

TOWN OF CONSTANTIA
MINUTES - TOWN BOARD-ORGANIZATIONAL MEETING –JANUARY 2, 2014
6:30 pm Constantia Town Hall

Present: Charles Gilkey – Supervisor
Richard Colesante, John Metzger, Chad Whitney – Council Members
Clare Haynes – Town Clerk
Others Present: Wayne Woolridge - Highway Superintendent
Roy Reehil - County Legislator
Absent: Thomas Moran-Council Member

CALL TO ORDER:

At 6:32 pm Mr. Gilkey called the organizational meeting to order with the pledge of allegiance.

APPOINTMENTS FOR 2014:

Mr. Whitney made the motion to approve the following:

Official newspaper - **Citizen Outlet**
Meeting nights - **3rd Tuesday 6:30 bills 7:30 meeting**
Depository - **Pathfinder**
Payroll service - **ADP**
Mileage rate - **.50**
Bookkeeper to the Supervisor -**Nancy Butler, New Term Expires 12/31/14**
Assessor’s Clerk P/T - **Lynn Hardy, New Term Expires 12/31/14**
Dog Control Officer - **Karen Ashley, New Term Expires 12/31/14**
Deputy Supervisor - **Thomas J. Moran, New Term Expires 12/31/14**
Deputy Town Clerk and Deputy Registrar of Vital Statistics - **Rhonda Cottet, New Term Expires 12/31/14**
Registrar of Vital Statistics - **Clare Haynes, Expires 12/31/15**
Records Management Officer and GIS Point of Contact - **Clare Haynes, Expires 12/31/15**
Park Director - **Krista Lewis, New Term Expires 12/31/14**
Justice Clerk to Justice Mark Simpson - **Julie Simpson, New Term Expires 12/31/14**
Justice Clerk to Justice Stephen Pelon - **Lynn Tennant, New Term Expires 12/31/14**
Deputy Highway Superintendant - **Edward John Whitney, Expires 12/31/15 (2 yrs)**
Town Historian - **Marilyn Darrah, New Term Expires 12/31/14**
Town Historian - **Margaret Peck, New Term Expires 12/31/14**
Town Attorney - **Warren Bader Expires 12/31/2015 (2 yrs)**
Director of Planning Development and Code Enforcement - **John Illingworth, Expires 12/31/15 (2yrs)**
Planning Board – **Kenard Macari, New Term Expires 12/31/2020**
Board of Assessment Review - **Paul Heins, New Term Expires 9/30/2018**
Secretary Planning/Board of Appeals - **Kay Foster, New Term Expires 12/31/2014**

HOLIDAYS:

New Years’ Day	Wednesday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 20th
President Day	Monday, February 17th
Memorial Day	Monday, May 26th
Independence Day	Friday, July 4 th
Labor Day	Monday, September 1st
Primary Day*	September - TBA
Columbus Day	Monday, October 13 th
Election Day	Tuesday, November 4th
Veterans’ Day	Tuesday, November 11 th
Thanksgiving Day	Thursday, November 27th
Christmas Day	Thursday, December 25 th

Seconded by Mr. Metzger.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

The Board of Appeals and Park and Recreation Commission have openings, will appoint at a later date.

PROCUREMENT POLICY:

Mr. Metzger made the motion to approve the following procurement policy.

PROCUREMENT POLICY
2014

Guideline 1 - Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That 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.

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

Guideline 3 – All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written **or internet quotes** from 3 vendors
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral **or internet quotes** from 2 vendors
- Less than \$1,000 but greater than \$250 are left to the discretion of the Purchaser

All Estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require a written RFP proposal from 3 contractors
- Less than \$10,000 but greater than \$ 3,000 require a written RFP proposal from 2 contractors
- Less than \$ 3,000 but greater than \$ 500 are left to the discretion of the Purchaser

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/oral quotes have been requested and the written/oral 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 or 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 that 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 the 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 – 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 from auction
- h) Goods purchased for less than \$250
- i) Public works contracts for less than \$500

Guideline 7 – This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by Mr. Colesante.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

OFFICIAL UNDERTAKING:

Mr. Colesante made the motion to approve the official undertaking for 2014, seconded by Mr. Whitney.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

*signed undertaking will be at the end of this document.

