

STONY POINT TOWN BOARD MEETING – JANUARY 8, 2013

The Town Board of the Town of Stony Point convened in Regular Session on Tuesday, January 8, 2013 at 7:00 pm at the Stony Point Community Center (Rho Building), 5 Clubhouse Lane, Stony Point, NY. Supervisor Geoffrey Finn called the meeting to order and District Attorney Thomas Zugibe led the group in the Pledge of Allegiance. Town Clerk Joan Skinner called the following roll:

PRESENT:	Mr. Karl Javenes	Councilman
	Mr. James McDonnell	Councilman
	Mr. James White	Councilman
	Ms. Luanne Konopko	Councilwoman
	Mr. Geoffrey Finn	Supervisor

ABSENT: None

PUBLIC INPUT

George Potanovic – Old Gate Hill Rd. and President of Stony Point Action Committee for the Environment spoke regarding the Champlain Hudson Power Express and the fact that we have until January 17, 2012 to respond to the comments from the CHPE Administrative Law Judges who recommended that the PSC approve the Champlain Hudson Power Express Article VII application.

Rebecca Casscles – River Rd. spoke against the Champlain Hudson Power Express proposed project, in particular, applying eminent domain to her two properties located next to the proposed area.

John Gazzolla, Liberty Ridge, spoke about Genon and the old Lovett Generating plant site.

PURCHASE ORDER REQUESTS

A motion was made by Councilman White, seconded by Councilman McDonnell and **unanimously carried** by a voice vote of those board members present to approve the following purchase orders as presented:

Highway Department:

#2456	Cliffside Body Corp.	\$1,996.70
#2457	Corsi Tire	\$5,925.80

AUDIT OF BILLS

Joan Skinner, Town Clerk, presented the following bills to the Town Board for audit and a motion was made by Councilman White, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to approve the bills as presented for payment.

Contractual General – December

<u>FUND</u>	<u>CLAIM #</u>	<u>BILL TOTAL</u>	<u>FUND TOTAL</u>
<u>General</u>	2323-2354	\$ 82,403.71	\$ 82,403.71
<u>Highway</u>	401-408	\$ 2,281.11	\$ 2,281.11
<u>Sewer</u>	404-412	\$ 5,437.70	\$ 5,437.70
<u>Special Districts</u>			
Enterprise	491-499	\$ 9,547.63	\$ 9,547.63
Street Lighting	13-13	\$ 18,747.77	\$ 18,747.77
<u>General – January</u>			
<u>General</u>	1-73		\$ 322,267.59
<u>Highway</u>	1-23		\$ 44,499.08
<u>Sewer</u>	1-18		\$ 84,437.28
<u>Special Districts</u>			
Ambulance	1-4		\$ 26,801.98
Enterprise Fund	1-18		\$ 24,822.80
Solid Waste	1-1		\$ 21,356.25

MINUTES

A motion was made by Councilman White, seconded by Councilman Javenes and **unanimously carried** by a voice vote of those board members present to approve the minutes of December 11, 2012.

POLICE DEPARTMENT REPORT/BUSINESS

Chief Moore presented the following report:

Police Department Report for the Month of December, 2012

Number of calls for service:	613
Number of reported accidents:	29
Number of arrests:	31
Fuel usage:	1293.3 gallons
Sum total of all traffic enforcement action:	80
Number of Youth Officer sponsored events:	7
Number of child safety seat installations:	2
Number of commercial vehicle enforcement details:	2
Number of traffic enforcement details:	6
Stop DWI, Underage Drinking	
Number of training hours:	0:00hrs
Total fees collected:	\$65.00

(\$0.00 for FOIL; \$40.00 for prints; \$25.00 for reports)

Miscellaneous:

Youth sponsored events: Seniors Holiday Brunch, 1 Youth Court, Participated in Town Tree Lighting Ceremony, 4 days at NRHS recruiting students for the Youth Court Program and the Explorer Post & conducted regular checks of schools.

