

Minutes of the Town Board Meeting held at Town Hall on January 3, 2013 at 7:30PM

Present: John Burke, Supervisor
Timothy Arone, Frank Palermo and Marilyn Prestia, Councilpersons
Absent: None
Also Present: Robert Weyant, Highway Superintendent; Maria Hunter, Village Planning Board; James Skoufis, Assemblyman

I. Re-Organization:

Motion was offered by Supervisor Burke, seconded by Councilwoman Prestia, to appoint Desiree Potvin as Deputy Supervisor.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
NOES 0

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Motion was offered by Councilman Palermo, seconded by Councilman Arone, to accept the following:

1. That the Town Board will hold regular meetings in the Town Hall on the first and third Thursdays of each and every month at 7:30PM; and that the Town Board will hold a worksession the Monday preceding each Town Board meeting at 7:30PM, if necessary.
2. That the Middletown Times Herald Record be designated as the official newspaper for the Town of Woodbury.
3. That members of the Town Government and employees, when on official business or duty for the Town, shall be paid at the rate of \$0.565 cents per mile for the use of their car (rate includes gas and wear/tear of vehicle).
4. The maximum food allowance per day when employees attend a conference is \$50.00.
5. That the Town of Woodbury Investment Policy be approved as follows:  
The objectives of the Investment Policy of the Town of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is authorized to invest Town funds which are in excess of current operating needs. Town investments are governed by applicable New York State Laws.  
The Supervisor is authorized to make the following types of investments, for the present, until other types of investments are submitted to the Town Board:
  - a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
  - b. Direct purchase of Certificates of Deposit from the designated depositories of the Town. Such Certificates of Deposit are to be collateralized by obligations enumerated in Section "a" above.
  - c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Town or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.



Lorelei Pitt

Budget Officer

Salary Schedules:

That the 2013 salaries for non-union employees and elected officials be as approved and adopted at the 2013 Budget Public Hearing, which was done on November 15, 2012.

Town Board Assignments:

|                                      |                                              |
|--------------------------------------|----------------------------------------------|
| Media Relations                      | Burke, Arone                                 |
| Woodbury Day Liaison(s)              | None                                         |
| Cable Franchise                      | Palermo, Arone                               |
| Court House/Town Hall                | Palermo, Prestia                             |
| Fiscal Advisory                      | Burke, Prestia                               |
| Environmental Conservation           | Prestia                                      |
| Records Management Liaison           | Burke                                        |
| Woodbury Library Liaison             | Palermo                                      |
| M-W School Board Liaison             | Prestia                                      |
| Cornwall School Board Liaison        | Prestia                                      |
| Gatehouse Committee Liaison          | Palermo                                      |
| Police Department Liaison(s)         | Burke, Palermo                               |
| Building & Highway                   | Burke, Palermo                               |
| Insurance                            | Burke, Arone                                 |
| Senior Citizen Liaison               | Burke                                        |
| Beautification Commission Liaison    | Arone                                        |
| Business Improvement Dist. Committee | Burke, Arone                                 |
| Refuse                               | Burke, Palermo                               |
| Parks Department Liaison(s)          | Burke                                        |
| Employee Relations                   | Prestia, Palermo                             |
| Pre-Disaster/Mitigation Planning     | Arone                                        |
| Technology                           | Prestia                                      |
| Village Liaison(s)                   | Burke, Arone                                 |
| <b>ADOPTED</b>                       | <b>AYES 4</b> Burke, Arone, Palermo, Prestia |
|                                      | <b>NOES 0</b>                                |

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Procurement Policy:

Motion was offered by Supervisor Burke, seconded by Councilman Arone, to adopt the Procurement Policy of the Town of Woodbury as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement;

