

STONY POINT TOWN BOARD REORGANIZATION MEETING
JANUARY 9, 2024

The Town Board of the Town of Stony Point convened its reorganization meeting on Tuesday, January 9, 2024 at 7:00 pm at the Stony Point Community Center (Rho Building), 5 Clubhouse Lane, Stony Point, NY. Supervisor Jim Monaghan called the meeting to order and led the group in the Pledge of Allegiance.

Town Clerk Megan Carey called the following roll:

PRESENT:	Mr. Michael Puccio	Councilman
	Mr. Paul Joachim	Councilman
	Mr. Todd Rose	Councilman
	Mr. Jim Monaghan	Supervisor
	Brian Nugent	Esquire
ABSENT:	Mr. Keith Williams	Councilman

Set Town Board Meetings

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to set the 2nd and 4th Tuesdays of each month as the meeting dates for the Regular Stony Point Town Board meetings, with the following exceptions; July, August and December will only have 1 meeting in that month and they will be the 2nd Tuesday of the month. All meetings will be held at 7:00 pm at the Stony Point Senior and Community Center 19 Clubhouse Lane, Stony Point, NY.

Establish Depository

A motion was made by Supervisor Monaghan, seconded by Councilman Puccio and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to designate the following depository for the year 2024:

- Sterling National Bank

Designate Official Newspaper

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to designate the Rockland County Times as the official newspaper of the Town of Stony Point, with the Journal News as an alternate.

Use of Facsimile Signature Stamp

A motion was made by Supervisor Monaghan, seconded by Councilman Joachiim and unanimously carried by a voice vote of those board members present with Councilman

Williams being absent to authorize the use of a facsimile signature stamp for Supervisor Monaghan on accounts payable checks under \$10,000.

Appoint Marriage Officers

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Supervisor Monaghan, the Town Board, Town Clerk Megan Carey and Deputy Town Clerk Holli Finn.

Planning Board – Appoint Chairman

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to re-appoint Mark Johnson as the Chairman of the Stony Point Planning Board.

Architectural Review Board–Appoint Chairperson

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Dan O’Kane as the Chairman of the Architectural Review Board.

Zoning Board of Appeals – Appoint Chairman

A motion was made by Supervisor Monaghan, seconded by Councilman Puccio and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Thomas Wright as the Chairman of the Zoning Board of Appeals.

Appoint Town Historian

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Bradley Conklin as the Town Historian. It was further resolved to pay dues for the Town Historian’s membership in the New York State Historians Association.

Confidential Assistant Appointment

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Amy Stamm as the Supervisors Confidential Assistant.

Finance Director Appointment

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Catherine Murray as Finance Director.

Deputy Supervisor Appointment

A motion was made by Supervisor Monaghan, seconded by Councilman Puccio and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Councilman Paul Joachim as Deputy Supervisor.

Deputy Town Clerk Appointment

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to accept the Town Clerk appointment of Holli Finn as Deputy Town Clerk.

Deputy Receiver of Taxes

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to accept the Receiver of Taxes appointment of Doris Campbell as Deputy Receiver of Taxes.

Appoint Registrar of Vital Statistics

A motion was made by Supervisor Monaghan, seconded by Councilman Puccio and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to appoint Megan Carey, Town Clerk as the Registrar of Vital Statistics.

Appoint Deputy Registrar of Vital Statistics

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of all board members present with Councilman Williams being absent to appoint Holli Finn, Deputy Town Clerk as Deputy Registrar of Vital Statistics.

Salaries – Elected Officials

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim, and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to approve the salaries of the Elected Officials as follows:

2024 SALARIES ELECTED OFFICIALS	
4.00% INCREASE	
SUPERVISOR	\$ 134,476.00
TOWN BOARD	\$ 19,798.00 EACH
TOWN CLERK	\$ 89,098.00
TAX RECEIVER	\$ 71,293.00
SUPT. OF HIGHWAYS	\$ 131,560.00
TOWN JUSTICES (2)	\$ 62,191.00 EACH

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

A motion was made by Supervisor Monaghan, seconded by Councilman Puccio and unanimously carried by a voice vote of those board members present with Councilman Williams being absent 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 and the Supervisor and on file in the Town Clerk’s Office.

Standard Workday – Full & Part Time Elected and Appointed Officials

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to adopt the following resolution:

**RESOLUTION No. 1 of 2024
Establishing Standard Workday 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 workday 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 workday 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 Workday – Part Time Non-Elected & Appointed Officials

A motion was made by Supervisor Monaghan, seconded by Councilman Rose and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to adopt the following resolution:

**Resolution No 2 Of 2024
Establishing Standard Workday 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 workday 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/Lifeguards
- Golf Course Seasonal Maintenance Workers
- Golf Course Seasonal Operations Workers

Procurement Policy

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to adopt the following resolution:

**Resolution No. 3 Of 2024
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
\$1000 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
\$1,000 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 9, 2024, and will be reviewed annually.

**Titles of Individuals Responsible for Purchasing
Pursuant to This Town Procurement Policy**

1. Amy Stamm, Confidential Assistant to Supervisor is responsible for the purchase of all office supplies.
2. Karl Javenes, Superintendent of Highways for Highway Department.
3. Edward Finn, Police Chief for the Police Department.
4. Kathy Lyons, Tax Receiver for Tax Receiver's Office
5. William Franks, Senior Judge for Justice Court
6. Ron Gerhold, Director of Golf for Golf Operations
7. H20, Inc. Chief Operator Stony Point Sewer Department for Sewer Department
8. William Beckmann, Tax Assessor for Assessor's Office
9. Jon Hager, Building Inspector for Building Department and Safety
10. Megan Carey, Town Clerk for Clerk's Office
11. Evan Weymouth, Golf Course Superintendent for Golf Course Maintenance
12. Karenanne Nigro, Recreation Facility Supervisor for Recreation Dept.
13. Craig Robinson, Recreation Supervisor for Recreation Department

Close Re-Organization Meeting

A motion was made by Supervisor Monaghan, seconded by Councilman Joachim and unanimously carried by a voice vote of those board members present with Councilman Williams being absent to close the 2024 Re-Organization Meeting.