

STONY POINT TOWN BOARD REORGANIZATION MEETING
JANUARY 11, 2022

The Town Board of the Town of Stony Point convened its reorganization meeting on Tuesday, January 11, 2022 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 stated the meeting would be held in memory of Thomas Lynch an active member of our community, North Rockland Teacher and Coach. Supervisor Monaghan led the group in the Pledge of Allegiance.

Town Clerk Megan Carey called the following roll:

PRESENT:	Mr. Keith Williams	Councilman
	Mr. Karl Javenes	Councilman
	Mr. Paul Joachim	Councilman
	Mr. Todd Rose	Councilman
	Mr. Jim Monaghan	Supervisor
	Mr. Robert Zitt	Esquire

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

Set Time and Place for Town Board Meetings

The Town Board meetings will be held on the second and fourth Tuesdays of each Month with the exception of the following:

***November 8th is election day so that meeting will be held on Wednesday, November 9th**

***July, August and December will only have 1 meeting and they will be the 2nd Tuesday of the month.**

All meetings will be held at the RHO Building, 5 Clubhouse Lane, Stony Point, NY.

Establish Depositories

Sterling National Bank will be the depository for the Town of Stony Point.

Designate Official Newspaper

Rockland County Times will be the official newspaper with the Journal News as an alternate for the Town of Stony Point.

Authorize Use of Facsimile Signature Stamp for Supervisor

Authorize the use of a facsimile signature stamp for Supervisor Monaghan on accounts payable checks under \$10,000.

Appoint Marriage Officers-Town Board Members

The following were appointed as Marriage Officers:

Town Board Members
Town Clerk
Deputy Town Clerk
Court Clerk-Diane Payan

Appoint Chairman of Planning Board

Mark Johnson was appointed as Chairman for the Planning Board.

Appoint Chairman A.R.B.

Daniel O'Kane was appointed Chairman for the Architectural Review Board.

Appoint Chairman Z.B.A.

Tom Wright was appointed chairman for the Zoning Board of Appeals.

Appoint Town Historian

Bradley Conklin was appointed as Town Historian with Joan Skinner as an alternate.

Supervisor’s Appointment – Confidential Assistant

Amy Stamm was appointed as Confidential Assistant to the Supervisor.

Supervisor’s Appointment – Finance Director

Gregg Smith was appointed as Finance Director.

Supervisor’s Appointment - Deputy Supervisor

Paul Joachim was appointed as Deputy Supervisor.

Town Clerk’s Appointment – Deputy Town Clerk

Holli Finn was appointed as Deputy Town Clerk.

Receiver Of Taxes Appointment – Deputy Receiver of Taxes

Doris Campbell was appointed as Deputy Receiver of taxes.

Appoint Registrar of Vital Statistics

Megan Carey was appointed as Registrar of Vital Statistics.

Appoint Deputy Registrar of Vital Statistics

Holli Finn was appointed as Deputy Registrar of Vital Statistics.

Salaries For Elected Officials

The following are salaries for elected officials for 2022:

2022 SALARIES ELECTED OFFICIALS	
1.75% INCREASE	
SUPERVISOR	\$ 122,100.00
TOWN BOARD	\$ 16,382.00 EACH
TOWN CLERK	\$ 80,453.00
TAX RECEIVER	\$ 61,535.00
SUPT. OF HIGHWAYS	\$ 92,777.00
TOWN JUSTICES (2)	\$ 49,499.00 EACH

Set Salaries – Non-Union Employees (Full & Part-Time)

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

**Resolution No. 1 Of 2022
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

Resolution No 2 Of 2022

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

The following resolution is the towns procurement policy:

Resolution No. 3 Of 2022

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 11, 2022, 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. Larry Brissing, 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. Dave Fusco, Director of Golf for Golf Operations
7. JCO, Chief Operator Stony Point Sewer Department for Sewer Department
8. William Beckmann, Tax Assessor for Assessor's Office
9. Harry Hansen, Superintendent Buildings, Grounds and Parks for Buildings, Ground and Parks
10. John Hager, Building Inspector for Building Department and Safety
11. Megan Carey, Town Clerk for Clerk's Office
12. Evan Weymouth, Golf Course Superintendent for Golf Course Maintenance
13. Karenanne Nigro, Recreation Facility Supervisor for Recreation Dept.
14. Craig Robinson, Recreation Supervisor for Recreation Department