TOWN OF CONSTANTIA

MINUTES - TOWN BOARD-ORGANIZATIONAL MEETING -JANUARY 3, 2017

7:00 pm Constantia Town Hall

Present: Kenneth Mosley – Supervisor

John Metzger, Chad Whitney, Thomas Moran – Council Members

Clare Haynes – Town Clerk

Richard Colesante – Council Member Absent:

Wayne Woolridge – Highway Superintendent

CALL TO ORDER:

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

2017 Town of Constantia Appoints:

Mr. Metzger 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

Seconded by Mr. Whitney.

Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes Carried:

Mr. Whitney made the motion to approve the following appointments:

Bookkeeper to the Supervisor -Nancy Butler, Term Expires 12/31/17

Assessor's Clerk P/T - Lynn Hardy, Term Expires 12/31/17

Dog Control Officer - Karen Ashley, Term Expires 12/31/17

Deputy Supervisor - Thomas J. Moran, Term Expires 12/31/17

Deputy Town Clerk and Deputy Registrar of Vital Statistics - Rhonda Cottet, New Term Expires 12/31/17

Park Director - Krista Lewis, Term Expires 12/31/17

Justice Clerk to Justice Mark Simpson - Julie Simpson, Term Expires 12/31/17

Justice Clerk to Justice Stephen Pelon – Clare Haynes, Term Expires 12/31/17

Town Historian - Margaret Peck, Term Expires 12/31/17

Code Enforcement Officer – Wayne Hall III, Term Expires 12/31/2017 (Qualified Appointment)

Deputy code Enforcement Officer - Mark Harrington, New Term Expires 12/31/2017

Board of Appeals - Ken Macari - Chairman, Term Expires 12/31/2021

Planning Board - Rita Petkash - Chair, Term Expires 12/31/2023

Planning Board – Daniel Pone, New Term Expires 12/31/2023

Park and Recreation Commission – Erin Zehr, New Term Expires 12/31/2023

Secretary Planning/Board of Appeals - Kay Foster, New Term Expires 12/31/2017

Seconded by Mr. Moran.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

HOLIDAYS:

Mr. Metzger made the motion to accept the following holidays for 2017:

New Years' Day Monday, January 2nd Dr. Martin Luther King Jr. Day Monday, January 16th President Day Monday, February 20th Memorial Day Monday, May 29th Independence Day Tuesday, July 4th Labor Day Monday, September 4th

Primary Day Floater

Monday, October 9th Columbus Day

Election Day Floater

Thursday, November 9th Veterans' Day Thanksgiving Day Thursday, November 23rd Christmas Day Monday, December 25th

Seconded by Mr. Moran.

Moran - Yes Carried: Whitney - Yes Metzger - Yes Mosley - Yes

2017 SALARIES:

Mr. Colesante made the motion to approve the following salaries or hourly rate as corrected,

General Fund - 2017

			Salary or
	Name - Title	Hourly	
			Rate/ yr.
			\$10,611.0
	Dog Control Officer	S	0
			\$12,046.0
	Town Attorney	S	0
		_	\$18,024.0
	Supervisor's Clerk	S	0
	Councilman - 4 positions	S	\$3,000.00
	Maintenance	Н	\$14.75
			\$11,150.0
	Town Supervisor	S	0
	Assessor's Clerk	Н	\$15.06
	Town Clerk	S	\$35,676.0 0
	Code Enforcement Officer		_
		Н	\$20.00
	Deputy Code Enforcement Officer	H	\$18.50
	Deputy Town Clerk	Н	\$14.00
	Dir. Parks and Rec	S	\$3,344.00
	Judge #1	S	\$9,500.00
	Judge's Clerk #1	S	\$7,595.00
	Judge #2	S	\$9,500.00
	Judge's Clerk #2	S	\$7,595.00
	A	C	\$26,800.0
	Assessor	S	0
	Park and Recreation - 2017		A.= c.
1	Rec Leader III (Supervisor)	Н	\$15.61
1	Rec Leader II (Weekend Supervisor)	Н	\$10.80
1	Rec Leader II (Ass't Supervisor)	Н	\$10.75
1	Rec Leader II (Evening Supervisor)	Н	\$10.20
1	Rec Leader I (Arts & Crafts)	Н	\$10.75
1	Rec Leader I (Activities)	Н	\$9.70
2	Rec Leader I (Counselors)	Н	\$9.70
1	Public Health Tech	Н	\$11.10
1	Aquatics Director	Н	\$12.00
1	Life Guard WSI	Н	\$12.00
1	Life Guard I	Н	\$10.50
2	Life Guard II	Н	\$10.00
3	Life Guard III	Н	\$9.70

Seconded by Mr. Moran.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

Mr. Metzger made the motion to approve the following 2017 Highway payroll:

Highway Fund - 2017

	Hourly		Yearly
Name - Title	Rate		Amount
			\$53,045.0
Woolridge, Wayne		Salary	0
	\$17.5		
Medium Equipment Operator	0	Hourly	
	\$22.7		
Heavy Equipment Operator	0	Hourly	
	\$23.9		
Deputy Highway Superintendent	0	Hourly	
Year Round Laborer	\$15.7	Hourly	
	Woolridge, Wayne Medium Equipment Operator Heavy Equipment Operator Deputy Highway Superintendent	Name - Title Rate Woolridge, Wayne \$17.5 Medium Equipment Operator 0 \$22.7 Heavy Equipment Operator 0 \$23.9 Deputy Highway Superintendent 0	Name - Title Rate Woolridge, Wayne \$17.5 Medium Equipment Operator 0 Hourly \$22.7 Heavy Equipment Operator 0 Hourly \$23.9 Deputy Highway Superintendent 0 Hourly

	5	
	\$15.0	
Seasonal 1	0	Hourly
	\$12.0	
Seasonal 2	0	Hourly
1 11 34 33714		

Seconded by Mr. Whitney.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

Mr. Moran made the motion to accept the following:

Boards - 2017

Planning Board

		\$10.0	
	Per meeting attended	0	
		\$13.0	
	Secretary per hour	0	
2)	Board of Appeals		
		\$10.0	
	Per meeting attended	0	
		\$13.0	
	Secretary per hour	0	
		\$10.0	
3)	Board of Assessment Review	0	Hourly

3) Board of Assessment Review

Seconded by Mr. Whitney. Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

PROCUREMENT POLICY:

Carried:

Mr. Metzger made the motion to approve the following 2017 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.

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<u>Guideline 2</u> – 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.

<u>Guideline 5</u> – 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.

<u>Guideline 6</u> – 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

<u>Guideline 7</u> – 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. Whitney.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

OFFICIAL UNDERTAKING:

Mr. Moran made the motion to approve the official undertaking for 2017, seconded by Mr. Whitney.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

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

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: Moran

Aye: Moran, Whitney, Metzger, Mosley

AMBULANCE CONTRACT:

COUNCILMAN: Whitney

Introduced the following and moved its adoption:

RESOLVED, that:

The town board for the town of Constantia will approve the contract with North Shore Ambulance in the amount of Two Hundred Seventy Nine Thousand One Hundred Eighty Nine (\$279,189.00) dollars to be paid as follows:

\$139,594.50 Dollars by April 1, 2017 and \$139,594.50 Dollars by October 1, 2017

Seconded by Councilman: Moran

Aye: Moran, Whitney, Metzger, Mosely

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

FIRE CONTRACTS:

Aye: Moran, Whitney, Metzger, Mosley

*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 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, 2017.

Seconded by Councilman: Whitney
Aye: Moran, Whitney, Metzger, Mosley

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

COUNCILMAN: Moran

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, 2017.

Seconded by Councilman: Metzger
Aye: Moran, Whitney, Metzger, Mosley

*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 Constantia Fire District #1 in the amount of One Hundred Nineteen Thousand Seven Hundred Eighty Five (\$119,785.00) dollars to be paid on or before April 1, 2017.

Seconded by Councilman: Moran
Aye: Moran, Whitney, Metzger, Mosley

KENNEL AGREEMENT:

COUNCILMAN: Moran

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: Whitney
Aye: Moran, Whitney, Metzger, Mosley

WORKPLACE VIOLANCE:

Mr. Metzger made the motion to accept the workplace violence policy for 2017

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: Kenneth C. Mosley
TITLE: Town Supervisor
PHONE: 345-2571

NAME: Thomas Moran
TITLE: Councilman
PHONE: 623-7768

Seconded by Mr. Whitney.

Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes

BOARD COMMENT:

COUNCILMAN: Metzger

Introduced the following and moved its adoption:

BE IT RESOLVED: That the town board for the Town of Constantia will appropriate the 2016 Highway Unreserved Fund Balance in the amount of \$115,000.00 (One Hundred Fifteen Thousand) to purchase a 2014 Gradall XL3100 Highway Wheeled Excavator in January of 2017. The total cost of this vehicle is \$233,000.00, the balance will be paid in February of 2018.

BE IT FURTHER RESOLVED: That the town board authorizes Supervisor Mosley to sign the Municipal Credit Application from Welch State Bank for the balance of \$118,000.00 (One Hundred Eighteen Thousand) the balance to be financed until February 2018.

Seconded by Councilman: Moran
Aye: Moran, Whitney, Metzger, Mosley

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

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Mr. Metzger made the motion to approve Abstract #13 dated December 22, 2016,

Highway Fund 239 \$ 46,600.00

Seconded by Mr. Whitney.

Carried: Moran – Yes Whitney – Yes Metzger – Yes Mosley - Yes

ADJOURN:

At 8:00 pm Mr. Whitney made the motion to adjourn, seconded by Mr. Moran. Carried: Moran - Yes Whitney - Yes Metzger - Yes Mosley - Yes