

**2020 Organizational Meeting:**

Appointment of Deputy Town Supervisor:

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Deputy Town Supervisor with a salary of \$1200/year.

**ADOPTED**      AYES  
                    NOES

Meetings/Official Newspaper/Mileage & Food Reimbursement:

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to hold regular meetings of the Town Board in the Town Hall on the first and third Thursday of each and every month at 7:30PM. When necessary a work session will be held on the Monday preceding the regular Town Board meeting starting at 7PM.

**ADOPTED**      AYES  
                    NOES

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to schedule a Police Commissioners meeting to be held the third Monday of each month, as needed.

**ADOPTED**      AYES  
                    NOES

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the following:

- 1) That the Middletown Times Herald Record be designated as the official newspaper for the Town of Woodbury.
- 2) That members of the Town Government and employees, when on official business or duty for the Town, shall be paid at the rate of \$\_\_\_\_\_ per mile for the use of their car (rate includes gas and wear/tear of vehicle).
- 3) The maximum food allowance per day when employees attend a conference is \$75.00, with no alcoholic beverage reimbursement.

**ADOPTED**      AYES  
                    NOES

Investment Policy:

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following:

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.

- d. Time Deposit Accounts are designated depositories of the Town. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in Section "a" above.

The Supervisor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following banks are to be designated as official banks for the Town:

- Sterling National Bank, Monroe, NY 10950
- Lakeland Bank, Highland Mills, NY 10930
- Bank of America, Cornwall, NY 12518
- OC Trust Company, Vails Gate, NY 12584
- TD Bank, Monroe, NY 10950

The Supervisor shall be authorized to invest funds of the Town in these banks during the 2020 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third-party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis.

**ADOPTED** AYES  
NOES

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Appointments:

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to make the following appointments:

Martha Nask to the Beautification Committee with a term due to expire 12/31/2026

OR

- Willa Freiband to the Park and Recreation Committee with a term due to expire 12/31/2026
- Denice DaCunha to the Park and Recreation Committee with a term due to expire 12/31/2020
- Mary Porcu to the Park and Recreation Committee with a term due to expire 12/31/2021
- John Smith to the Park and Recreation Committee with a term due to expire 12/31/2022
- Rey Hernandez to the Park and Recreation Committee with a term due to expire 12/31/2023
- \_\_\_\_\_ to the Park and Recreation Committee with a term due to expire 12/31/2024
- Martha Nask to the Park and Recreation Committee with a term due to expire 12/31/2025

**ADOPTED** AYES  
NOES

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Consultants:

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to designate Joseph McKay with the law firm Catania, Mahon, Milligram & Rider, PLLC, as general legal counsel.

**ADOPTED** AYES  
NOES

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to designate Fusco Engineering as Engineers for the Town.

**ADOPTED** AYES  
NOES

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to designation Thomas McDonough with the law firm Jackson Lewis, as labor attorney.

**ADOPTED**      AYES  
                         NOES

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to make the following committee assignments:

Committee Assignments:

Cable Franchise	Councilman Hunter	Councilman Etzel
Family Visitor Program	Councilwoman Hernandez	Councilman Etzel
Fiscal Advisory	Councilwoman Etzel	Councilwoman Hernandez
Library Liaison	Councilman Burke	
Police Department	Councilman Hunter	Supervisor Palermo
Insurance	Councilman Burke	Supervisor Palermo
Business Improv. District	Councilwoman Hernandez	Councilman Hunter
Refuse	Councilman Hunter	Supervisor Palermo
Parks Department	Councilman Etzel	Councilman Burke
Employee Relations	Councilwoman Hernandez	Councilman Burke
Pre-Disaster/Mitigation Planning	Councilman Hunter	Supervisor Palermo
Village Liaison	Councilman Etzel	Councilwoman Hernandez
Buildings and Grounds	Councilman Etzel	Councilman Hunter
International Council	Councilwoman Hernandez	

**ADOPTED**      AYES  
                         NOES

Procurement Policy:

Motion was then offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the procurement policy 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

**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:

Police	Kevin Watson, Kevin Phillips
Parks	Joseph Gianzero, Frances Jack
Buildings/Grounds	Robert Blair, Robert Beckley
Library	Sara Johnson
Court	Alice Confield, Carol Garen
Assessor's Office	Julie Rose
Town Clerk's Office	Desiree Potvin, Frances Huang
Tax Collector's Office	Carol Herb
Supervisor's Office	Frank Palermo, Laura Morrissey
Senior Center	Christine Kirk

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.

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 bidder shall be awarded a purchase or public works contract unless the Town determines that it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder through use of the "best value" option or the "piggybacking" option pursuant to Chapter 236m of the Town Code. Where an award is made to other than the lowest bidder, the Purchaser must prepare 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.
- (j) Contracts that have been let by the United States or any agency thereof, any state or any other political subdivision or district therein, pursuant to NYS Comptrollers Guidelines and General Municipal Law Section 103.
- (k) Pursuant to General Municipal Law section 103, subdivision 16, the Town Board may make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment and supplies, may make such purchases, or may contract for such services related to the installation, maintenance, or repair of apparatus, materials, equipment or supplies as may be required through the use of a contract let by the United States of America or any Agency thereof, any State or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value and made available for use by other governmental entities.

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  
                      NOES

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Official Undertaking:

Motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the below form (in italics) of the official undertaking of municipal officers of the Town, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Town's insurance company surety. This undertaking will be administered to all elected officials upon the start of their elected term that handle funds on behalf of the Town of Woodbury:

TOWN OF WOODBURY, ORANGE COUNTY, NEW YORK  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

**WHEREAS**, \_\_\_\_\_, of the Town of Woodbury, County of Orange, New York, has been elected to the office of \_\_\_\_\_ in the Town of Woodbury; and

**NOW THEREFORE**, he/she as respective officer above, do hereby undertake with the Town of Woodbury that he/she will faithfully perform and discharge the duties of the office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

The Town does and shall maintain insurance coverage (presently with New York Municipal Insurance Reciprocal) in the sum of \$100,000 per loss plus an additional \$200,000 for the Tax Collector and Deputy Tax Collector, \$100,000 for the Town Supervisor and Deputy Town Supervisor and \$100,000 for the Town Clerk and Deputy Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

**ADOPTED**      AYES  
                     NOES