

## Regular Meeting

The Regular Meeting of the Ephratah Town Board was held at 6 PM on Wednesday, February 14, 2018 at the Ephratah Town Hall.

Roll Call found the following people present:

Supervisor	Todd Bradt
Councilman	Ivan Duesler
Councilman	George Cosselman
Councilman	Thomas Miles
Councilman	Andrew Chorlton
Clerk	Cynthia Wesselmann
Hwy Superintendent	Alan Cretser
Code Enforcement Officer	David Rackmyre, Jr
Attorney	Michael Albanese - absent

The meeting was opened with Salute to the Flag led by Supervisor Todd Bradt.

George Cosselman made a motion to accept the January 10, 2018 regular meeting minutes. 2<sup>nd</sup> by Ivan Duesler. 5 Ayes, Carried.

Ivan Duesler made a motion to pay General bills, Abstract # 2, Claim 12 thru 36 in the amount of \$8,301.09. 2<sup>nd</sup> by Andrew Chorlton. 5 Ayes, Carried.

Thomas Miles made a motion to pay Highway bills, Abstract #2, Claim 12 thru 41 in the amount of \$18,493.08. 2<sup>nd</sup> by George Cosselman. 5 Ayes, Carried.

### **Communications:**

- The Fulton County Landfill sent in notice that the Ephratah Transfer Station will be closed Monday, February 19<sup>th</sup>, 2018 for the President's Day Holiday. They will be open Tuesday the 20<sup>th</sup> from 10am to 6pm.
- The Town Clerk received a 30 Day advanced notice from the Royal Mountain Inn, located at 4993 State Hwy 29, Johnstown, NY, that they intend to renew the liquor license at the establishment.
- CSEA sent in a FOIL request inquiring about non-union employees. The Town has a union and everyone else is either appointed or elected. A copy of the contract will be sent in.

### **Public Input:**

- None

### **Reports:**

#### Planning Board:

- The Chairperson Judy Townsend said they will have their next scheduled meeting on March 12<sup>th</sup>, 2018. They have a special scheduled meeting on February 26<sup>th</sup>, 2018.
- The Planning Board still has vacancies for two alternates.

#### Highway:

- Highway Superintendent, Mr. Cretser said they have been plowing snow and sanding. They have been trying to keep up on the maintenance of the trucks in between.
- They tried the new snow pusher out a couple times and it has worked fantastic.
- Mr. Cretser has sent in the Fuel Tank Permit to DEC and will be getting a spill pan.
- Mr. Cretser said they would like to start the bid for blacktop next month. He plans to do Murray Hill Rd to Rte 29, including Old School House Rd. Whatever they have left, they will start on East Rd by the Souza's where the blacktop ends and go towards Fical Rd as far as they can. He spoke with Todd at Hansen to get a better idea.
- He will also be talking to David Rackmyre Jr about a CPR Training.

#### Code Enforcement Officer:

- The Code Enforcer, Mr. David Rackmyre Jr., issued three new permits, one certificate of compliance, and one certificate of occupancy.
- Mr. Rackmyre had court for the trailer next to Brookside that was given a fine. They moved the trailer, tickets were reissued for court again March 1<sup>st</sup>.
- Mr. Rackmyre received a letter from the County regarding approx. 10-12 scheduled foreclosures on properties and code concerns. He replied back with some code considerations and things that he saw.
- He will be out of town from March 10<sup>th</sup> thru March 18<sup>th</sup>.
- Any questions or concerns please call (518) 568-5140 and leave a message, or try his cell phone number at (518) 848-2930.

#### Youth:

- They are starting to get the coaches lined up for the upcoming season.
- The Ephratah Recreation Commission Calendar for 2018 is out and posted.
- The Easter Party will be held on March 24<sup>th</sup> at 2pm. The Egg Hunt will start 2:30.
- They will have a work day soon to see what they have and need.

#### Assessor:

- Exemption renewals are due by the March 1, 2018 deadline. She is still looking for 17 more to be sent in. Next week she'll try to call to remind people of the deadline.
- Reminder to anyone turning 65 in 2018 to apply for Enhanced Star before March 1st.
- Next Month on March 22<sup>nd</sup> she is planning to attend a class in Hudson entitled the Board of Review and Small Claims Court Hearings which should be informative.
- Ms. Yuenger is waiting on reimbursement for a voucher on the last class.
- She is waiting on a couple of split mergers to put them on before the 2018 Tentative Roll comes out.

#### Supervisor:

- Report submitted and on file.