AMBULANCE CONTRACT:

COUNCILMAN: Metzger

Introduced the following and moved its adoption:

RESOLVED, that:

Approve the contract with North Shore Ambulance in the amount of Two Hundred Seventy Six Thousand and Four Hundred Twenty Five (\$276,425.00) dollars to be paid as follows:

\$138,212.50 Dollars by April 1, 2014 and

\$138,212.50 Dollars by October 1, 2014

Seconded by Councilman: Colesante

Aye: Whitney, Colesante, Metzger, Gilkey

Nay:

Absent: Moran

*signed contract will be at the end of this document.

CONTRACTS:

Mr. Colesante made the motion to approve the Fire District #1 contract for \$113,040.00. Seconded by Mr. Whitney.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

Mr. Colesante made the motion to approve the fire protection contract with Constantia Fire District #1 for \$86,910.00. Seconded by Mr. Metzger.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

Mr. Colesante made the motion to approve the fire protection contract with the village of Cleveland for \$86,910.00. Seconded by Mr. Metzger.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

*signed contracts will be at the end of this document.

KENNEL AGREEMENT:

Mr. Colesante made the motion to approve the kennel agreement for \$1,500.00, seconded by Mr. Metzger.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

*signed agreement will be at the end of this document.

WORKPLACE VIOLANCE:

Mr. Whitney made the motion to accept the workplace violence policy for 2014

It is the Town of Constantia's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she in an agency employee or not, report it immediately to their Department Head or the Town Supervisor. Supervisor or Department Heads who receive such reports should advise the Town Board regarding investigating the incident and the appropriate action. (Please Note: Threats or assaults that require immediate attention should be reported to the Sheriff's Department or New York State Troopers.)

We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

DESIGNATED CONTACT PEOPLE:

NAME: Charles R. Gilkey

NAME: Thomas Moran

TITLE: Town Supervisor

TITLE: Councilman

PHONE: 675-3360

PHONE: 623-7768

Seconded by Mr. Colesante.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

AUDIT OF CLAIMS:

COUNCILMAN: **Metzger**

Introduced the following and moved its adoption:

RESOLVED, that:

The Constantia Town Board authorizes the Supervisor to pay in advance the audit of claims for public utilities services such as electric, water, fuel oil, and telephone services as well as postage, freight, express charges and health insurance. Claims for these payments shall be presented at the next regular meeting for audit.

Seconded by Councilman: **Colesante**

Aye: **Whitney, Colesante, Metzger, Gilkey**

Nay:

Absent: **Moran**

SALARIES:

Mr. Metzger made the motion to approve the salaries as approved during the 2014 budget process, seconded by Mr. Whitney.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

PUBLIC COMMENT:

Ms. Dutcher from Whipple Rd was at the meeting to be sure Ms. Ashley was going to be reappointed as Dog Control Officer. The board thanked her for coming.

BOARD COMMENT:

Mr. Reehil was on his way back from being sworn in and thought he would stop to congratulate Mr. Whitney. His seat on the floor of the legislator is two down from the Majority Leader.

HIGHWAY:

At the end of year meeting Mr. Woolridge brought information with him about the purchase of truck lifts at the highway garage. After looking at his replacement program he has decided to purchase only two of the lifts this

year and then two next year. They are on OGS so no bid is needed. Mr. Woolridge will get information to the board for approval at the January 21st town board meeting.

ADJOURN:

At 7:00 pm Mr. Colesante made the motion to adjourn, seconded by Mr. Whitney.

Carried: Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes