

**TOWN OF JOHNSBURG
ORGANIZATIONAL MEETING &
REGULAR TOWN BOARD MEETING
WEVERTOWN COMMUNITY CENTER
2370 STATE ROUTE 28
JANUARY 4, 2018**

1. Call the meeting to order. Pledge of Allegiance

2. Oaths of Office for Town Officials

3. Approval of Minutes: Regular meeting December 19, 2017

4. Correspondence:

- a. Danae Tucker - Zoning Enforcement Officer appointment
- b. Jo Ann Smith, Tim Record – Town Historian applicants
- c. William Mosher – Animal Control Officer appointment
- d. Matt Fuller – Legal Matters
- e. Letter from NYS Unified Court System – Annual court records review.

5. Organizational Meeting Business:

5.1 The following appointments by the Supervisor which will be concurrent with the Supervisor's elected term:

- A. Budget Officer – Andrea Hogan
- B. Deputy Supervisor – Katharine Nightingale
- C. 2nd Deputy Supervisor – Arnold Stevens
- D. Secretary – Joann Morehouse
- E. Registrar of Vital Statistics – Kathleen Lorah
- F. Petty Cash Officer – Andrea Hogan
- G. Bookkeeper – Sherry Williams

5.2 following appointments by the Town Board which will be a one-year term:

5.2-A. Zoning Enforcement Officer – Danae Tucker

5.2-B. Animal Control Officer – William Mosher

5.2-C. Legal Counsel to the Town – Meyer and Fuller, PLLC

5.2-D. Legal Counsel to the Planning Board - Justin Grassi with Miller, Mannix, Schachner & Hafner, LLC

5.2– E. Health Officer - Dr. John Rugge

5.3 The following appointment by the Town Board which will be a 6 month term and contingent on terms set forth by the Supervisor and reviewed with the applicant:

Town Historian – Jo A. Smith

5.4 The following appointments by the Town Clerk which will be concurrent with the Clerk's elected term:

A. Deputy Town Clerk – Kathleen Donnelly

B. Deputy Registrar – Kathleen Donnelly

5.5 The following projects for 2018 were submitted by Highway Superintendent Hitchcock for agreement of the board: (commonly labeled 284 Agreements)

A. Harvey Rd. – Ground and Pave 1 mile.

B. 13th Lake Rd. – Ground and Pave 1 mile

C. Various Roads – Culvert Replacements

D. Hudson St. – New Bridge Deck.

E. Glen Creek Rd. – Bridge abutments

F. Garnet Lake Rd. – Install DOT approved guiderail

G. Glen Creek Rd. – Install DOT approved guiderail

5.6 Designations

5.6-A. Polling places in the Town of Johnsburg - District # 1 (Wevertown) for all districts

5.6-B. Official Newspapers for the Town of Johnsbury, 2018 - Sun Community News & The Post Star

5.6-C. Banks as official depositories for 2018 - Community Bank and Glens Falls National

5.6 -D. Designate Supervisor Andrea Hogan and Clerk Kathleen Lorah as delegates to the Association of Towns annual meeting February 18-21 in New York City and approve expenses not to exceed \$500.

5.7 Set mileage compensation for Town business for 2018 at IRS rate of .545 cents

5.8 Bonding and Authorizations

5.8 A. Adoption of town officers bond for 2018

5.8 B. Authorization for payments in advance of audits of claims for postage and public utility services.

5.8 C. Authorize supervisor to extend unexpended balances in their respective accounts for encumbering monies.

5.8 D. Authorize town officers to purchase necessary supplies to carry on official duties in amounts not to exceed the budget.

5.8 E. Authorize Supervisor to pay annual dues of Assn. Of Towns when due.

5.8 F. Authorize the Town Clerk to publish, in two issues, a summary of 2017 annual report of Supervisor.

5.8 G Authorize Standard Work day and Reporting for 2018

5.8 H. Authorize use of Supervisor's Annual Report in lieu of Accounting to the State Comptroller

5.9 Authorize Supervisor to place town monies in interest-bearing accounts when this can be done without interfering with operation of Town Government.

5.10 Adopt Town Procurement Procedures

5.11 Accept annual review of court records and dockets.

5.12 Authorize Supervisor to direct legal work on behalf of the town. To be reviewed and re-authorized annually.

5.13 Schedule the Organizational Meeting Jan 3, 2019 at Wevertown Community Center at 7:00 pm

5.14 Appointment of standing committees 2018

Highway – Gene Arsenault and Andrea Hogan

Solid Waste – Arnold Stevens and Peter Olesheski

Fire & EMS – Arnold Stevens and Andrea Hogan

Planning & Zoning – Peter Olesheski and Gene Arsenault

Building, Parks & Recreation – Peter Olesheski and Laurie Arnheiter

Personnel – Arnold Stevens and Laurie Arnheiter

6. Committee Reports

7. Old Business

8. New Business

a. Animal Control Report

b. ZEO Monthly Report

c. Historian Annual Report

9 . Privilege of floor

10. Motion to adjourn

Next Meeting – January 16, 2018, 7:00 pm at the Tannery Pond Community Center

Procurements Procedures updated June 17, 2014 Resolution #97-14 With 5 members voting in favor, the resolution is declared carried. Ayes-5 (Arsenault, Stevens, Olesheski, Nightingale, Vanselow) Nays – 0

4C

NON-BID PROCUREMENTS PROCEDURES CHART / WORKSHEET

<u>Expected Cost Of Procurement</u>	<u>Documented Quotes Required*</u>	<u>Other Requirements</u>
Purchases under \$300	NONE	Voucher / Purchase Order
\$300 - \$999	NONE	Voucher / Purchase Order Co-Signed by Bookkeeper
\$1,000 - \$2,999	2 or 3 Verbal	Voucher / Purchase Order Co-Signed by Bookkeeper
\$3,000 - \$4,999	2 Written	Voucher / Purchase Order Co-Signed by Supervisor
\$5,000 & Over	3+ Written	Voucher / Purchase Order Approval of Town Board Co-Signed by Supervisor

* References to current catalog or state / county contract prices may be used.

For each quote, enter vendor name, telephone number, and result of solicitation

Enter additional information on back of form

Quote #1: Telephone # _____ Notes: _____
 Name: _____
 Cost \$ _____

Quote #2: Telephone # _____ Notes: _____
 Name: _____
 Cost \$ _____

Quote #3: Telephone # _____ Notes: _____
 Name: _____
 Cost \$ _____

Quote #4: Telephone # _____ Notes: _____
 Name: _____
 Cost \$ _____

This resolution sets forth the policies and procedures of the Town of Johnsbury to meet the requirements of General Municipal Law, Section 104-b.

Procurements Procedures updated June 17, 2014 Resolution #97-14 With 5 members voting in favor, the resolution is declared carried. Ayes-5 (Arsenault, Stevens, Olesheski, Nightingale, Vanselow) Nays – 0

PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special or local law.

PUBLIC WORKS AND PURCHASE CONTRACTS

When required by a General Municipal Law §103, all contracts for public works and all purchase contracts must be awarded to the lowest responsible bidder after advertising for bids. The State Comptroller's Office has opined that the term "**Public Works**" encompasses contracts for services, labor or construction and the term "**Purchase**" applies to the procurement of commodities, materials, equipment and supplies. (Opn. St. Comp. No. 87-46) (Town Law Manual page 73 §5-33)

PROCEDURE FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING

The Superintendents of Highways, Parks and Buildings, and the North Creek Water District will make the initial determination of which procurements for their departments may require competitive bidding. The Town Supervisor will make the determination for all other departments. A report will be submitted to the Town Board by each responsible person, by the end of each year, listing all budgeted procurements that may be expected to exceed \$5,000 in the coming year. The probable application, if any, of statutory exemptions from the limits of \$20,000 for procurements predominantly for goods or \$35,000 for those predominantly for services, should be noted on the list. Unbudgeted expenses exceeding \$5,000 shall be reported to the Town Board as they become necessary. The Board will make the final determination of whether or not to require bidding for any of these procurement.

STATUTORY EXCEPTIONS FROM THESE POLICIES AND PROCEDURES

Except for procurements made pursuant to General Municipal Law, Section 103(3) (County Contracts) or Section 104 (State Contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of verbal quotations, written quotations or requests for proposals, or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

Procurements Procedures updated June 17, 2014 Resolution #97-14 With 5 members voting in favor, the resolution is declared carried. Ayes-5 (Arsenault, Stevens, Olesheski, Nightingale, Vanselow) Nays – 0

EXCEPTIONS TO FORMAL BID

The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law:

1. Purchase contracts under \$20,000
2. Public Works Contracts under \$35,000
3. Emergency purchases
4. Certain municipal hospital purchases
5. Goods purchased from agencies for the blind or severely handicapped
6. Goods Purchased from correctional institutions
7. Purchases under state and county contracts
8. Surplus and secondhand purchases from another governmental entity.

METHODS OF COMPETITION AND DOCUMENTATION TO BE USED FOR NON-BID PROCUREMENTS

The specification of procedures for non-bid procurements will be incorporated in a chart and worksheet (a copy of which is attached hereto) which shall be updated periodically as is found necessary and practical, with any changes to be approved by resolution of the Town Board. The procedures followed will be documented by filing the worksheets with claims for payment for any procurements requiring the solicitation of quotes.

AWARDS TO OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERER

Whenever any contract is awarded to other than the lowest responsible dollar offer, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above shall be document by entering the full explanation on the back of the procedures chart / worksheet. (3/20/2007 Approved)

ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY THE BOARD

The Board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the Town Board, the solicitation of alternative proposals or quotes will not be in the best interest of the Town of Johnsbury.

1. Emergencies where time is a crucial factor.
2. Single-source items, for which there is no possibility of competition.
3. Professional Services.
4. Very small procurements, for which solicitations of competition would not be cost effective.

Procurements Procedures updated June 17, 2014 Resolution #97-14 With 5 members voting in favor, the resolution is declared carried. Ayes-5 (Arsenault, Stevens, Olesheski, Nightingale, Vanselow) Nays – 0

INPUT FROM OFFICERS

Comments concerning the policies and procedures shall have been solicited from officers of the Town of Johnsbury involved in the procurement process prior to the passing of this resolution, and will be solicited from time to time hereafter.

ANNUAL REVIEW

The Town Board shall annually review these policies and procedures. The Town Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply fully with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Johnsbury or any officer or employee thereof.

TOWN OF JOHNSBURG TOWN BOARD MEETING MARCH 1, 2011

RESOLUTION NO. 49 - Mr. Vanselow presented the following resolution and moved its passage with a second from Mr. Arsenault to authorize the Superintendent of Highways to individually sign vouchers for purchases up to the amount of seven hundred and fifty dollars (\$750.00) if the funds exist in the budget. With 5 members voting in favor the resolution is declared carried. Ayes-5 (Arsenault, Morehouse, Stevens, Vanselow, Goodspeed) Nays –0