

STONY POINT TOWN BOARD REORGANIZATION MEETING
JANUARY 7, 2014

The Town Board of the Town of Stony Point convened its reorganization meeting on Tuesday, January 7, 2014 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. Legislator Douglas Jobson led the Pledge of Allegiance. Town Clerk Joan Skinner called the following roll:

PRESENT:	Mr. Karl Javenes	Councilman
	Mr. James White	Councilman
	Mr. Tom Basile	Councilman
	Mr. Jim Monaghan	Councilman
	Mr. Geoffrey Finn	Supervisor

ABSENT: None

TOWN BOARD - Set Town Board Meetings

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of all board members present to set the 2nd and 4th Tuesdays of each month as the meeting dates for the Regular Stony Point Town Board meetings. All meetings will be held at 7:00 pm at the Stony Point Community Center (Rho Building), 5 Clubhouse Lane, Stony Point, NY.

TOWN BOARD – Rescheduling Town Board Meetings

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of all board members present to cancel the August 26th, 2014 and December 23rd, 2014 Stony Point Town Board meetings and to hold the first November meeting on Wednesday, November 12th, 2014.

TOWN BOARD - Establish Depositories

A motion was made by Supervisor Finn, seconded by Councilman White and **unanimously carried** by a voice vote of all board members present to designate the following depositories for the year 2014:

- Sterling National Bank
- TD Bank
- First Niagara Bank

TOWN BOARD – Designate Official Newspaper

A motion was made by Councilman White, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to designate the Rockland County Times as the official newspaper of the Town of Stony Point with the Journal News as an alternate.

TOWN BOARD – Use of Facsimile Signature Stamp

A motion was made by Councilman White, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to authorize the use of a facsimile signature stamp for Supervisor Finn on accounts payable checks under \$10,000.

TOWN BOARD – Appoint Marriage Officers

A motion was made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to appoint Supervisor Finn, Councilman White, Councilman Javenes, Councilman Basile, Councilman Monaghan, Town Clerk Joan Skinner, Deputy Town Clerk Barbara Oyer and Justice Court Clerk Diane Payan as marriage officers.

PLANNING BOARD – Appoint Chairman

A motion was made by Councilman White, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to re-appoint Tom Gubitosa as the Chairman of the Stony Point Planning Board.

ARCHITECTURAL REVIEW BOARD–Appoint Chairperson

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of all board members present to appoint Barbara Hess as the Chairwoman of the Architectural Review Board.

ZONING BOARD OF APPEALS – Appoint Chairman

A motion was made by Councilman White, seconded by Councilman Monaghan and **unanimously carried** by a voice vote of all board members present to appoint Thomas Wright as the Chairman of the Zoning Board of Appeals.

TOWN BOARD – Appoint Town Historian

A motion was made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to appoint Stuart Gates as the Town Historian.

SUPERVISOR – Appointment

Supervisor Finn appointed Bernadette Kilduff as his Confidential Assistant.

SUPERVISOR – Appointment

Supervisor Finn appointed Jennifer Sciscente as Director of Finance.

SUPERVISOR – Appointment

Supervisor Finn appointed Councilman James White and James McDonnell as Co-Deputy Supervisors.

TOWN CLERK – Appointment

Joan Skinner, Town Clerk, appointed Barbara Oyer as Deputy Town Clerk.

RECEIVER OF TAXES – Appointment

Kathy Campbell Lyons, Receiver of Taxes, appointed Doris Campbell as Deputy Receiver of Taxes.

TOWN CLERK – Registrar of Vital Statistics

A motion was made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to appoint Joan Skinner Town Clerk as the Registrar of Vital Statistics.

TOWN CLERK – Deputy Registrar of Vital Statistics

A motion was made by Supervisor Finn, seconded by Councilman Monaghan and **unanimously carried** by a voice vote of all board members present to appoint Barbara Oyer as Deputy Registrar of Vital Statistics.

SALARIES – Elected Officials

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 the salaries of the Elected Officials as follows:

2014 SALARIES ELECTED OFFICIALS
2% INCREASE

SUPERVISOR	\$ 82,675.08
TOWN BOARD	\$ 13,880.03 EACH
TOWN CLERK	\$ 68,166.16
TAX RECEIVER	\$ 52,137.51
SUPT. OF HIGHWAYS	\$ 78,608.39
TOWN JUSTICES (2)	\$ 41,939.92 EACH

SALARIES–Non Union/Full-Time & Part-Time Employees

A motion was made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to approve the salaries of all non-union full-time and part-time employees and board members, as per the salary schedule set forth by the Director of Finance indicating a salary increase of 2%.

STANDARD WORK DAY – Full & Part Time Elected and Appointed Officials

A motion was made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of those 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 & Appointed Officials

A motion was made by Supervisor Finn, seconded by Councilman Javenes and **unanimously carried** by a voice vote of those 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

PROCUREMENT POLICY

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

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	Method
Contract	
\$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	Method
Contract	
\$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 7, 2014, 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. William Beckman, 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

ADJOURN

A motion as made by Supervisor Finn, seconded by Councilman Basile and **unanimously carried** by a voice vote of all board members present to adjourn the January 7, 2014 Reorganization Meeting of the Stony Point Town Board at 7:20 pm

Respectfully submitted,

Joan Skinner
Town Clerk