Chief Moore addressed the board regarding the following matters:

- **CHIEF MOORE'S TIME RECORD**

A motion was made by Supervisor Finn, seconded by Councilman White and **unanimously carried** by a voice vote of all board members present to approve Chief Moore's time record for the month of December 2012 as presented.

- **OVERTIME & SICK LEAVE REPORTS**

A motion was made by Councilman White, seconded by Supervisor Finn and **unanimously carried** by a voice vote of all board members present to approve the overtime and sick leave reports as presented for the month of December 2012.

- **RAMAPO POLICE RANGE LICENSING AGREEMENT**

A motion was made by Supervisor Finn, seconded by Councilman McDonnell and **unanimously carried** by a voice vote of all board members present to authorize the Town of Stony Point to enter into an agreement with the Town of Ramapo for use of the Ramapo Police Firing Range under the same terms and conditions as last year.

- **2012 MACCABI GAMES REIMBURSEMENT AGREEMENT**

A motion was made Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of those board members present to approve the following resolution:

**RESOLUTION APPROVING INTER-MUNICIPAL AGREEMENT BETWEEN
THE COUNTY OF ROCKLAND AND THE TOWN OF STONY POINT FOR
REIMBURSEMENT OF OVERTIME COSTS INCURRED BY THE TOWN FOR
POLICE SERVICES RELATED TO THE 2012 MACCABI GAMES**

WHEREAS, the Sheriff of Rockland County is recommending that the County enter into an Inter-Municipal Agreement with the Town of Stony Point in order to reimburse the Town for overtime costs incurred in connection with the 2012 Maccabi Games; and

WHEREAS, Article 5-G of the NYS General Municipal Law authorizes municipal governments to perform together services which each government is authorized to perform individually and requires that any inter-municipal cooperation agreement be approved by each participating municipal corporation by a majority vote of the voting strength of its governing body; and

WHEREAS, the Public Safety and Budget and Finance Committees of the Legislature of Rockland County have previously met, considered and unanimously approved reimbursement of such funds;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The above whereas paragraphs are incorporated herein by reference; and
2. The Town Board hereby approves the Inter-Municipal Agreement between the County of Rockland and the Town of Stony Point which provides for reimbursement of the sum of \$1,093.17 from the County to the Town for reimbursement of overtime expenses incurred by the Town of Stony Point for police services rendered during the 2012 Maccabi Games; and
3. The Town Board hereby authorizes the Supervisor to execute any and all documents necessary to carry out the Inter-Municipal Agreement annexed hereto and made a part of this Resolution.

- **GRAND FONDO BIKE RACE**

A motion was made by Supervisor Finn, seconded by Councilman McDonnell and **unanimously carried** by a voice vote of all board members present to approve the request for the Grand Fondo Bike Race to travel through the Town of Stony Point on May 19, 2013 under the same terms and conditions as 2012.

- **STREET SURVIVAL TRAINING**

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of those board members present to approve sending a police officer to Street Survival Training in Atlantic City, NJ on January 30 & 31 at an approximate cost of \$427. Use of a town vehicle was also approved.

- **HOSTAGE NEGOTIATIONS SEMINAR**

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of those board members present to approve sending two police officers to the 34th Annual Hostage Negotiations Seminar sponsored by the FBI in Baltimore, MD on February 12 & 13 at an approximate cost of \$180. Use of a town vehicle was also approved.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

Councilwoman Konopko reported:

- Next meeting first week in February
- Has met with new grant writer
- Working on website advertisement for film commission

SUPERVISOR'S REPORT

Supervisor Finn spoke:

- Welcomed Rockland County District Attorney Tom Zugibe
- Wished everyone a happy and healthy new year
- State of the Town Address will be presented on January 22nd
- Will continue honoring and recognizing folks for their commitment to the Town
- Has met with new grant writer

- Stony Point is looking into the possibility of “going green” with the use of a hybrid vehicle
- Introduced Dustin Hausner, Community Director, for Assemblyman James Skoufis
- Has met with Assemblyman Skoufis and Senator Larkin regarding the Champlain Hudson Power Express

