this Purchasing Procedure document does not replace the existing Purchasing Policy that it is to be referenced to as a guideline. This motion was seconded by Councilman McMorris and all were unanimously in favor.

Purchasing Procedure

*This document does not replace the existing Purchasing Policy adopted by the Town of Union Vale

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When a Department would like to purchase an item or contract services, the following must be determined:

1. Estimated cost of the product or service
2. Available funds present in current year budget
3. State or local contract present
4. Public Works contract
5. Emergency purchase

Monetary Restrictions Regarding Purchasing:

a. If the item or service is \$999.99 or less:

- i. Dept. Head may purchase the item without Board approval, as long as it is in the Dept. Head's budget.
- ii. Department Heads must make a good faith effort to ensure lowest possible purchase price.

b. If the item or service is greater than \$999.99 but less than \$,3000:

- i. Two quotes must be verbally obtained from two different businesses for the item or service.
- ii. A written memorandum on Department letterhead must be submitted with the quoted amounts, businesses contacted, and business phone numbers.
- iii. If a state contract is available but NOT used, explanation must be provided on the letterhead.
- iv. The memo, receipt, packing slips, invoice, weight tickets, etc. related to purchase of the item or service **must be attached** to the voucher upon submission to the Town for payment.

c. If the item or service is from \$3,000 to \$19,999.99:

- i. Three written or faxed quotations or written requests for proposals are required.
- ii. If a state contract is available but NOT used, explanation must be provided on Department letterhead.
- iii. The quotations, receipt, packing slips, invoice, weight tickets, etc. related to purchase of the item or service **must be attached** to the voucher upon submission to the Town for payment.
- iv. All items or services in this category must be approved by Town Board PRIOR to purchase.
 1. All quotes must be sent with a formal request to the Town Board no less than ONE WEEK prior to a Town Board Meeting

d. If the item or service is greater than \$20,000: Must go out to bid

e. If the item or service is greater than \$35,000: Must go out for Public Works bid

Emergency Purchases:

1. In the event of an emergency where a purchase of goods or services is required:
 - a. Department Head is to inform the Town Supervisor of emergency situation.
 - b. Town Supervisor will determine if possible/necessary to call an Emergency Town Board Session.
 - c. Approval will be granted for item or service purchase based on Supervisor and Town Board determination of need.
 - d. After an emergency purchase:
 - i. A memorandum on Department letterhead explaining the situation, receipts, packing slips, etc. related to the purchase or service are to be submitted to the Town Board for record-keeping.

Credit Card Purchases:

Upon purchase, a voucher must be created and back-up receipts and other documentation must be attached and delivered to the Town Clerks office when the credit card bill arrives.

General Information:

Regarding Quotations: Quotes must be for comparable products or services.

Other than blanket approval, the Department Head must sign the "Department Approval" section of the voucher prior to submission to the Town Clerks office

RESOLUTION #17-82 AUTHORIZING ADVERTISEMENT FOR SEALED BIDS FOR PARKING LOT REPLACEMENT

The following Resolution was offered by Councilwoman Kelley, seconded by Councilman McMorris, to wit:

WHEREAS, the Town of Union Vale was awarded a State and Municipal Facilities Program ("SAM") grant for the replacement of the parking lot and sidewalks at Town Hall; and

WHEREAS, the Town of Union Vale is in need of bids for work to be done in connection with the project.

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes and directs the Town Clerk to advertise in the official newspaper of the Town of Union Vale for sealed bids on the Town Hall parking lot and sidewalk replacement project.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

| | |
|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

Supervisor Tompkins explained the sidewalks do not have to be done by sealed bids, due to the amount of cost. The sidewalks will be removed completely but Councilman Frazier asked if the sidewalks can be extended to in front of the town hall. Councilman McMorris asked about the emergency exits. This can be done on our own in the future and Supervisor Tompkins said she will obtain quotes but that was not part of the existing grant funds.

RESOLUTION #17-83 AUTHORIZING PAYMENT TO JUNIORS DIESEL

The following Resolution was offered by Supervisor Tompkins, seconded by Councilman Frazier, to wit:

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Union Vale hereby authorizes the Bookkeeper to pay Juniors Diesel in the amount of \$8,921.00 for the repairs done to a Highway Department vehicle.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

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|---------------------|-----|
| Councilman Welsh | Aye |
| Councilwoman Kelley | Aye |
| Supervisor Tompkins | Aye |
| Councilman McMorris | Aye |
| Councilman Frazier | Aye |

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Steven Habiaque- He appreciates Councilman Welsh's comments on the letter regarding the consultant billing. He had similar conversations with fellow applicants and urged her to review this as well and discussed this with the Board as well.

Tom Beisswenger- Milewood Road, reiterate that there should be more information given to the Town Board from the Planning Board including determination amount and feels the report

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should be more robust. In regards to public hearing notices, he feels they should be posted on the website as well.

Ginny Styles- since 1992 there has been many resolutions. She inquired how much input the Town Board has in determining the escrow procedures and consultant fees. She was asked that \$10,000 be placed in escrow and felt this was a very high number and in prior projects that were more expensive. She also added that in the current situation she was not explained why the Town Board had to review this resolution.

Councilman Frazier also asked around to see what other towns do determined that the prices are higher than neighboring towns. These consultants can be replaced as needed.

Irene Habiague - asked who will set the schedule? Supervisor Tompkins replied the planning board will submit the draft which will then need to be reviewed and discussed with both the planning board and consultants. The Board is aware this needs to be addressed and corrected.

Bookkeeper Ryan Courtien wanted to let everyone know that he and Supervisor Tompkins will be meeting with each department to go over the 2018 tentative budget. He is hopeful that there will be another tax cut for 2018. He also congratulated Union Vale Fire Dept on their win at the parade.

Supervisor Tompkins would like to have a department head meeting in the next few weeks to discuss issues.

Supervisor Tompkins added about the Juniors Diesel bill needing to be addressed. She feels this needs to be paid, Juniors did remove the labor fee but the price for the parts needs to be included.

MOTION TO PAY JUNIOR DIESEL

Supervisor Tompkins made a motion to pay the \$8,921.00 which was seconded by Councilman Frazier and all were unanimously in favor.

Councilwoman Kelley said she appreciated the repair shops counteroffer and hopes that more attention be paid in the future to contract wording.

Supervisor Tompkins asks if Jake could remove the chipper from the Park.

MOTION TO ADJOURN

Councilman McMorris made a motion to adjourn at 8:40pm which was seconded Councilman Frazier and all were unanimously in favor.

Respectfully Submitted,
Andrea Casey
Town Clerk