

TOWN OF CONSTANTIA
MINUTES - TOWN BOARD-ORGANIZATIONAL MEETING –JANUARY 2, 2018
7:00 pm Constantia Town Hall

Present: Kenneth Mosley – Supervisor
Richard Colesante, John Metzger, Thomas Moran, Frank Tomaino – Council Members
Clare Haynes – Town Clerk
Wayne Woolridge – Highway Superintendent

Absent: Warren Bader – Town Attorney

CALL TO ORDER:

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

HIGHWAY:

Mr. Woolridge came in tonight to ask the boards permission to advertise for a 2010 Roadtec RP190 10' asphalt paver. Mr. Woolridge did put the purchase in his budget for 2018. After discussion, Mr. Metzger made the motion to authorize Mr. Woolridge to advertise for the 2010 Rodtec RP190 10' asphalt paver.
Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley - Yes

Discussion then turned to complaints that Mr. Mosley has received from two residents on Center Street. Mr. Woolridge is widening the road putting in culverts and ditching. The road is not wide enough, Mr. Woolridge did speak to Mr. Baroun a local land surveyor. Mr. Woolridge explained to Mr. Baroun what his intentions were, Mr. Baroun indicated the process discussed is exactly how he would mark the right of way of the road. Mr. Mosley did discuss the other complaints with Mr. Woolridge and the issues these residents are bringing to light have been taken care of by Mr. Woolridge. The board members support Mr. Woolridge in his efforts to upgrade this road. Mr. Metzger asked Mr. Woolridge to be vigilant in making sure all rules are being followed.

*Mr. Woolridge left the meeting at 7:35 pm

2018 TOWN OF CONSTANTIA APPOINTMENTS:

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**

Bookkeeper to the Supervisor -**Nancy Butler, Term Expires 12/31/18**

Assessor's Clerk P/T - **Lynn Hardy, Term Expires 12/31/18**

Dog Control Officer - **Karen Ashley, Term Expires 12/31/18**

Deputy Supervisor - **Thomas J. Moran, Term Expires 12/31/18**

Deputy Town Clerk and Deputy Registrar of Vital Statistics - **Rhonda Cottet, New Term Expires 12/31/18**

Registrar of Vital Statistics – **Clare Haynes, Term Expires 12/31/19**

Records Management Officer and GIS Point of Contact – **Clare Haynes, Term Expires 12/31/19**

Park Director - **Krista Lewis, Term Expires 12/31/18**

Justice Clerk to Justice Mark Simpson - **Julie Simpson, Term Expires 12/31/18**

Justice Clerk to Justice Stephen Pelon – **Clare Haynes, Term Expires 12/31/18**

Deputy Highway Superintendent – **Edward John Whitney, Term Expires 12/31/19 (2 yrs)**

Town Historian - **Margaret Peck, Term Expires 12/31/18**

Town Attorney – **Warren Bader, Term Expires 12/31/19 (2 yrs)**

Code Enforcement Officer – **Wayne Hall II, Term Expires 12/31/18**

Board of Appeals – **Sandy Retajczyk, Term Expires 12/31/2022**

Planning Board – **Adam Dorn, Term Expires 12/31/2024**

Secretary Planning/Board of Appeals - **Kay Foster, New Term Expires 12/31/2018**

Seconded by Mr. Colesante.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley - Yes

HOLIDAYS:

Mr. Colesante made the motion to accept the following holidays for 2018:

New Years' Day	Monday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 15th
President Day	Monday, February 19th
Memorial Day	Monday, May 28th
Independence Day	Wednesday, July 4th
Labor Day	Monday, September 3rd
Primary Day	Floater

Columbus Day	Monday, October 8 th
Election Day	Floater
Veterans' Day	Monday, November 12 th
Thanksgiving Day	Thursday, November 22 nd
Christmas Day	Tuesday, December 25 th

Seconded by Mr. Moran.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley - Yes

2018 SALARIES:

Before approval of the salaries Mr. Mosley brought some personal issues before the board concerning part time employees and paying personal time. After discussion the town board members authorized Mr. Mosley to write a letter letting all part time and seasonal employees know that they do not qualify for any paid personal time. This brought up the employee handbook, the board members requested copies of the handbook that they have been working on for one more review before approval.

Mr. Moran made the motion to approve the following salaries,

General Fund - 2018

Name - Title		Salary or Hourly Rate/ yr.
Dog Control Officer	S	\$10,611.00
		0
Town Attorney	S	\$12,407.00
		0
Supervisor's Clerk	s	\$18,565.00
		0
Councilman - 4 positions	S	\$3,000.00
Maintenance	H	\$15.20
		\$11,485.00
Town Supervisor	S	0
Assessor's Clerk	H	\$15.52
		\$36,746.00
Town Clerk	S	0
		\$32,136.00
Code Enforcement Officer	S	0
Deputy T-Clerk	H	\$14.42
Dir. Parks and Rec	S	\$3,344.00
Judge #1	S	\$9,785.00
Judge's Clerk #1	S	\$7,823.00
Judge #2	S	\$9,785.00
Judge's Clerk #2	S	\$7,823.00
		\$27,200.00
Assessor	S	0

