

## Regular Meeting

A regular meeting of the Waddington Town Board was held on Monday, September 12, 2016 @ 7 PM in the Municipal Building.

**Present were:** Supervisor Sandra Wright and Councilmembers: Travis McKnight, Shirley Robinson, Patricia VanPatten, and Shaun Prentice.

**Also present:** Carol A. Burns, Town Clerk, Robert Dalton, Highway Superintendent, Marilyn Burrill, Edith Ashley, Mark Scott, Joseph Bregg, and David Putney.

**Call to Order:** Supv Wright called the meeting to order @ 7PM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Approval of Minutes:** A motion was made by Prentice, seconded by Robinson to approve the minutes as submitted. Ayes: All

### **Citizen's Comments:**

Joseph Bregg addressed the board with some ideas for a fishing pier that would bring business into the town. He noted that the Power Authority has a pot of money for recreation and maybe they could consider this. The Board noted that there are handicap fishing piers located at the foot of Maple St, Whittaker Park, and Little Sucker Brook Outlook. He stated he was thinking of a larger pier that would go further out into the river. C Prentice noted that if it were in the main channel it would have problems when the ice comes and goes. He also spoke of the County building a powered milk factory to ship milk to foreign countries. The Board thanked him for his suggestions.

Mark Scott reported that any articles for the Recorder need to be in by September 23<sup>rd</sup>. The Gallery @ St. Lawrence Arts will host a meeting to schedule events for the Christmas season in Waddington. He hoped that the old town hall will be able to be part of the venues. The Board stated that they would let keep him informed about the project progress.

### **Committee Reports**

**Recreation:** C. VanPatten reported that the Rec. Group should be meeting at the end of the month for a wrap session and everyone I talked to enjoyed the Morning Rec. Program.

### **Tourism**

C. VanPatten reported that on Aug. 11-13 our Jr. Carp Tournament was held. We had 99 fishing and over 25 were from the towns of Waddington, Madrid, and Chase Mills. The winner who took home \$2,300 was 11 year old Tanner Smith from Waddington with the 2 day total weight of 80lbs. 4oz.

A lot of kids from our communities took home prize money. St Law Co Chamber does a wonderful job putting this on and keeping it in our community.

**Library:** C. Robinson reported that she couldn't make the meeting. The Library held a special meeting to accept the application for the construction grant.

**Rescue Squad:** C. Prentice reported that the Rescue Squad meeting was being held this evening.

**Cemeteries:** C. McKnight reported that he once again applied for the grant through the State. Hopefully we will be successful this year.

**Highway:** Supt Dalton reported that they have completed paving in Waddington and Madrid. They have paved Leishman Point. The raft and the boat have been removed at the beach which is now closed. There is a party at the pavilion on September 25<sup>th</sup>. They will winterize the bathhouse and cottage after that. They have been cleaning ditches, scraping shoulders, and mowing roadsides. They worked with the Village on their water breaks and the boat race setup and cleanup. They are replacing a culvert on the Hardscrabble Rd. Supt Dalton placed his order for salt. The price for salt this year is \$52.67 per ton down \$10 per ton. He reported that he and the Highway Supt from Madrid are looking to rent a conveyor stacker for the salt and sand this year. He noted that the Town's dozer is not healthy enough to push the pile. They have borrowed Pat Curran's Challenger over the past few years but this too is getting tired. He is afraid that if they are using it and it breaks down it will be an expensive borrow to the Towns. C. McKnight agreed with him and stated that if he couldn't find a conveyor stacker he should look at renting a dozer to avoid the cost of breakdowns.

**Old Town Hall:** Supv Wright reported that the board met at the old town hall for a walkthrough with the Code Enforcement Officer before the meeting. While working on the scope of work for insulation it has been determined that the ceiling needs to be assessed for load value and safety. Supv Wright reported that she had two quotes for engineering assessments. One from Kevin Smith \$1120 and one from Karl Bender \$2675. Both of these quotes contain assessment for insulation and heating/ac systems. Discussion was held and determined that at this time the board needs to have an engineering assessment on the ceiling only and can go from there. Supv Wright will contact both engineers and Supt Dalton will contact Randy Crawford who has done engineering for the building in past years. They will also determine if they need to contact SHPO in this process. Supv Wright stated that on a good note the old town hall has been determined to be asbestos free according to the testing done by DG Cole.

**Library Steps:** Supv Wright reported that the steps at the library have been repaired. Edith Ashley told her that there were a couple of spots on the repair that have come back up. Kenny is meeting with a representative of the manufacturer to determine what happened. He will be doing it this week. The Board noted that the bill will be approved but check held until the job has been completed to satisfaction.

**Old River Rd:** Supv Wright stated that at the last meeting the board did the abandonment for the Old River Rd. She stated that the next step in the process would be to declare it as surplus property. After the thirty day waiting period the board can decide how they want to sell it.

Resolution #58

Motioned by: McKnight

Seconded by: Prentice

RESOLVED, that the Waddington Town Board does hereby declare the following parcels of Town owned property as surplus:

Tax map #20.002-1-2- 34.8 acres, 20.004-1-2.3- 22.7 acres, 20.004-1-2.2- 54.7 acres, 20.004-1-2.15- 33.10 acres, 20.004-1-2.41- 25 acres, 20.004-1-2.14- 6.5 acres, and 20.004-1-62- .65 acres,

Roll Call Vote:

Supv Wright: Aye

C. VanPatten: Aye

C. McKnight: Aye

C. Prentice: Aye

C. Robinson: Aye

This resolution is subject to permissive referendum.

