

Town of Harrietstown
Organizational Meeting
January 14, 2021

Call to Order at 5:00 P.M.

Pledge to the Flag

Roll Call
Supervisor Kilroy
Councilman Riley
Councilwoman Schrader
Councilwoman Mallach
Councilwoman Milne

APPOINTMENTS:

By Supervisor:

Deputy Supervisor:	Howard Riley
Bookkeeper to Supervisor:	Elizabeth Bevilacqua
Audit/Financial/Budget Officer:	Michael P. Kilroy
Historian:	Mary Hotaling
Annual Update:	Michael P. Kilroy

By Town Clerk:

Deputy Town Clerk:	Sabrina Harrison
Deputy Tax Collector:	Sabrina Harrison

By Highway Superintendent:

Deputy Highway Superintendent:	Joe DeFuria
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By Town Justices:

Court Clerk:	Sabrina Harrison
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By Town Board:

Town Attorney:	James Maher (Oath of Office)
Building/Zoning & Code Officer:	Todd A. David
Delegate to Association Of Towns:	Michael Kilroy
Health Officer:	Raymond Scollin, Jr
Planning Board Chair:	
Zoning Board of Appeals Chair:	
Registrar Vital Stats (Birth & Death):	Contract with Village of Saranac Lake
Dog Control Officer	Contract with Tri-Lakes Humane Society
Board of Assessment Review	William Madden Jr. (5 year term)

Contract Negotiations:

Supervisor requests authorization from the Board to contract and negotiate with parties involved in contracts.

Day to Day Business:

Supervisor requests authorization from the Board to conduct the “ordinary day to day” business of the Town on the Board’s behalf.

Other Items:

- Payroll will be in by 10:00 a.m. on the Wednesday before pay day unless holiday week as per the employee handbook.
- Agenda items are to be submitted by the close of business on Friday prior to a board meeting.
- Vouchers must be submitted no later than 10:00 a.m. on the Monday prior to the board meeting they are to be approved for payment.
- Resolution to authorize prepayment of all legally allowable vouchers.
- All official correspondence will be addressed to 39 Main Street and to be recorded in mail log.

Deputies Stipend:

For the positions of Deputy Highway Superintendent and Deputy Code Officer, there will be a \$1,500.00/year stipend paid to the individual who is designated the title of Deputy. The \$1,500.00 stipend shall be paid on an equal basis as part of the individual’s bi-weekly salary.

An individual becoming Deputy for only a portion of the year; the \$1,500.00 stipend will be pro-rated based on the number of months left in the year.

Procurement Policy:

Approval of as written or with corrections/and or additions.

Official Correspondence:

All official correspondence to be addressed to the Town of Harrietstown, 39 Main Street, Saranac Lake, NY 12983. This includes the Adirondack Regional Airport and Highway Department.

Petty Cash:

Town Clerk petty cash fund	\$200.00
Tax Collector petty cash fund	\$300.00
Airport petty cash fund	\$200.00

Official Designations:

Official Depository:	Community Bank
Official Newspaper:	Adirondack Daily Enterprise

Return Check Charge:

Cost added to face value of a returned check for 2021 will be \$35.00. The above listed items were approved as presented to the board for approval.

Competitive Bids:

Authorization for the Town Clerk and at least (1) Board member to open competitive bids on public and purchase agreements.

Regular Board Meetings:

For 2021 the Town Board will hold its regular meetings on the 2nd and 4th Thursdays of the month starting at 6:00 PM. November and December meeting dates may change due to holidays.

January 14, 2021 Organizational Meeting 6:00 PM

January 28, 2021

February 11, 2021

February 25, 2021

March 11, 2021

March 25, 2021

April 22, 2021

May 13, 2021

May 27, 2021

June 10, 2021

June 24, 2021

July 8, 2021

July 22, 2021

August 12, 2021

August 26, 2021

September 9, 2021

September 23, 2021

October 14, 2021

October 28, 2021

November 10, 2021 (Wednesday)

November 23, 2021 (Tuesday)

December 09, 2021

December 30, 2021

Tool Purchase: (TBD)

Authorize Highway Superintendent and Airport Manager to purchase tools without prior approval up to the amount of \$1,500.00 per procurement policy.

Account Signatories:

Authorize Board members to be named as signatories on Town Accounts:

- Payroll: Supervisor, Deputy Supervisor *
- NOW Accounts: Supervisor and Deputy Supervisor
- Class Accounts: Supervisor and Deputy Supervisor

*In the event both are absent will be an additional signatory on the above mentioned accounts.
The above listed items were approved as presented to the board. (Milne, Mallach;m/s/p)

Salaries:

Salaries of all elected and appointed officials and wages for hourly employees to be fixed at the rates as listed in the 2021 budget as included.

The amounts listed in the budget for elected officials are maximums.

All officials and employees shall be paid biweekly.

Mileage Reimbursement Rate:

The mileage reimbursement rate for 2021 will be \$.54/ mile or as the federal rate dictates.

Foil Requests:

The cost of any foil request for 2021 will be \$.25 per page.

This cost will be levied for any requests of documents through a foil inquiry including employees.

Committees:

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|---------------------------|------------------|
| 1. Airport | Ashley Milne |
| 2. Highway | Tracey Schrader |
| 3. Personnel: | |
| Safety | Tracey Schrader |
| HR | Michael Kilroy |
| 4. Special Districts | |
| Water& Sewer: | Ashley Milne |
| Lighting | Howard Riley |
| Lake Owner Assoc.: | Tracey Schrader |
| 5. Buildings: | |
| Town Hall | Tracey Schrader |
| Dewey Mountain | Jordanna Mallach |
| 6. Cemetery | Howard Riley |
| 7. Parks/Recreation/Youth | Jordanna Mallach |
| 8. Tourism | Tracey Schrader |
| 9. Business Park: | Howard Riley |
| 10. Code/ Zoning | Michael Kilroy |
| 11. Assessing: | Michael Kilroy |
| 12. Housing Authority: | Howard Riley |
| 13. Audit | Michael Kilroy |
| 14. Fire/Rescue | Jordanna Mallach |
| 15. Negotiations (Union) | Michael Kilroy |

Discussion of New Years Day 2022 and discussion of Public Comment time for board meetings.

Minutes:

Town Clerk to receive copies of all Planning/Zoning and Board of Appeals minutes on a monthly basis. A copy of minutes from any Board Committee meeting will also be provided to the Clerk.

Meal Allowances:

Outside New York City:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$30.00

In New York City

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$45.00

Holiday Schedule:

New Year's Day	Friday January 1 2021
Martin Luther King Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25 2021
Thanksgiving Friday	Friday, November 26, 2021
Christmas Eve	Friday, December 24 , 2021
Christmas Day	Monday, December 27, 2021
New Year's Eve ½ Day	Friday, December 31, 2021 noon ½ day

!!!!NOTE!!!!

All department heads, elected officials and non-union town employees will use the above Holiday schedule.

All Union employees (i.e. Highway and Airport) are responsible to check their respective Union contracts for bargained holiday schedule as some holidays may differ from the above schedule.

TOWN OF HARRIETSTOWN

REVISED RESOLUTION ESTABLISHING PROCUREMENT POLICIES AND PROCEDURES PURSUANT TO GENERAL MUNICIPAL LAW SECTION 104-b

At a meeting of the Town Board of the Town of Harrietstown, Franklin County, New York held at Saranac Lake, New York in said Town on Thursday, January 14, 2021

The meeting was called to order by Supervisor Michael P. Kilroy and the following were

PRESENT: Supervisor Kilroy
Councilman Riley
Councilwoman Schrader
Councilwoman Mallach
Councilwoman Milne

The following revised resolution was offered by Council , who moved its adoption, and seconded by Councilwoman , to wit:

WHEREAS, at its annual organizational meeting held on January 14, 2021 the Town Board enacted a resolution concerning procurement policies and procedures, and now wishes to revise said resolution to clarify the legal competitive bidding threshold amounts and define what constitutes an “emergency” so as to permit the Town Board in its discretion to determine a method of procurement best suited to the specific situation; and

WHEREAS, General Municipal Law Section 103 requires that all contracts for public work or services entered into by any department, officer or employee of the Town of Harrietstown involving an expenditure of more than \$35,000.00 must be awarded pursuant to the requirements of competitive bidding; and

WHEREAS, General Municipal Law Section 103 also requires that all contracts for the purchase of supplies, goods, materials or equipment entered into by any department, officer or employee of the Town of Harrietstown involving an expenditure of more than \$20,000.00 must be awarded pursuant to the requirements of competitive bidding; and

WHEREAS, General Municipal Law Section 104-b requires that goods and services which are not required by law to be procured by political subdivisions pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the political subdivision.

NOW THEREFORE, be it resolved that the Town Board of the Town of Harrietstown hereby adopts the following internal policies and procedures governing procurement of goods and services which are not required by law to be made pursuant to competitive bidding requirements.

Except for the procurements listed in subparagraph **(4)** below, alternative proposals or quotations for goods and services shall be secured in the following manner:

(1) PURCHASE CONTRACTS:

Contracts under \$1,000.00: reference to catalog, price lists, or use of prices available under State contract as benchmarks so that if a quoted price is below the State contract price, no further quotes are required.

Contracts from \$1,000.00 to \$20,000.00: 3 written quotes preferable or written with verbal quotes acceptable in the event unable to obtain all written quotes. In the event the department, officer, town employee or Town Board cannot obtain all written quotes, the individual concerned must stipulate that an attempt was made to obtain written quotes and list the verbal quotes involved, and sign and date document for Town Clerk filing. If prices under State contract are used as benchmarks so that if a quoted price is below the State contract price, no further quotes are required and Town Board approval is required.

(2) CONTRACTS FOR PUBLIC WORK

Contracts from \$1,000.00 to \$35,000.00: 3 written quotes preferable, or written with verbal quotes acceptable in the event unable to get any written quotes. In the event the department, officer, town employee or Town Board cannot obtain all written quotes, the individual concerned must stipulate that an attempt was made to obtain written quotes and list the verbal quotes involved, and sign and date document for Town Clerk filing. If prices under State contract are used as benchmarks so that if a quoted price is below the State contract price, no further quotes are required and Board approval is required.

(3) OTHER CONTRACTS

The methods of solicitation of the following types of procurements shall be as determined by the Town Board in its discretion according to the particular services or item being procured:

- a) Insurance**
- b) Professional Services**
- c) True leases**
- d) Second-hand equipment from other governments**

(4) EXCEPTIONS

a) Public emergencies: In the event of a public emergency contracts for public work or the purchase of supplies, materials or equipment may be let without complying with this procurement policy. A public emergency shall be as defined in General Municipal Law Section 103 (4), as follows: an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town require immediate action which cannot await competitive bidding. An emergency may be declared after review by two members of the Town Board.

b) Procurements pursuant to County or State contract (**General Municipal Law Sections 103 (3) and 104**) are exempt from the procurement policies and procedures set forth in this policy.

(5) Actions taken in connection with each method of procurement shall be adequately documented. When verbal quotations are required, documentation shall be by written memorandum or telephone log.

(6) If a contract is awarded to other than the lowest responsible dollar offeror, the reason why such an award is in the best interest of the Town shall be documented.

(7) The Highway Superintendent and Airport Manager are authorized to purchase necessary tools, equipment and implements without prior approval in the amount of \$1,500.00

WHEREFORE, the question of the adoption of the foregoing revised resolution was duly put to a vote on roll call which resulted as follows:

AYES

NAYS