

SPECIAL MEETING  
JANUARY 3, 2019

A Special Meeting of the Town Board of the Town of Hampton, County of Washington and the State of New York was held at the Town Hall, 2629 State Route 22A, Hampton, New York on the 3rd day of January 2019.

PRESENT: David K. O'Brien-----Supervisor  
Tamme Taran-----Councilwoman  
Donald Sady-----Councilman  
Andrea Sweeney-----Councilwoman  
Roger Weeden-----Councilman  
Rebecca Jones-----Town Clerk  
Camilla Shaw-----Tax Collector/Deputy Town Clerk  
Herbert Sady, Jr.-----Highway Superintendent

Planning Board Member(s): Matthew Pratt

Also present: Artie Pratt and Leonard Reed

The Special Meeting was called to order by Supervisor O'Brien at 7:00pm, followed by the Pledge of Allegiance. Location of Fire Exits were given. Quorum of board members present.

**OATH OF OFFICE**

The Oath of Office was administered to the Appointed Officials present:

- David O'Brien-Code Enforcement Officer; Point of Contact for NIMS and Association of Towns Voting Delegate
- Roger Weeden-Deputy Town Supervisor
- Tamme Taran-Health Officer
- Camilla Shaw - 1<sup>st</sup> Deputy Town Clerk
- Leonard Reed – 2<sup>nd</sup> Deputy Town Clerk
- Matthew Pratt-Member of Planning Board & Ethics Board

Judge Sady administered the Oath of Office to Rebecca Jones as Registrar of Vital Statistics; Deputy Tax Collector and Association of Towns Alternate Voting Delegate prior to the meeting.

**RESOLUTION NO. 1-2019**

**HAMPTON ORGANIZATIONAL CHARTER FOR 2019**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED:

Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden,  
Nays 0

RESOLVED, that upon review the Hampton's Organizational Charter for 2019 is adopted as proposed and amended.

Yearly Audits...Town Justice, Town Clerk, Tax Collector and Bookkeeper to be done on Thursday, January 17<sup>th</sup>, 2019.

Quarterly Audits need to be scheduled for April, July & September.

**RESOLUTION NO. 2-2019**

**OPERATIONAL LETTER OF AGREEMENT**

On a motion of Councilwoman Sweeney, seconded by Councilman Sady, the following resolution was ADOPTED:

Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, to sign an Operational Letter of Agreement with Poultney Rescue Squad for \$1200.00 and Fair Haven Rescue Squad for \$1600.00.

Bookkeeper position was discussed.  
These are the options so far:

- Supervisor O'Brien has contacted Joel Carpenter, CPA in Granville, has not heard back from him yet.
- A couple of responses have been received from the email/facebook posting
- Supervisor can do it himself.

**RESOLUTION NO. 3-2019**  
**PROCUREMENT POLICY 2019**

On a motion of Councilman Sady, seconded by Councilman Weeden, the following resolution was ADOPTED:

Ayes 5 O'Brien, Sady, Taran, Sweeney Weeden  
Nays 0

RESOLVED, to accept the Procurement Policy for 2019.

**RESOLUTION NO. 4-2019**  
**HAMPTON TOWN POLICIES**

On a motion of Councilman Sady, seconded by Councilman Weeden, the following resolution was ADOPTED:

Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, that upon review the following Policies:

1. Travel Policy
2. Investment Policy
3. Cell Phone Policy
4. Sexual Harassment Policy
5. Workplace Violence Policy
6. Procurement Policy
7. Credit Card Policy
8. On-line Banking Policy
9. Ethics Policy
10. Computer Usage Policy
11. Record Storage Policy
12. Employee Handbook
13. Drug/Alcohol Testing Policy
14. Town Hall Use
15. Road Side Tree Policy
16. Cyber Security Policy

Of the Town of Hampton are approved.

Question was raised about Ray Energy paying taxes. Thru the County IDA, Ray Energy is part of a PILOT program, which means they make a "payment in lieu of taxes" for the 1<sup>st</sup> five years.

Town Assessment was discussed... Town Assessor Mary Ellen Hill-Pierce may need to do a reval next year (2020). Also discussed maybe receiving a Shared Services Grant thru the County to help offset the cost.