**Street Lights:** Supv Wright received information from National Grid concerning the LED Outdoor lighting conversion program. The Town currently has 10 street lights. To convert to LED lighting will cost \$198.63 per light for a total of 1986.30. The board discussed this and decided that this is something the Town should do using savings from our solar.

Resolution #59

Motioned by: McKnight

Seconded by: VanPatten

RESOLVED, that the Waddington Town Board does hereby approve participation in the National Grid LED outdoor lighting conversion program. The Town will replace all 10 street lights with LED at a cost of \$198.63 per light or \$1986.30 total. Ayes: All

**Procurement Policy:** A proposed updated procurement policy was distributed to the board members.

Resolution #60

Motioned by: Robinson

Seconded by: McKnight

WHEREAS, §104-b of the General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing all procurement of goods and services which are not required by law to be publicly bid, and

Comments have been solicited from all officers in the Town of Waddington involved in the procurement process;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Waddington, in a regular session duly convened, the Town of Waddington does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE TOWN OF WADDINGTON

1. a. Every prospective purchase of goods to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past

purchases and the aggregate amount to be spent in a year.

b. The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law: purchase contracts under \$10,000.00 and public works contracts under \$35,000.00; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchases from correctional institutions; purchases under State and County contracts, and surplus and second-hand purchases from another government entity.

c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFPs), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

3. a. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$250 to \$1,000	Discretion of purchaser.
\$1,000 to \$3,000	Oral request for the goods and oral/fax quotes from two vendors
\$3,000 to \$10,000	A written RFP and written/fax quotes from three vendors

  

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$500 to \$3,000	Discretion of purchaser.
\$3,000 to \$10,000	Written RFP and written/fax proposals from two contractors.
\$10,000 to \$20,000	Written RFP and written/fax proposals from three contractors.

b. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

c. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

d. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town of Waddington and its taxpayers to make an award to other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
5. Pursuant to General Municipal Law §104-b(2)(f), the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances where proper qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement proceedings;
  - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth.

In determining whether a service shall fit into this category, the Town Board shall take into consideration the following guidelines;

(i) Whether the services are subject to State licensing or testing requirements,

(ii) Whether substantial formal education or training is a necessary prerequisite to the performance of the services, and

(iii) Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following; services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to §103(4) of the General Municipal. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents.

c. Purchases of surplus and second-hand goods from any course. If alternate proposals are required, the Town is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods under \$250. and public works contracts for less than \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and therefore, not be in the best interest of the taxpayer. In addition it is not likely that such *de minimis* contracts would be awarded based on favoritism.

6. No portion of this Resolution shall be construed as preventing the competitive bidding of purchase contracts under \$10,000. or public works projects under \$35,000., if so desired.

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

8. Purchase by online auction is permissible as long as it conforms to the above guidelines and that the Town Board gives prior approval to a ceiling amount.

9. This Resolution shall take effect immediately.

Ayes: All

**Sales Tax:** Supv Wright reported that the sales tax check for third quarter was received in the amount of \$67021.54. The sales tax for the same period 2015 was \$68555.92. This is down \$1534.38.

**Justice Grant:** The Court has requested permission to apply for funds through the JCAP (Justice Court Assistance Program) Grant.

Resolution #61

Motioned by: VanPatten

Seconded by: Prentice

RESOLVED, that the Waddington Town Board does hereby authorize the Waddington Court Clerk to apply for a Justice Court Assistance Program grant (JCAP). Ayes: All

**Justice Court Audit:**

Resolution #62

Motioned by: VanPatten

Seconded by: Prentice

RESOLVED, that the Waddington Town Board does hereby approve the Justice annual report for the year 2015. Ayes: All

**Mowing Contract:** Supv Wright reported that the mowing contract for the cemeteries, municipal Building, town square, and library needed to be put out for bids. She would like to have the bids back into the office by Friday, September 23<sup>rd</sup> to be opened @ 1:30PM. The figures are needed for budget purposes. The board will award the bid at the regular October meeting.

Resolution #63

Motioned by: McKnight

Seconded by: VanPatten

RESOLVED, that the Waddington Town Board does hereby agree to solicit bids for mowing of the cemeteries, municipal building, town square and library. The contract will be for two years and awarded at the regular October meeting. Ayes: All

Resolution #64

Motioned by: McKnight

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby approve the bookkeeper to make the following budget adjustments:

Increase unallocated insurance: A1910.4 by \$1242.65 from Economic Development A6989.4

Increase Dogs Contractual: A3510.4 by \$1,200 to reflect dog census from Economic Development A 6989.4

Increase Highway Supt Contractual by \$285.97 for school expenses from Economic Development A6989.4. Ayes: All

**Executive Session:** A motion was made by McKnight, seconded by Robinson to enter into executive session @ 8:25 to discuss contract negotiations and pending litigation. A motion was made by McKnight, seconded by Prentice to return to regular session @ 9:30PM. Ayes: All  
No action was taken during executive session.

**Bills:** A motion was made by McKnight, seconded by Robinson to pay bills # - in the amount of \$.  
Ayes: All

**Adjournment:** A motion was made by Prentice, seconded by McKnight to adjourn the meeting @ 9:45PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk

