

**TOWN OF HAGUE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 5, 2015
6:00 P.M.**

Motion by G. Kuenzel, seconded by S. Ramant to open the meeting at 6:00 pm. All voting yes. Motion carried.

It was moved by Supervisor Frasier, seconded by S. Ramant to appoint R. Meola as Acting Clerk for the purpose of recording minutes. All voting yes. Motion carried.

MEMBERS PRESENT: Supervisor Frasier, R. Meola, S. Ramant and G. Kuenzel.
Absent: M. Fitzgerald II

SALUTE FLAG

RESOLUTIONS FOR 2015

Resolutions 1 – 9 of 2015

Introduced by G. Kuenzel, seconded by S. Ramant

Resolution # 1 – Regular Meeting,

Resolved, that the regular meeting of the Town Board of the Town of Hague shall be held on the second Tuesday of each month at 6:00 p.m. at the Hague Community Center. The Town Board will review claims at the regular meeting. All claims will be verified with purchase order system.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 2 – Official Depository,

Resolved, that the Community Bank NA is designated official depository for the Town Funds.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 3 – Official Newspaper.

Resolved, that the Glens Falls Post Star is designated as the official newspaper for legal advertisements.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 4 – Mileage Rate.

Resolved, that the mileage rate be established at 56 cents per mile for the year 2015. Individuals claiming mileage MUST submit for reimbursements monthly, the travel voucher form provided or payment will not be made.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 5 – Investment of Surplus Funds.

Resolved, that the Supervisor be empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 6 – Payment of Bills ahead of Abstract.

Resolved, that authorization is given for payment of utilities, postage, Health Insurance and other similar expenses on a 2nd Warrant to be audited at the next regular meeting.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 7 – Petty Cash/Town Park. Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$50.00 for the Town Park for the period May through September.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 8 – Petty Cash/Justice.

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$200.00 for the Town Justice.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 9 – Petty Cash/Supervisors Office.

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$200.00 for her Office.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant & R. Meola

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

RESOLUTIONS 10- 16 of 2015

Introduced by R. Meola, seconded by G. Kuenzel

Resolution # 10 – Hague Volunteer Fire Department, Inc.

Resolved, that the Supervisor is authorized to enter into a contract with the Hague Volunteer Fire Department for fire protection and ambulance services for the year 2015 in an amount not to exceed **\$342,805.00** as per contract.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 11 – Veterinarian

Resolved, that the Supervisor be authorized to enter into a contract with Dr. Mack, VMD for housing of seized animals for the year 2015 in an amount not to exceed **\$200.00** as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 12 – Hague Senior Citizens.

Resolved, that the Supervisor be authorized to enter into a contract with Hague Senior Citizens for an amount not to exceed **\$2,500.00** for the year 2015 as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #13 – Hague Sno-goers.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Sno-goers for an amount not to exceed **\$1,000.00** for the maintenance of the cross country ski trails.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #14 – Hague Sno-goers.

Resolved, to enter into a contract with the Hague Sno-goers for an amount not to exceed **\$9,000.00** for maintenance and upkeep of the snowmobile trails. Funds for this contract will come from Warren County.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 15 – Senior Citizen Transportation.

Resolved, that Community Action Agency will provide transportation once per month to Glens Falls for Hague Senior Citizens for the year 2015 in an amount not to exceed **\$2,940.00** annually.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 16 – Hague Chamber of Commerce.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Chamber of Commerce for an amount not to exceed **\$7,000.00** for the year 2015 as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

RESOLUTIONS 17-42 of 2015

Introduced by G. Kuenzel, seconded by R. Meola

Resolution # 17 – Budget Officer Appointment.

Resolved, that Edna Frasier is named Budget Officer for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #18– Records Management Officer.

Resolved, that Deborah Manning is named as Records Management Officer and the Supervisor to be the Appeals Officer.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 19 – Tax Collector.

Resolved, that the Tax Collector deposit in her name as Tax Collector of the Town of Hague at the Community Bank within 24 hours after receipt, all monies collected by her which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #20 - Registrar of Vital Statistics

Resolved, that Deborah F. Manning is named Registrar of Vital Statistics.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #21 – Deputy Registrar of Vital Statistics

Resolved, that Bertha Dunsmore is named Deputy Registrar of Vital Statistics.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 22 – Zoning Board of Appeals Appointment.

Resolved, that Robert Goetsch is appointed as a member of the Zoning Board of Appeals for a term to expire December 31, 2021.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #23 – Planning Board Appointment. This position is still open.

Resolved, that _____ is appointed as a member to the Planning Board for a term to expire December 31, 2021.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS:

Absent:

Carried:

Resolution # 24 – Zoning Board of Appeals Chairman Appointment.

Resolved, that Robert Goetsch is named Zoning Board of Appeals Chairman for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 25 – Planning Board Chairman Appointment.

Resolved, that Richard Frasier is named Chairman of the Planning Board for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 26 – Zoning Board of Appeals Deputy Chairman

Resolved, that Jon Hanna is named Zoning Board of Appeals Deputy Chairman for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 27 – Planning Board Deputy Chairman

Resolved, that Michael Cherubini is named Planning Board Deputy Chairman for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 28 – Town Naturalist.

Resolved, that David DeFranco is named Town Naturalist for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 29 – Community Center Coordinator.

Resolved, that Bertha Dunsmore is named Community Center Coordinator for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 30 – Health Officer.

Resolved, that the Town Board is designated as the Board of Health for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 31 – Care Program Officer.

Resolved, that Lindsay Mydlarz is named Care Program Officer for the year 2015 and Bertha Dunsmore is named as Deputy Care Program Officer.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 32 – Dog Control Officer/Animal Control Officer.

Resolved, that Daniel Steitz is named Dog Control/Animal Control Officer for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #33 – Attorney for the Town.

Resolved, that Dominick Viscardi is appointed Attorney for the Town for the year 2015 and that the Supervisor be authorized to enter into a contract with the Attorney in the amount of \$26,000.00 for the year 2015

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #34 – Deputy Supervisor.

Resolved, that the Supervisor is appointing Steve Ramant as Deputy Supervisor for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #35 – Deputy Highway Superintendent.

Resolved, that the Highway Superintendent appoints Rick Myers as Deputy Highway Superintendent for the year 2015.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 36 – Conferences & Training Sessions.

Resolved, that attendance at all conferences and training sessions be authorized by the Town Board prior to departure. All receipts for expenses must be attached to purchase order prior to

reimbursement and filed with the Bookkeeper immediately upon completion of Conference, Course or training session. Reimbursement requests more than 45 days after sessions will not be paid.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 37 – Holiday Schedule.

Resolved, that the Town of Hague Employees shall have the following Holidays for the year 2015.

January 1	New Years Day
January 19	Martin Luther King Jr. Day
February 16	President’s Day (Washington’s Birthday -Floating)
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
October 12	Columbus Day Observed
November 11	Veteran’s Day
November 26	Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
One’s Birthday	Floating Holiday

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 38 – Supervisors’ Committee Appointments.

Resolved, that the following Town Board Committee’s for 2015

Assessor & Justice -----	Meola/Kuenzel
Buildings & Grounds/Community Center/Enhancement -----	Fitzgerald/Frasier
Finance & Insurance -----	Meola/Ramant
Highway -----	Fitzgerald/Ramant
Museum & Historian -----	Kuenzel/Ramant
Personnel -----	Meola/ Kuenzel
Planning/Zoning/Storm water-----	Fitzgerald/Ramant
Recreation & Promotion & Youth -----	Ramant/Meola
Sewer District # 1 & 2 -----	Frasier/Kuenzel
Town Park & Beautification -----	Kuenzel/Ramant

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 39 – Salaries.

Resolved, that the Hague Town Board hereby fix salaries of the following Officers and employees for the year beginning January 1, 2015 at the amount respectively stated in the 2015 budget, and such salaries shall be payable at the stated time interval:

OFFICE		SALARY		PAYABLE
Community Center Cleaner- M. Gautreau	\$	16.25	Hourly	weekly
Clerk Part Time- currently vac.	\$	11.84	Hourly	weekly
Supervisor	\$	18,031.00	Annual	Weekly
Budget Officer	\$	2,020.00	Annual	Monthly
Deputy Supervisor	\$	2,600.00	Annual	Semi-Annual
Supervisors Sec't/Bookkeeper	\$	19.43	Hourly	Weekly
Clerk - Full Time	\$	18.54	Hourly	Weekly
PT Clerks, PL,ZBA,BAR Barb Belden/Judy Stock	\$	12.20	Hourly	Weekly
Councilmen	4 \$	6,284.00	Annual	Monthly
Justice	\$	11,000.00	Annual	Monthly
Justice Clerk – vac.	\$	11.61	Hourly	Weekly
Highway Superintendent	\$	40,985.00	Annual	Weekly
Deputy Highway Superintendent	\$	3,300.00	Annual	Weekly
MEO Hwy Full Time: Rate 1	3 \$	19.78	Hourly	Weekly
MEO LT Hwy Full Time: Rate 2	1 \$	16.95	Hourly	Weekly
MEO Hwy Part time	\$	16.01	Hourly	Weekly
Laborer Hwy Full Time	\$	13.94	Hourly	Weekly
Laborer Hwy Part Time	\$	10.46	Hourly	Weekly
MEO Hwy Full Time: Rate 3 (new hire)	\$	17.09	Hourly	Weekly
Dog Control Officer	\$	3056.00	Annual	Monthly
Animal Control Officer	\$	2,260.00	Annual	Monthly
Assessor	\$	23,182.00	Annual	Monthly
Assessor Clerk –Barbara Mizer	\$	11.84	Hourly	Weekly
Board of Assessment Review	5 \$	82.40	each	Session
Zoning/Code Enforcement Officer	\$	33,915.00	Annual	Weekly
Town Clerk	\$	17,558.00	Annual	Weekly
Tax Collector	\$	10033.00	Annual	Weekly
Registrar of Vital Statistics	\$	918.00	Annual	Semi-Annual
Records Management Officer	\$	1,179.00	Annual	Semi-Annual
Sewer Rent Collector Dist. 1 & 2	\$	2,405.00	Annual	Semi-Annual
Attorney for the Town	\$	26,000.00	Annual	Monthly
Com Park Maint Work PT	\$	13.01	Hourly	Weekly
Park Attendants 2 nd yr +	\$	10.55	Hourly	Weekly
Lifeguards PT 2 nd yr	\$	10.75	Hourly	Weekly
Visitor Center Attendants PT	\$	10.55	Hourly	Weekly
Historian	\$	2,230.00	Annual	Monthly
Wastewater Treatment Plant Operator	\$	25.50	Hourly	Weekly
Wastewater Treatment Plant Operator Trainee	\$	19.38	Hourly	Weekly
Wastewater Treatment Plant Attendant	\$	13.26	Hourly	Weekly
Plan Bd/ZBA Reg mtngs only	\$	25.00	Per diem	Semi Annual
Budget Officer Assistant	\$	1500.00	Annual	Semi Annual
New Park Attendants	\$	10.30	Hourly	Weekly
New Lifeguards	\$	10.30	Hourly	Weekly
New Visitor Center Attendants	\$	10.30	Hourly	Weekly
WWTP PT laborer	\$	12.24		Weekly
Life Guard head	\$	11.00	Hourly	Weekly
Safety Officer	\$	1,500.00	Annually	Monthly

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution # 40– Procurement Policy.

Resolved, that the Following Procurement Policy be adopted for the year 2015.

PROCUREMENT POLICY

Section 104-b of the General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law, and comments were solicited from those officers of the Town involved with procurement policies and procedures:

Section 104-b of the General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law, and comments were solicited from those officers of the Town involved with procurement policies and procedures:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every Town Officer, Board, Department Head or other personnel with the requisite purchasing authority shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The estimate shall include the canvass of other Town Departments and past history to determine the likely yearly value of the conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

All purchases of supplies or equipment that will exceed \$20,000 in the fiscal year and public works contracts over \$35,000 shall be formally bid pursuant to GML Section 103.

(A) All estimated purchases of :

Of \$500 or less may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, Town Board Committee Chairpersons and the Highway Superintendent.

Greater than \$500 but less than \$2,000 may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, and Town Board Committee Chairpersons.

Greater than \$2,000 but less than \$10,000 requires a written and/or fax request for goods and an written/fax quotes from a minimum of (two) 2

vendors and approval from the Committee overseeing the Department ordering.

Greater than \$10,000 but less than \$20,000 requires a written request for proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

(B) All estimated public works contracts of:

Less than \$2,000 may be authorized by Town Official with purchasing authority: namely: The Supervisor, The Deputy Supervisor, and the Town Board Committee Chairperson;

Greater than \$2,000 but less than \$15,000 requires an fax/written Request For Proposal (RFP) for public works and an fax/written quotes from a minimum of two (2) vendors and approval from the appropriate Committee.

Greater than \$15,000 but less than \$35,000 requires a written Request For Proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

Any written RFP (Request for Proposal) shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax quotes have been requested and the written/fax quotes offered.

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

The lowest responsible proposal 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.

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 shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Except when directed by the Town Board, no solicitation of written proposal or quotations shall be required

under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from another government agency.

The Town Board shall review this policy annually.

Additionally the above guidelines will not deem it unnecessary to obtain a purchase order. All purchases MUST be accompanied by a duly signed and completed purchase order.

The Highway Superintendent should obtain Supervisor or Committee approval prior to the issuance of any general fund purchases.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #41: INVESTMENT POLICY

1. Purpose
2. Authorized Commercial Banks
3. Authorized Investment Instruments
4. Delegation of investing authorities
5. Federal Deposit Insurance Corporation Insurance and collateralization
6. Collateral
7. Delivery of Securities
8. Written Contracts
9. Transfer Funds
10. Safekeeping
11. Written Reports

1. Purpose

- A. The Town Board desires to provide the finest public services possible to its residents, compatible with the least cost to its taxpayers. To achieve this goal all other sources of revenue must be enhanced. Interest earnings offer a large potential alternative source of revenue.
- B. The Town Board desires that excess town and special district moneys not needed for immediate payment of bills are invested to earn a safe return as provided for with Town Law, General Law and Local Finance Law. The priorities for so investing town moneys shall be (in order of priority)
 - (1) Safety. Funds must not be lost to the Town.
 - (2) Liquidity. Appropriate amounts must be available for each payroll, debt service and abstract date.

(3) Yield. The highest market interest rate available (other conditions being equal) is to be solicited.

2. Authorized Commercial Banks

The Town Board authorizes the use of the following commercial banks or trust companies (not savings banks or associations) located and authorized to do business in New York State for placing investments and specifically prohibits using private brokerage or investment firms (General Municipal Law and Local Finance Law)

- A. Community Bank NA
- B. Glens Falls National
- C. Any other commercial banks or trust companies meeting the above requirements when bidding conditions warrant.

3. Authorized Investment Instruments

The Town Board authorizes the following types of investment instruments for investing town moneys with commercial banks or trust companies authorized to do business in New York State:

- A. Savings Accounts
- B. N.O.W. Accounts (Negotiable Order of Withdrawal)
- C. Money Market Deposit Accounts
- D. Super N.O.W. Accounts
- E. Certificates of Deposit
- F. United States Treasury bonds, bills and notes
- G. Other investment instruments as may be approved by the Office of the State Comptroller from time to time, in the Comptroller's opinion.

4. Delegation of investing authorities

The Town Board hereby specifically delegates the authority to make the day to day investment decisions within the guidelines and limitation of this chapter to the:

- A. Supervisor and/or Budget/Finance Officer
- B. Deputy Supervisor in the absence of the Supervisor
- C. The Comptroller/Bookkeeper under supervision of the Supervisor/Deputy Supervisor
- D. Or any other person(s) as determined by Resolution of the Town Board

5. Federal Deposit Insurance Corporation Insurance and collateralization

The primary objective of this policy is to enhance the safety and availability of any town money invested. These objectives are partially met by the Federal Deposit Insurance Corporation (FDIC). Any amounts exceeding FDIC Insurance limit as presently set or subsequently revised are to be insured to the Town by requiring a pledging of appropriate collateral by the designated bank or trust company.

6. Collateral

Collateral shall be delivered to the trust department of the issuing bank or the town or a custodial bank with which where practical the town has entered into written custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the moneys on deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

7. Delivery of securities

The trust department of the custodial bank shall confirm all transactions in writing to ensure that the towns ownership of the securities is properly reflected on the records of the trust department or the custodial bank.

8. Written Contracts

Where practical, written contracts are to be completed for certificates of deposits and custodial undertakings.

9. Transfer funds

The Town Board authorizes the designated officials the authority to use electronic transfers of funds, among the approved banking institutions, to assist in obtaining federal funds enhanced interest rates. Each transaction shall be identified upon journal entry as a wire transfer and supported by the banks confirmation notice to provide an audit trail.

10. Safekeeping

The banking institution will maintain physical custody of certificates of deposits and other evidences of investments and provide the Town with a receipt for our statement certificate.

11. Written Reports

All investments shall be documented by the bookkeeper for subsequent availability to the Supervisor and/or Town Board.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Resolution #42: Policy for conducting meetings

Agendas for regular meeting will be prepared and distributed to the Board by Friday, preceding the date of the regular meeting, and

Special Meeting agendas are available on the day before the Special Meeting, and

Any items that do not appear on the agenda, but must be acted on, must appear as an "Addendum" prior to the meeting. All agenda items need to be accompanied by supporting documentation, and

The Town Board Committees are committees appointed by the Supervisor to gather information on matters requiring action by the Town Board. These committees are composed of Town Board members and NOT Citizens. The function of Board Committees is to make recommendations to the Town Board. The recommendations are to be in writing and given to the Town Board on the Friday preceding the board meeting when the item will be acted upon. The Town Clerk should receive a written copy of the item, and

Citizen Committees are made up of Town Citizens appointed to advise the Town Board on particular matters. Their role is ADVISORY ONLY. It may include a Board member as an AD HOC member, and

The procurement policy will be followed as will be the recruitment policy, and all local and state procedures, polices, regulations and laws, and

The majority of town business should be transacted at regular board meetings. Emergency situations can be addressed at Special Meetings, and

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, & S. Ramant

NAYS: None

Absent: M. Fitzgerald II

Carried: 4-0

Motion by G. Kuenzel, seconded by S. Ramant to adjourn meeting at 6:30 pm. All voting yes.

Motion carried.

R. Meola

Acting Clerk