

TOWN OF CONSTANTIA  
**MINUTES - TOWN BOARD-ORGANIZATIONAL MEETING –JANUARY 6, 2015**  
7:00 pm Constantia Town Hall

Present: Charles Gilkey – Supervisor  
Richard Colesante, John Metzger, Chad Whitney, Thomas Moran – Council Members  
Clare Haynes – Town Clerk

**CALL TO ORDER:**

At 7:00 pm Mr. Gilkey called the organizational meeting to order with the pledge of allegiance.

**2015 Town of Constantia Appoints:**

Mr. Colesante made the motion to approve the following:

Official newspaper - **Citizen Outlet**

Meeting nights - **3<sup>rd</sup> Tuesday 6:30 bills 7:30 meeting**

Depository - **Pathfinder**

Payroll service - **ADP**

Mileage rate - **.50**

Bookkeeper to the Supervisor -**Nancy Butler, New Term Expires 12/31/15**

Assessor's Clerk P/T - **Lynn Hardy, New Term Expires 12/31/15**

Dog Control Officer - **Karen Ashley, New Term Expires 12/31/15**

Deputy Supervisor - **Thomas J. Moran, New Term Expires 12/31/15**

Deputy Town Clerk and Deputy Registrar of Vital Statistics - **Rhonda Cottet, New Term Expires 12/31/15**

Park Director - **Krista Lewis, New Term Expires 12/31/15**

Justice Clerk to Justice Mark Simpson - **Julie Simpson, New Term Expires 12/31/15**

Justice Clerk to Justice Stephen Pelon - **Lynn Tennant, New Term Expires 12/31/15**

Town Historian - **Marilyn Darrah, New Term Expires 12/31/15**

Town Historian - **Margaret Peck, New Term Expires 12/31/15**

Board of Appeals – **Michael Doran, New Term Expires 12/31/2019**

Planning Board – **Charles R. Williams, New Term Expires 12/31/2021**

Board of Assessment Review - **Thomas Noonan, New Term Expires 9/30/2019**

Park and Recreation Commission - **Darlene Baker, New Term Expires 12/31/2021**

Secretary Planning/Board of Appeals - **Kay Foster, New Term Expires 12/31/2015**

Seconded by Mr. Metzger.

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

**HOLIDAYS:**

Mr. Whitney made the motion to accept the following holidays:

New Years' Day	Thursday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 19th
President Day	Monday, February 16th
Memorial Day	Monday, May 25th
Independence Day	Saturday, July 4 <sup>th</sup> TBD
Labor Day	Monday, September 7th
Primary Day*	September - TBA
Columbus Day	Monday, October 12 <sup>th</sup>
Election Day	Tuesday, November 3rd
Veterans' Day	Wednesday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 26th
Christmas Day	Friday, December 25 <sup>th</sup>

Seconded by Mr. Metzger.

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

**PROCUREMENT POLICY:**

Mr. Colesante made the motion to approve the following 2015 Procurement Policy.

**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: Moran - Yes Whitney - Yes Colesante - Yes Metzger - Yes Gilkey - Yes

**OFFICIAL UNDERTAKING:**

Mr. Metzger made the motion to approve the official undertaking for 2015, seconded by Mr. Moran.

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

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

**AMBULANCE CONTRACT:**

COUNCILMAN: Moran

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, 2015 and**

**\$138,212.50 Dollars by October 1, 2015**

Seconded by Councilman: Colesante

Aye: Moran, Whitney, Colesante, Metzger, Gilkey

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

**FIRE CONTRACTS:**

COUNCILMAN: Colesante

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of One Hundred Thirteen Thousand Forty (\$113,040.00) dollars to be paid on or before April 1, 2015.**

Seconded by Councilman: Metzger

Aye: Moran, Whitney, Colesante, Metzger, Gilkey

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

COUNCILMAN: Colesante

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve the Fire Protection Contract between the town of Constantia and Constantia Fire District #1 in the amount of Eighty Six Thousand Nine Hundred Ten (\$86,910.00) dollars to be paid on or before April 1, 2015.**

Seconded by Councilman: Metzger

Aye: Moran, Whitney, Colesante, Metzger, Gilkey

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

COUNCILMAN: **Metzger**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve the Fire Protection Contract between the town of Constantia and the village of Cleveland in the amount of Eighty Six Thousand Nine Hundred Ten (\$86,910.00) dollars to be paid on or before April 1, 2015.**

Seconded by Councilman: **Colesante**

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

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

**KENNEL AGREEMENT:**

COUNCILMAN: **Colesante**

Introduced the following and moved its adoption:

RESOLVED, that:

**The town board for the town of Constantia will approve the Kennel Agreement between the town of Constantia and Karen Ashley, Dog Control Officer in the amount of One Thousand Five Hundred (\$1,500.00) dollars to be paid in four (4) equal payments of \$375.00 per payment at the end of each quarter, March 31, June 30, September 30 and December 31.**

Seconded by Councilman: **Metzger**

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

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

**WORKPLACE VIOLENCE:**

Mr. Whitney made the motion to accept the workplace violence policy for 2015

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. Moran.

Carried: Moran - Yes 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: **Moran, Whitney, Colesante, Metzger, Gilkey**

**SSIPEND:**

Mr. Colesante made the motion to approve the following:

Planning Board members will be paid \$10.00 per meeting attended.

Board of Appeals members will be paid \$10.00 Per meeting attended.

Board of Assessment Review members will be paid minimum wage for each member's time served.

Seconded by Mr. Metzger.

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

**SALARIES:**

Mr. Colesante made the motion to approve the salaries as approved during the 2015 budget process, seconded by Mr. Moran.

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

**BOARD COMMENT:**

Mr. Colesante spoke about the meeting he had with Mr. Gilkey and Mr. Illingworth in regards to cleaning up properties in the town. Would like to put something in the paper when the weather starts to get nice to give notice to residents maybe even reference the local law that will be used to enforce cleanup.

Mr. Colesante asked about Water Committee meeting, Mr. Gilkey responded that there have been no issues to resolve so no meeting is needed. Mr. Moran asked about the audit for the water district, Mr. Gilkey responded with the law suit, inspections and some missed curb stops the district is still not ready for an audit.

Budget transfers should be ready for the January town board meeting.

**ADJOURN:**

At 7:25 pm Mr. Moran made the motion to adjourn, seconded by Mr. Whitney.

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