Question was asked about tapping maple trees around Warren Cemetery. Following a discussion the following resolution was introduced.

**RESOLUTION 5-2019**

**Warren Cemetery-Tap Maple Trees**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, to give Wayne Downing permission to tap maple trees at Warren Cemetery with the understanding that a donation, in lieu of payment, will made to the Hampton Fire Company and that the sap lines will be taken down at the end of sugaring season.

**RESOLUTION 6-2019**

**EXECUTIVE SESSION**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED: Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, the Board to enter into Executive Session at 7:37pm regarding pending negotiations.

**RESOLUTION 7-2019**

**RETURN TO REGULAR SESSION**

On a motion of Councilman Sady, seconded by Councilwoman Sweeney, the following resolution was ADOPTED: Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, the Board return to regular session at 7:45pm

**RESOLUTION 8-2019**

**GRANT**

On a motion of Councilman Sady, seconded by Councilwoman Sweeney, the following resolution was ADOPTED: Ayes 5 O'Brien, Sady, Taran, Sweeney, Weeden  
Nays 0

RESOLVED, that Supervisor O'Brien pursue an enhanced Infrastructure Grant for the Town of Hampton.

**RESOLUTION 9-2019**

**AUTHORIZE TO PRE-PAY ITEMS**

MOTION BY: COUNCILMAN DONALD SADY  
SECONDED BY: COUNCILWOMAN TAMME TARAN

**TITLE: RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO PAY BILLS  
IN ORDER TO AVOID PENALTIES AND INTEREST**

**WHEREAS**, the Town has determined that due to certain bills being due prior to the Town Board Audit of bills,

**AND WHEREAS**, the Town Board is desirous of avoiding late fees, penalties and interest and maintain its good credit standing,

**NOW THEREFORE, BE IT RESOLVED:**

That the Town Board of Hampton hereby authorizes the Supervisor to approve the payment of bills before audit if in the reasonable discretion of the Supervisor, it is necessary to do so to avoid any costs, penalties, interest or termination of service. The supervisor may pay claims for public utilities, postage, freight and express charges, before they are audited. The term "public utilities" includes electric, gas, water, sewer and telephone services and the purchase of fuel oil. All claims must be presented for audit at the next regular board meeting audit. The claimant and the town officer incurring or approving these claims are jointly and severally liable for any amount disallowed upon audit.

**BE IT FURTHER RESOLVED:**

That the Town Board is not required by law to pre-audit payments of fixed salaries, compensation of officers or employees, principal and interest indebtedness, or amounts coming due on certain contracts

**BE IT FURTHER RESOLVED** that in the absence of the Supervisor, the Deputy Supervisor is authorized to review the bills and make the determination to authorize payment for the same reason.

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby authorized and directed to add the following policy to the policy manual/employee handbook for the Town of Hampton.

DATED: January 03, 2019	Supervisor O'Brien	AYE
	Councilman Sady	AYE
	Councilwoman Taran	AYE
	Councilwoman Sweeney	AYE
	Councilman Weeden	AYE

**PUBLIC COMMENTS/COUNCIL COMMENTS**

First baby born in 2019 at Glens Falls Hospital was Colton Donald Ballard, son of Shawn Ballard and Reva Ashline of Hampton.

Jacob Jones, son of Town Clerk Rebecca Jones and David Jones has received his official Certificate to Act as Certified Public Accountant.

On a motion of Councilman Sady, seconded by Councilwoman Taran, the meeting adjourned at 8:07pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC  
Town Clerk

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Also present: Artie Pratt and Leonard Reed

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Respectfully submitted,

Rebecca S. Jones, RMC  
Town Clerk



# MEETING ATTENDANCE SIGN-IN

Meeting Date: January 3, 2019  
Committee/Board: Town Organizational Meeting

Please **PRINT** your name and address clearly to assure the correct spelling in the minutes of this meeting.

1. Matthew Pratt
2. Artie Pratt
3. Leonard Reed
4. \_\_\_\_\_
5. \_\_\_\_\_
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20. \_\_\_\_\_

## TOWN OF HAMPTON, WASHINGTON COUNTY PROCUREMENT POLICY 2019

**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 competitive bidding; and

**WHEREAS**, Section 103 of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods, and services subject to competitive bidding; and

**WHEREAS**, comments have been solicited from those officers of the Town involved in procurement; NOW THEREFORE, be it

**RESOLVED:** That the Town of Hampton does hereby adopt the following procurement policies and procedures for the Town of Hampton:

**Guideline 1:** Every prospective purchase of goods or services (services include repair services) shall be evaluated to determine the applicability of GML Section 103.

Every Town Officer, Highway Superintendent, Board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year.

The estimate shall include the canvass of other town 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.

In the event that a purchaser or repair needs to be made outside of the normal cycle, the Supervisor shall be contacted by the department and he will provide the information to the members of Town Board in writing for approval of the expenditure. The Board will report any decisions at the next Town Board meeting. Policies and procedures of the Procurement Policy and any other Town policies, resolutions, laws, or appropriate state laws shall be followed in this event.

**Guideline 2:** All purchases of a) supplies or equipment or services which will exceed \$10,000 in the fiscal year or b) public works contracts which will exceed \$20,000 shall be formally bid pursuant to GML Section 103.

**Guideline 3:** All estimated purchases of supplies or equipment or services :

- Less than \$5,000 but greater than \$500 are left to the discretion of the Purchaser and must have written quotes and be approved by the Town Board.
- Less than \$500 must be reviewed by the Purchaser to ensure that funds are available for the purchase and that budget line items have not been exceeded.

Any written RFQ shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and the written quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

**Guideline 4:** 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. If a bidder is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.

**Guideline 5:** 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.

**Guideline 6:** The Purchaser shall determine the amount of funds available within the particular expense budget line and the affects that the particular purchase will make upon the remaining funds within the particular expense budget line. At no time shall the funds within the particular expense budget line be exhausted or exceeded by such purchase without prior approval of the Town Board.

**Guideline 7:** 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 and Consultants:** Contracts which require professional methods, character, standards, or the exercise of independent professional judgment fall into this category. Many of these services require a State license to practice or may be creative and specialized in nature. Some examples of Professional Services are; Accounting, Advertising Agency Promotion, Architectural, Artwork, Clinical Service Providers, Computer Software Maintenance, Agreements, Consultants, Design Services, Engineering, Instructors/Teachers/Training, Insurance, Legal,

# HAMPTON TOWN BOARD ORGANIZATIONAL MEETING

	2018	2019
<b>Ordinance Coordinator</b>	Town Board	Town Board
<b>Code Enforcement Officer</b>	David O'Brien	David O'Brien
<b>Point of Contact for NIMS</b>	David O'Brien	David O'Brien
<b>Dog Warden</b>	Larry Carman	Larry Carman
<b>Registrar of Vital Statistics</b>	Rebecca S. Jones	Rebecca S. Jones
<b>Deputy Town Clerk</b>	1st - Camilla Shaw 2nd - Leonard Reed	1st - Camilla Shaw 2nd - Leonard Reed
<b>Deputy Town Supervisor</b>	Tamme Taran	Roger Weeden
<b>Audit Committee - Quarterly</b>	Andrea Sweeney	Andrea Sweeney
<b>Deputy Highway Superintendent</b>	Tyler McClure	Tyler McClure
<b>Deputy Tax Collector</b>	Rebecca S. Jones	Rebecca S. Jones
<b>Budget Officer</b>	Kim Perry	Kim Perry
<b>Assessor</b>	Mary Ellen Hill-Pierce	Mary Ellen Hill-Pierce
<b>Historian</b>	John Mead	John Mead
<b>Association of Towns Voting Delegate</b>	David O'Brien	David O'Brien
<b>Association of Towns Alternate</b>	Rebecca S. Jones	Rebecca S. Jones
<b>Health Officer</b>	Tamme Taran	Tamme Taran
<b>Town Attorney</b>	Meyer & Fuller	Meyer & Fuller
<b>Board of Assessment Review</b>	Fred Washburn Leonard Reed David Putz	Fred Washburn Leonard Reed Charles Rountree
<b>Ethics Board</b>	Dave Jensen Kathy Putz Roger Weeden	Matthew Pratt Susan Perry Roger Weeden
<b>Town Newspapers</b>	Granville Sentinel & Whitehall Times or Post Star	Granville Sentinel & Whitehall Times or Post Star
<b>Town Banks</b>	Glens Falls National Citizens Bank Community Bank	Glens Falls National Citizens Bank Community Bank
<b>Monthly Board Meeting</b>	Third Thursday of each Month @ 7:30pm	Third Thursday of each Month @ 7:30