Seconded by Mr. Colesante.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

Mr. Metzger made the motion to approve the following 2018 Park and Recreation pay schedule:

Park and Recreation - 2018

Rec Leader III (Supervisor)	H	\$15.61
Rec Leader II (Weekend Supervisor)	H	\$10.80
Rec Leader II (Ass't Supervisor)	H	\$10.75
Rec Leader II (Evening Supervisor)	H	\$10.40
Rec Leader I (Arts & Crafts)	H	\$10.75
Rec Leader I (Activities)	H	\$10.40
Rec Leader I (Counselors)	H	\$10.40
Public Health Tech	H	\$11.10
Aquatics Director	H	\$12.00
Life Guard WSI	H	\$12.00
Life Guard III	H	\$11.00
Life Guard II	H	\$10.40

Life Guard I H \$10.40
 Seconded by Mr. Colesante.
 Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

Mr. Metzger made the motion to accept the following 2018 Highway Pay Schedule:

Highway Fund - 2018

Name - Title	Hourly Rate	Yearly Amount
Woolridge, Wayne	Salary	\$55,000.00
4 Heavy Equipment Operator	\$23.38 Hourly	0
1 Heavy Equipment Operator-New	\$17.00 Hourly	0
1 Deputy Highway Superintendent	\$24.60 Hourly	0
Medium Equipment Operator	\$17.50 Hourly	0
Seasonal 1	\$17.00 Hourly	0
Seasonal 2	\$12.00 Hourly	0

Seconded by Mr. Moran.
 Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

Mr. Metzger made motion to accept the following 2018 reimbursement schedule for Boards with changes.

Boards - 2018

1) Planning Board	\$20.00	
Chairman, per meeting attended	0	
Member, per meeting attended	\$15.00	
Secretary per hour	0	
2) Board of Appeals	\$20.00	
Chairman, per meeting attended	0	
Member, per meeting attended	\$15.00	
Secretary per hour	0	
3) Board of Assessment Review	\$10.00	Hourly

Seconded by Mr. Colesante.
 Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

PROCUREMENT POLICY:

Mr. Colesante made the motion to approve the following 2018 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:

- Acquisition of professional services
- Emergencies
- Sole source situations
- Goods purchased from agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased from auction
- Goods purchased for less than \$250
- 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. Tomaino.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

OFFICIAL UNDERTAKING:

After discussion, Mr. Moran asked Mr. Mosley to include this Undertaking when he has the Town’s annual insurance review, Mr. Moran is concerned the dollar amounts should be raise. Mr. Metzger asked if Mr. Mosley could verify that the Town’s bookkeeper Ms. Butler is also bonded.

Mr. Colesante made the motion to approve the official undertaking for 2018, seconded by Mr. Metzger.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

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

AUDIT OF CLAIMS:

COUNCILMAN: **Colesante**

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 telephones 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: **Metzger**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

KENNEL AGREEMENT:

COUNCILMAN: **Metzger**

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, 2018.

Seconded by Councilman: **Moran**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

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

AMBULANCE CONTRACT:

COUNCILMAN: **Metzger**

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 Sixty Nine Thousand One Hundred Eighty Nine (\$269,189.00) dollars to be paid as follows:

\$134,594.50 Dollars by April 1, 2018 and

\$134,594.50 Dollars by October 1, 2018

Seconded by Councilman: **Colesante**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

*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 Twenty Thousand Eight Hundred Thirty Five (\$120,835.00) dollars to be paid on or before April 1, 2018.

Seconded by Councilman: **Tomaino**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

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

COUNCILMAN: **Metzger**

Introduced the following and moved its adoption:

RESOLVED, that: **Moran**

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, 2018.

Seconded by Councilman:

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

*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, 2018.

Seconded by Councilman: **Moran**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

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

WORKPLACE VIOLENCE:

Mr. Colesante made the motion to accept the workplace violence policy for 2018

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. Tomaino.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

BOARD COMMENT:

Mr. Colesante made the following motion:

In the Matter Of The proposed increase (pursuant to Section 209-h of the Town Law) in the maximum amount authorized to be expended in connection with the establishment of an improvement district in the Town of Constantia, Oswego County, New York, known as Bernhards Bay Water District in said Town. Final Order As To Establishment OF District At Increased Cost. Seconded by Mr. Metzger.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley - Yes

*Full copy order can be reviewed at the Town Clerk's office during normal business hours.

Councilman: **Colesante**

Introduced the following and moved its adoption:

A Resolution Authorizing the Issuance of An Additional \$950,000 Bonds of the Town of Constantia, Oswego County, New York, to Pay Part of the Cost of the Establishment of Bernhards Bay Water District, In and For said Town.

Seconded by Councilman: **Metzger**

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley – Yes

*Full copy of Resolution can be viewed at the Town Clerk's office during normal business hours.

ADJOURN:

At 8:00 pm Mr. Whitney made the motion to adjourn, seconded by Mr. Moran.

Carried: Moran - Yes Tomaino - Yes Colesante – Yes Metzger - Yes Mosley - Yes