GOLF COURSE REPORT

Dave Fusco Director of Golf presented, the following report for December, 2012:

• Green Fees	\$	16,867.92
• ID Cards	\$	0.00
• Merchandise	\$	2,079.03
• Range Fees	\$	724.00
• Club Rental	\$	35.29
• Misc. Golf	\$	0.00
• Total	\$	19,706.24

AMBULANCE REPORT

Shelly Engelman presented the Board with the following report:

STONY POINT AMBULANCE CORPS
CALL STATISTICS

The following is a breakdown for the Month of December 2012:

Total recorded request for service:	134
Mutual Aid	39
Responded	107
Required Mutual Aid	27

ASSESSOR’S REPORT - None

DEPARTMENTAL REPORTS

Joan Skinner Town Clerk offered the following reports for the record:

Architectural Review Board

From:	12/1/2012	To:	12/31/2012
Applications Received	1		
Applications Approved	0		
Applications Pending	0		
Fees Collected:	\$	100.00	
Money in Lieu of Land	\$	0.00	

Building & Zoning Department

<u>December</u>	
Applications Received	28
Applications Returned/Withdrawn	0
Applications Denied	1
Building & Blasting Permits Issued	19
Applications Pending	6
Certificate of Occupancy	10
Certificate of Compliance	10
Fees Collected	\$33,267.00

Dog Control Officer

<u>December</u>	
Dogs seized and sheltered	3
Dogs returned to owner	3
Number of complaints received	9
Miles traveled patrolling the Town	

and transporting dogs

597

Fire Inspector

<u>December</u>	Month	Total
Number Buildings Inspected	16	282
Number Buildings Re-Inspected	0	73
Field Correction Issued	0	2
Violations Issued	0	0
Violations Complied With	0	0
Violations Outstanding	0	0
Number of Permits Issued	0	0
Requests by Police Dept.	0	0
Requests by Fire Dept.	1	27
Fires Investigated	0	6
Miscellaneous		

Planning Board

	From: 12/1/2012	To: 12/31/2012
Applications Received		
Subdivision-Minor	1	
Applications Approved		
Informal Discussion	1	
Applications Pending		
Site Plan	3	
Subdivision-Major	2	
Subdivision-Minor	1	
Fees Collected:	\$2,030.00	
Money in Lieu of Land	\$12,000.00	

Sewer Department

<u>December</u>	
Overtime Hours	
Sundays	17 ½ hrs.
Call Ins	4 hrs.
Holidays	8 hrs.
Hurricane Sandy Repair	9 hrs.
Monthly Flow	
Plant	32,493,300 gallons
Kay Fries	5,396,100 gallons
Fuel Usage	227.4 gallons
Heating Oil	0 gallons
Total to Sludge Compost Facility	0 Cu. Yds.
Solids	0%
Screenings	74.52 Cu. Ft.
Septage	2100 Gals.

Zoning Board Of Appeals

	From: 12/1/2012	To: 12/31/2012
Applications Received	0	
Applications Closed		
Area Variance	3	
Applications Pending		
Area Variance	1	
Fees Collected:	\$0.00	

Town Clerk

<u>December</u>	
Amount Paid To NYS Agriculture & Markets	
For Spay/Neuter Program	\$ 39.00
Amount Paid To NYS Health Dept. For Marriage Licenses	\$ 112.50
Amount Paid To NYS Dept. Of Environmental Conservation	\$ 204.10
Amount Paid To Supervisor	<u>\$ 4,826.75</u>

TOTAL AMOUNT REMITTED	\$ 5,182.35
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ARCHITECTURAL REVIEW BOARD

Annual – 2012

Applications Received	
Amended Site Plan	1
Architectural Materials	1
Solar Panels	8
Applications Pending	1
Applications Approved	
Amended Site Plan	1
Solar Panels	7
Fees Collected	\$1,100.00

BUILDING & ZONING DEPARTMENT

Annual - 2012

Applications Received	237
Building Permits Issued	223
Applications Returned/Withdrawn	3
Applications Denied	10
Certificate of Occupancy Issued	62
Certificate of Compliance Issued	146
Fees Collected	\$ 127,748.00

PLANNING BOARD

Annual - 2012

Regular Fees	Count	Amount
Conditional Use Fees	1	\$ 300.00
Informal Discussion Fees	3	\$ 450.00
Inspection Fees	1	\$ 9,094.50
Lot Line Change Fees	1	\$ 200.00
Site Plan Fees	9	\$ 33,902.00
Subdivision Fees	7	\$ 4,060.00
Total Fees Collected	22	\$ 48,006.50
Money in Lieu of Land Fees	2	\$ 12,000.00

ZONING BOARD OF APPEALS

Annual - 2012

Applications Received	10
Applications Withdrawn and Returned	1
Decisions Rendered	8
Applications Pending	1
Fees Collected	\$ 3,800.00
	(plus \$1,000 escrow)

TOWN CLERK

Annual Town Clerk Report -2012

Amount Paid to NYS Agriculture and Markets for Spay/Neuter Program	\$ 387.00
Amount Paid to NYS Health Department For Marriage Licenses	\$ 1,282.50
Amount Paid to NYS Dept. Of Environmental Conservation	\$ 20,956.53
Amount Paid to State Comptroller For Bell Jar Licenses	\$ 0.00
Amount Paid the NYS Comptroller For Racing & Wagering	\$ 0.00
Amount Paid to Supervisor	<u>\$ 53,504.25</u>
Total Amount Remitted	\$ 76,130.28

CORRESPONDENCE - None

SWEARING IN – COUNCILMAN MC DONNELL

Councilman James McDonnell was sworn in by District Attorney Thomas Zugibe for a one-year term as Stony Point Councilman.

STORMWATER MANAGEMENT TRAINING CLASS

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to authorize the Town Engineer to attend the 2013 Stormwater Management Training in Middletown, NY at a total cost of \$1,012.50.

MARCH TOWN BOARD MEETINGS

A motion was made by Supervisor Finn, seconded by Councilman White and **unanimously carried** by a voice vote of all board members present to hold only one Town Board meeting in March on March 19, 2013

2013 RATES-PATRIOT HILLS GOLF COURSE

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of all board members present to approve the same fees for 2013 as for 2012 for the Patriot Hills Golf Course:

May 1st – September 30th

Non Resident

Sat/Sun/Holiday	\$120.00
Sat/Sun/Holiday Twilight	\$ 90.00
Weekday	\$ 90.00
Weekday Twilight	\$ 70.00
Weekday Twilight (Open-4/30 &10/1-Close)	\$ 50.00
Super Twilight	\$ 40.00

Rockland ID

Sat/Sun/Holiday	\$ 90.00
Sat/Sun/Holiday Twilight	\$ 70.00
Weekday	\$ 70.00
Weekday Twilight	\$ 60.00
Weekday Twilight (Open-4/30 &10/1-Close)	\$ 50.00
Super Twilight	\$ 40.00

Stony Point ID

Sat/Sun/Holiday	\$ 48.00
Sat/Sun/Holiday Twilight	\$ 35.00
Weekday	\$ 40.00
Weekday Twilight	\$ 35.00
Weekday Jr/Sr	\$ 30.00
Super Twilight	\$ 28.00

Veteran Discount Weekend \$ 80.00

Veteran Discount Weekday \$ 60.00

does not apply from (Open-4/30 &10/1-Close)

with proper Military ID

OTHER PRICING

Golf & Lunch	\$ 65.00
Weekday Special	\$ 65.00
Weekend Special	\$ 65.00
Weekend Special	\$ 75.00
Weekend Special	\$ 80.00
Hudson Valley Golf	\$ 65.00

Golf Outings \$ 90.00

Golf Outing Package (with Caterer) \$ 75.00

Fall Outings \$ 70.00

Local Golf Outings \$ 65.00

Local Golf Outings (with restrictions) \$ 45.00

SEASONAL GOLF MEMBERSHIP

Corporate Membership	\$17,000.00
Full Golf Membership	\$ 4,000.00
Add Spouse	\$ 1,500.00
Weekday Membership	\$ 2,800.00
Twilight Membership	\$ 2,800.00

MASS GATHERING PERMIT – STONY POINT SEALS

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to grant the Mass Gathering Permit applied for by the Stony Point Seals to hold their 2013 Polar Plunge at the seawall in Grassy Point on February 3, 2013.

USE OF TOWN PARKING LOTS – STONY POINT SEALS

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to grant permission to the Stony Point Seals to use Town owned parking lots for the 2013 Polar Plunge on February 3, 2013.

APPOINT – PLANNING BOARD MEMBER

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to reappoint Peter Muller to another seven year term on the Planning Board. The term will expire December 2019.

APPOINT - ZONING BOARD MEMBER

A motion was made by Supervisor Finn, seconded by Councilman McDonnell, and **unanimously carried** by a voice vote of all board members present to re-appoint Wellington Casscles to another five year term on the Zoning Board of Appeals. The term will expire December 2017.

APPOINT – ZONING BOARD MEMBER

A motion was made by Supervisor Finn, seconded by Councilman McDonnell, and **unanimously carried** by a voice vote of all board members present to re-appoint Thomas Wright to another five year term as Chairman of the Zoning Board of Appeals. The term will expire December 2017.

STANDARD WORK DAY - FULL & PART -TIME ELECTED AND APPOINTED OFFICIALS

A motion was made by Councilman White, seconded by Supervisor Finn and **unanimously carried** by a voice vote of all board members present to adopt the following resolution:

RESOLUTION ESTABLISHING STANDARD WORK DAY FULL & PART-TIME
ELECTED AND APPOINTED OFFICIALS/NYS RETIREMENT SYSTEM

RESOLVED, that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard work day for full-time elected and appointed officials for the purpose of reporting to the New York State and Local Employees' Retirement System:

ALL FULL-TIME ELECTED & APPOINTED OFFICIALS
SEVEN HOUR DAY
ALL TITLES/ALL POSITIONS (AS LISTED)
 Town Supervisor
 Confidential Assistant to the Supervisor
 Town Clerk
 Deputy Town Clerk
 Receiver of Taxes
 Superintendent of Highways
 Assessor

Finance Director

AND BE IT FURTHER RESOLVED, that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard work day for part-time elected and appointed officials for the purpose of reporting to the New York State and Local Employees' Retirement System:

ALL PART-TIME ELECTED & APPOINTED OFFICIALS

SIX HOUR DAY

ALL TITLES/ALL POSITIONS (AS LISTED)

Town Council Members
Zoning Board Members
Planning Board Members
ARB Members
Town Justices
Deputy Tax Receiver

STANDARD WORK DAY - PART -TIME NON-ELECTED AND APPOINTED OFFICIALS

A motion was made by Councilman White, seconded by Councilman Javenes and unanimously carried by a voice vote of all board members present to adopt the following resolution:

RESOLUTION ESTABLISHING STANDARD WORK DAY PART-TIME NON-ELECTED AND APPOINTED EMPLOYEES/NYS RETIREMENT SYSTEM

RESOLVED, that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard work day for part-time non-elected and appointed employees for the purpose of reporting to the New York State and Local Employees' Retirement System:

ALL PART-TIME NON-ELECTED & APPOINTED EMPLOYEES

SIX HOUR DAY

ALL TITLES/ALL POSITIONS (AS LISTED)

Recreation Facility Attendants
Custodial Worker
Court Attendant
Fire Inspector
Dog Control Officer
Part Time Police
Clerical PD
Dispatchers
Security Aid
Seasonal Clerk/Tax Receiver
Camp Counselors/Life Guards
Golf Course Seasonal Maintenance Workers
Golf Course Seasonal Operations Workers