## SALARIES

	<u>2018</u>	<u>2019</u>
Board of Review	\$ 50.00	\$ 50.00
	Plus \$5.00 for chairperson	Plus \$5.00 for Chairperson
Town Board (4 members)	\$ 2520.00	\$ 2520.00
Town Justice	\$ 6038.00	\$ 6038.00
Supervisor	\$ 2100.00	\$ 2100.00
Tax Collector	\$ 1785.00	\$ 1785.00
Assessor	\$ 11550.00	\$ 11550.00
Dog Warden	\$ 1200.00	\$ 1200.00
Registrar of Vital Statistics	\$ 200.00	\$ 200.00
Highway Superintendent	\$ 13650.00	\$ 13650.00
Town Clerk	\$ 7665.00	\$ 7665.00
Deputy Town Clerk (1 <sup>st</sup> . only)	\$ 250.00	\$ 250.00
Deputy Tax Collector	\$ 250.00	\$ 250.00
Historian	\$ 200.00	\$ 200.00
Janitor	\$ 240.00	\$ 240.00
Bookkeeper/Budget Officer	\$ 5670.00	\$ 5670.00
Planning Board (4 members (plus an alternate))	\$ 500.00	\$ 500.00
Planning Board Chairman	\$ 200.00	\$ 200.00

(All salaries are per year)

## HOLIDAYS

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day, and two floating days.

\*\*Holiday Pay is eight (8) hours during winter hours.

\*\*Holiday Pay is ten (10) hours when four-day work schedule is in place

## MISCELLEANOUS INFO

Winter Sand, delivered \$10.00 yard

Screened Gravel, delivered \$10.00 yard

Highway Employee rate not more than \$ 18.00 per hour

Highway spending without Town Board approval \$500.00, rolling stock Tractor, Grader, Backhoe) up to \$1000 truck repair up to \$3000

Mileage .40 cents per mile

Highway Employee hiring rate, subject to experience and qualification not to exceed \$17.50

Part-time Highway Employee-range from \$11.00/hour to \$16.00/hour, subject to Experience and Qualification

Highway Superintendent to attend monthly meetings

Base salary for Highway Superintendent is \$13,650.00 (no Health Insurance included)

All new full-time employees shall pay the following percent of their Health Insurance per month. Town of Hampton only provides Single or Employee and Spouse coverage The employee pays:

20% if single

25% if employee plus spouse

Town will pay deductible for employees up to \$1100 for single plan and \$2200 for

Employee plus Spouse

If an employee opts out of Health Care they will receive a \$2250 yearly stipend paid in equal monthly payments

## TOWN OF HAMPTON HIGHWAY DEPARTMENT

Full-Time Employee(s) are entitled to the following:

After ninety day probation period and on every subsequent anniversary the employee shall earn Five (5) sick and three (3) personal days. Sick days to accumulate-to a maximum of Thirty (30) days, Personal days used on a yearly basis; On the first anniversary the employee will earn One (1) week vacation / On the second and every subsequent anniversary the employee will earn Two (2) weeks vacation / On the fifth anniversary and every subsequent anniversary the employee will earn Three (3) weeks' vacation / On the twentieth anniversary and every subsequent anniversary the employee will earn Four (4) weeks' vacation. All Personal and Vacation days will be scheduled only with Highway Superintendent approval, at least one day in advance and in no less than ½ day increments. Vacation time must be used prior to November 15<sup>th</sup>

unless approved by Highway Superintendent. The Highway Superintendent will execute this policy in the best interest of the Highway Department at all times.

Planning Board 2018

Bonnie Hawley, Chair	1 years
Virginia Kinsey	5 year
Rene Rountree	4 years
Susan Perry	3 years
Steve Fernet	2 years
ALTERNATE:	
Matthew Pratt	

Planning Board 2019

Bonnie Hawley, Chair	5 years
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