#### Historian:

- Ms. June Frasier has been out of commission for a little bit but now working on a couple of requests.
- The Historian gave the assessor the history on a house on the corner of Rte 140 and Church Hill. Ms. Frasier traced it back to 1845 and has a picture to give to the home owner, as they are restoring the house.
- Ms. Frasier is working on her annual report and thanked the board for their patience.

#### **New Business:**

- The Supervisor spoke with the Town Board about adopting a Procurement Policy, and they were all in agreement. The Policy reads as follows:

### **Procurement Policy**

**Guideline 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law (GML). Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchases activity.

**Guideline 2.** All purchases of a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or b) public works contracts over \$20,000.00 shall be formally bid pursuant to GML, S103.

**Guideline 3. Purchasing Policy**

All purchases over \$1,000.00 must be approved by the Town Supervisor with a signed purchase order documenting material or service and all estimated purchases for supplies and equipment:

Less than \$10,000.00 but greater than \$5,000.00 require a written Request For Proposal (RFP) and written /fax quotes from at least 3 vendors. Subject to board approval.

Less than \$5,000.00 but greater than \$1,000.00 require an oral request for the goods and oral/fax quotes from at least 2 vendors. Subject to board approval.

Less than \$1,000.00 but greater than \$250.00 are left to the discretion of the Purchaser, subject to board approval.

Under \$250.00 left to discretion of Purchaser.

**All estimate public works contracts of:**

Less than \$20,000.00 but greater than \$10,000.00 require written RFP and Fax/proposals from at least 3 contractors, subject to board approval.

Less than \$10,000.00 but greater than \$5,000.00 require a written RFP and fax/proposals from at least 2 contractors, subject to board approval.

Less than \$5,000.00 but greater than \$500.00 are left to the discretion of the purchaser, subject to board approval.

Under \$500.00 left to discretion of purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of deliver. 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.

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

**Guideline 4.** The lowest responsible proposals or quote shall be awarded the purchase of public works contract 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 and filed with the record supporting the procurement.

**Guideline 5.** 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 Purchases shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the required number of proposals or quotations change the circumstance.

**Guideline 6.** Pursuant to general Municipal Law, Sect. 104, the Town and its departments therein are authorized to make purchases, in excess of \$500.00 of materials, equipment and supplies (except printed material) through the N.Y.S Office of General Services (OGS), subject to rules established by OGS (see State Finance Law. Sect. 163). Section 104 provides that purchases by political subdivisions and districts through OGS are excepted from competitive bidding requirements. A political subdivision may purchase numerous items at the same prices and under the same terms and conditions as the State. Under Section 104, all purchases are subject to audit and inspection by the

Town and the Town must accept sole responsibility for payment to the vendor.

**Guideline 7.** Except when directed by the town board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from agencies for the blind or severely disabled
- e) Goods purchased from correctional facilities
- f) Goods purchased from another government agency
- g) Goods purchased at auction
- h) Goods purchased or less than \$250.00
- i) Public works contracts for less than \$500.00

**Guideline 8.** This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as reasonably practicable.

**Resolution 37**

Ivan Duesler offered resolution 37 to adopt the Procurement Policy listed. 2<sup>nd</sup> by Andrew Chorlton. 5 Ayes, carried.

**Resolution 38**

Ivan Duesler offered resolution 38 to accept The Association of Town's "wish" list put to the Town Board for a vote. 2<sup>nd</sup> by Thomas Miles. 5 ayes, carried.

- The Town Board proceeded to audit the two Judges and the Town Clerks' books for year 2017.

**Resolution 39**

George Cosselman offered resolution 39 to accept the Hon. John Keppler Jr.'s Judges Audit for year 2017 with a job well done. 2<sup>nd</sup> by Thomas Miles. 5 Ayes, carried.

**Resolution 40**

George Cosselman offered resolution 40 to accept the Hon. Dominic Area's Judges Audit for year 2017 with a job well done. 2<sup>nd</sup> by Andrew Chorlton. 5 Ayes, carried.

**Resolution 41**

George Cosselman offered resolution 41 to accept the Town Clerk, Cynthia Wesselmann's Audit for the year 2017 with a job well done. 2<sup>nd</sup> by Andrew Chorlton. 5 Ayes, carried.

**Unfinished Business:**

None

George Cosselman made a motion to adjourn the meeting. 2<sup>nd</sup> by Andrew Chorlton. 5 Ayes, Carried. Time: 7:30 P.M.

Respectfully submitted,

Cynthia A. Wesselmann  
Town Clerk, Town of Ephratah