NOW, THEREFORE, BE IT

RESOLVED that the Town of Woodbury does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. "Purchaser" is defined as a Town official, board member, department

head or individual assigned by department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

| | |
|------------------------|---|
| Highway | Robert Weyant, John Jones, Sheila Beadle |
| Police | Richard Vasquez, Arthur Abbott |
| Parks | Joseph Gianzero, Frances Jack |
| Buildings/Grounds | Robert Blair, Robert Beckley |
| Library | Jennifer Bradshaw, Martha LaVallee |
| Court | Alice Confield, Carol Garen |
| Assessor's Office | Laura Breslin, Malverne Toll |
| Town Clerk's Office | Desiree Potvin, Frances Huang |
| Tax Collector's Office | Carol Herb |
| Supervisor's Office | John Burke, Laura Morrissey, Eileen Sutherland, Maxine Saracino |

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103. In 2013 this amendment to GML 103 will sunset and the limits will return to \$10,000 for all purchases of supplies or equipment and \$20,000 for all public works contracts. When/If this occurs, then the limits listed below exceeding the former limits will be null and void.

Guideline 3. Purchase of goods of a single item shall follow the following:
Less than \$20,000 but greater than \$10,000 Three written quotes with documentation
Less than \$10,000 but greater than \$5,000 Two written quotes with documentation
Less than \$5,000 Left to discretion of the Purchaser

Pursuant to GML 103(1), purchases of "commodities, services or technology" may not be "artificially divided" for the purpose of satisfying the "discretionary buying thresholds". "The reasonably expected aggregate amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase" must be considered.

Purchase of public work/services contracts shall follow the following:

Less than \$35,000 but greater than \$20,000 Three written quotes with documentation
Less than \$20,000 but greater than \$5,000 Two written quotes with documentation
Less than \$5,000 Left to discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for the quotes that have been received by using the form provided by the Town. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded 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.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of proposals/quotes shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- (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 at auction;
- (h) Goods purchased for less than \$5,000;
- (i) Public work/services for less than \$5,000.

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

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

II. Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Councilman Arone, seconded by Councilman Palermo, to accept the minutes of the regular meeting held December 20, 2012.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

Motion was then offered by Councilwoman Prestia, seconded by Councilman Palermo, to accept the minutes of the special meeting held December 31, 2012.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

b. Designation of AOT Delegate:

Motion was offered by Supervisor Burke, seconded by Councilman Palermo, to designate the following named persons to attend the Annual Business Session of the Association of Towns of the State of New York, to be held in New York City, on February 20, 2013, and to cast the vote of the Town, pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association: Town Clerk Desiree Potvin, Delegate, Tax Collector Carol Herb, Alternate.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

III. Old Business: There was no old business to discuss.

IV. New Business:

a. Eagle Scout Proclamation:

Motion was offered by Councilman Palermo, seconded by Councilman Arone, to adopt the following resolution:

WHEREAS, the rank of Eagle Scout is the pinnacle achievement in Boy Scouting. It is a rank that requires significant effort, dedication and service to one’s home, troop and community.

THEREFORE, BE IT RESOLVED that the Town of Woodbury Town Board, at its meeting held January 3, 2013, recognizes and commends the outstanding achievements of Brian D. Buttner, John Hand III, Andrew Fabbro, Matthew Fabbro and Thomas Schumann as they receives their Eagle Scout badge at a Court of Honor ceremony on January 19, 2013.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

Supervisor Burke and Councilwoman Prestia will attend the ceremony on behalf of the Board. Supervisor Burke then listed the projects that each member did to obtain their Eagle Scout rank. Councilman Prestia congratulated these five individuals and thanked them for the projects they have done that have benefited our community.

V. Public Comment:

Councilman Palermo thanked the Highway Department for the great job they did during the recent snow storms that we experienced. He wished all a happy new year.

VI. Adjournment:

With no further business to discuss or comments received, a motion was offered by Councilman Arone, seconded by Councilman Palermo, to adjourn the meeting at 7:45PM.

ADOPTED AYES 4 Burke, Arone, Palermo, Prestia
 NOES 0

Desiree Potvin, Town Clerk