TOWN PROCUREMENT POLICY

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to accept the following procurement policy for the Town of Stony Point:

RESOLUTION REGARDING TOWN PROCUREMENT POLICY

WHEREAS, the Town Board for the Town of Stony Point wishes by Resolution to adopt policies and procedures regarding the procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of state laws; and

WHEREAS, the Procurement Policy shall pursuant to Town Law Section 104-b(2)(f) shall be updated biennially concerning the individual or individuals responsible for purchasing and their respective titles; and

WHEREAS, the individuals responsible for purchasing is the Department heads for each Department and the assistant to the Supervisor for all Town Board requirements whose names are attached to this Resolution; and

WHEREAS, the Procurement Policy of the Town shall be set forth in detail and shall be reviewed annually pursuant to Town Law Section 104-b (4).

NOW, THEREFORE, it is resolved as follows:

1. **Adoption; applicability.** The Town of Stony Point, New York 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.

2. **Determination of purchase.** Every purchase made will 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. As a general guide, items of work of the same or similar nature which are customarily handled by the same vendors or contractors should be treated as single items for purposes of determining whether the dollar threshold will be exceeded.

3. **Purchases not subject to competitive bidding.** The following items are not subject to competitive bidding pursuant to §103 of the General Municipal law:

- A. Purchase contracts under \$20,000 and public works contracts under \$35,000.
- B. Emergency purchases.
- C. Goods purchased from correctional institutions or agencies for the blind or severely handicapped.
- D. Purchases under state and county contracts.
- E. Surplus and secondhand purchases from another governmental entity.
- F. Items which may only be purchased from one source.
- G. Goods purchased at auction.
- H. Professional Services.
- I. True Leases.

4. **Documentation of decision regarding bidding.** The decision that a purchase is not subject to competitive bidding will be documented, in writing. This documentation 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.

5. **Purchase to be at lowest price and responsible provider.** All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and responsible provider.

6. **Methods of purchase.**

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

Estimated Amount of Purchase Contract	Method
\$250 to \$4,999	2 verbal quotations
\$5,000 to \$19,999	3 written/FAX quotations or written request for proposals

Estimated Amount of Public Works Contract	Method
\$250 to \$4,999	2 verbal quotations
\$5,000 to \$9,999	2 written/FAX quotations
\$10,000 to \$34,999	3 written/FAX quotations or written request for proposals

- B. 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 the procurement.

7. Documentation required.

- A. Documentation is required for each action taken in connection with each procurement.
- B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings and/or why it is in the best interests of the Town and its taxpayers to make an award to other than the low bidder and/or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may be reviewed by the Town Board.
- C. A Request for Proposal may be restricted within the Town or county, provided that it does not violate this Policy. In the event that a Request for Proposal will contain such a geographic restriction the purchaser shall document the manner in which it does not violate this Policy.

8. Alternative proposals not required.

Pursuant to General Municipal Law § 104-b, Subdivision 2f, a procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the Town Board, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of Stony Point to solicit quotations or document the basis for not accepting the lowest bid:

- A. Professional services or services requiring special or technical skill, training or expertise.
- (1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These 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 procedures. In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines:
 - (a) Whether the services are subject to state licensing or testing requirements.
 - (b) Whether substantial formal education or training or successful experience is a necessary prerequisite to the performance of the services.
 - (c) Whether the services require a personal relationship between the individual and municipal officials.
 - (2) Professional shall include but not be limited to the following: services of an attorney; services of a physician; services of an engineer 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; economic development; professional; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.
 - (3) The Town by and through the Town Board may, at its discretion, require that the professional provide the following:

- (a) A completed acquisition form submitted to the department head which provides a request for work to be performed, including hours to be spent, description of work to be performed and projected cost.
 - (b) The Town shall have the option of obtaining additional quoted for the services to be provided and may accept a lower quote.
 - (c) In the event that the cost of services to be provided shall exceed the amounts specified on the acquisition form the professional shall submit an extension request form to the Town Board for approval prior to expending additional materials or services in excess of the amount specified in the original acquisition form.
 - (d) Prior to payment the professional shall submit the following:
 - [1] Complete description of work performed;
 - [2] Where appropriate, hours for each item with appropriate rate charged; and
 - [3] Copy of approved acquisition form signed by any appropriate department head together with any signed extension forms for sums due in addition to the amounts set forth in the original acquisition form.
- B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. 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 the life, health, safety or welfare of the residents. This subsection does not preclude alternate proposals, if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods, and a lower price may indicate an older product.
- D. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition it is not likely that such small contracts would be awarded based on favoritism.
9. **Effective date; annual review.** This policy shall go into effect January 8, 2013, and will be reviewed annually.

**NAMES OF INDIVIDUALS RESPONSIBLE FOR PURCHASING
PURSUANT TO THIS TOWN PROCUREMENT POLICY**

- 1. Bernadette Kilduff, Assistant to Supervisor, is responsible for the purchase of all office supplies.
- 2. Larry Brissing, Superintendent of Highways for Highway Department.
- 3. Chief Brian Moore, Police Chief for the Police Department.
- 4. Kathy Lyons Campbell, Tax Receiver for Tax Receiver's Office
- 5. Judge William Franks, Senior Judge for Justice Court
- 6. David Fusco, Director of Golf for Golf Operations
- 7. James O'Connor, Chief Operator Stony Point Sewer Department for Sewer Department
- 8. John O'Shaughnessy, Tax Assessor for Assessor's Office
- 9. Richard Ryder, Superintendent Buildings, Grounds and Parks for Buildings, Ground and Parks
- 10. William Sheehan, Building Inspector for Building Department and Safety
- 11. Joan Skinner, Town Clerk for Clerk's Office
- 12. Joseph Smyth, Golf Course Superintendent for Golf Course Maintenance

AUTO LEASE

A motion was made by Councilman White, seconded by Councilman McDonnell and **carried** by a voice vote of all board members present, with Councilwoman Konopko voting no, to enter into a three-year lease for a 2013 Ford C-Max Hybrid vehicle for use by the Supervisor at a monthly rate of \$300 or less.

PURCHASE – KUBOTA EXCAVATOR

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of those board members to authorize purchasing a Kubota Excavator off of state bid from Pine Bush Equipment in the amount of \$55,950.

HEATING SYSTEM – RHO BUILDING

Councilman Javenes talked about heating system modifications at Rho Building and the potential savings these modifications would realize for the town. This item will be placed on the January 22, 2013 agenda.

TURFGRASS SOUTHEAST REGIONAL CONFERENCE

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to authorize our Greenskeeper, Joe Smyth, to attend the Turfgrass Southeast Regional Conference in Fishkill, NY on January 23, 2013 at a cost of \$215. This course is necessary for continuing education credits as required by the D.E.C. for maintaining a pesticide license.

COMMERCIAL INSURANCE PROGRAM RENEWAL

A motion was made by Supervisor Finn, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to authorize renewal of the Town's commercial insurance program as presented by the Ducey Agency for 2013 at a 5.8% increase.

BATHROOM REPLACEMENT AT RIVERFRONT PARK

A motion was made by Councilman McDonnell, seconded by Councilwoman Konopko and **unanimously carried** by a voice vote of all board members present to authorize going out to bid for portable restroom trailers.

EXECUTIVE SESSION

A motion was made by Supervisor Finn, seconded by Councilman White and **unanimously carried** by a voice vote of all board members present to adjourn into executive session at 8:10 pm to discuss personnel matters.

ADJOURN

A motion was made by Councilman White, seconded by Councilman McDonnell and **unanimously carried** by a voice vote of all board members present to adjourn the January 8, 2013 Stony Point Town Board meeting at 9:00 pm.

Respectfully submitted,

Joan Skinner, Town Clerk