

2019 Organizational Meeting:

Appointment of Deputy Town Supervisor:

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

ADOPTED AYES
 NOES

Meetings/Official Newspaper/Mileage & Food Reimbursement:

Motion was offered by _____, seconded by _____, to hold regular meetings of the Town Board 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 a worksession were to fall on a holiday, it will be held on the Tuesday.

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 \$0.58 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

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

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 2019 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 Parks and Recreation Commission with a term due to expire 12/31/2025
- Ellie Pastel to the Library Board with a term due to expire 12/31/2025
- Gail Tummarello to the Library Board with a term due to expire 12/31/2026
- Ryan Crosby to the Beautification Commission 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

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

Committee Assignments:

|                                  |                        |                        |
|----------------------------------|------------------------|------------------------|
| Cable Franchise                  | Councilman Essig       |                        |
| Fiscal Advisory                  | Councilwoman Hernandez | Supervisor Palermo     |
| Library Liaison                  | Supervisor Palermo     |                        |
| Police Department                | Councilman Hunter      | Supervisor Palermo     |
| Insurance                        | Councilman Arone       | Supervisor Palermo     |
| Business Improv. District        | Supervisor Palermo     | Councilman Arone       |
| Refuse                           | Councilman Hunter      |                        |
| Parks Department                 | Councilwoman Hernandez | Councilman Hunter      |
| Employee Relations               | Supervisor Palermo     | Councilwoman Hernandez |
| Pre-Disaster/Mitigation Planning | Supervisor Palermo     | Councilman Arone       |
| Village Liaison                  | Supervisor Palermo     | Councilman Arone       |

**ADOPTED**      AYES  
                      NOES

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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, Catherine Imburgia |
| Court | Alice Confield, Carol Garen |
| Assessor's Office | Laura Breslin |
| Town Clerk's Office | Desiree Potvin, Frances Huang |
| Tax Collector's Office | Carol Herb |
| Supervisor's Office | Frank Palermo, Laura Morrissey |
| Senior Center | Richard Walls |

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 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.
- (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.

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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