

# TOWN OF HAGUE TOWN BOARD ORGANIZATIONAL MEETING

JANUARY 5, 2011  
6:00 P.M.

CALL TO ORDER: Supervisor Belden opened the meeting at 6:00 pm

MEMBERS PRESENT: Supervisor Belden, R. Gladu, E. Frasier, R. Meola, and M. Martucci

SALUTE FLAG

## RESOLUTIONS FOR 2011

**Resolutions 1 – 7 of 2011 were introduced by E. Frasier, seconded by R. Meola**

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 6:30 p.m. at the Hague Community Center.

Resolution # 2 – Meeting to Review Claims,

Resolved, that the Town Board of the Town of Hague will meet to review claims at 6:00 p.m. prior to the regular monthly Board Meeting at the Hague Community Center. All claims will be verified with purchase order system.

Resolution # 3 – Official Depository,

Resolved, that the TD Bank – Bolton Landing Office is designated official depository for the Town Funds. Glens Falls National Bank Ticonderoga office will be the alternate choice.

Resolution # 4 – Official Newspaper.

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

Resolution # 5 – Mileage Rate.

Resolved, that the mileage rate be established at 51 cents per mile for the year 2011. Individuals claiming mileage MUST submit for reimbursements monthly, or payment will not be made.

\*The amount first voted on was 45 cents per mile. Minutes of the regular meeting held on 1/11/11 reflect the change to 51 cents per mile and authorized the change to the minutes.

Resolution # 6 – 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.

Resolution # 7 – Payment of Bills ahead of Abstract.

Resolved, that authorization is given for payment of utilities, postage, and other similar expenses as the bills come in and previous to audit, by the Supervisor on recommendation of the Town Board.

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTIONS 8- 18 were introduced by E. Frasier, seconded by M. Martucci. Resolution #29 will be tabled until the regular meeting.**

Resolution #8 – Records Management Officer.

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

Resolution # 9 – Tax Collector. Resolved, that the Tax Collector deposit in her name as Tax Collector of the Town of Hague at the TD Bank, Bolton Landing Office 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.

Resolution # 10 – 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 to September 2011.

Resolution # 11 – Petty Cash/Justice.

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$50.00 for the Town Justice.

Resolution # 12 – Petty Cash/Supervisors Office.

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

Resolution # 13 – American Legion Contract.

Resolved, that the Supervisor is authorized to enter into a contract with the American Legion Post #1538 for Memorial Day Celebrations for 2011 in an amount not to exceed \$300 as per agreement.

Resolution # 14 – 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 2011 in an amount not to exceed **\$252,305.00** as per contract.

Resolution # 15 – Veterinarian .

Resolved, that the Supervisor be authorized to enter into a contract with Dr. Mack, VMD for housing of seized animals for the year 2011 in an amount not to exceed **\$180.00** as per agreement.

Resolution # 16 – 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 2011 as per agreement.

Resolution #17 – 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.

Resolution #18 – Hague Sno-goers.

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 Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

## **RESOLUTIONS 19-30 were introduced by R. Meola, seconded by E. Frasier**

Resolution # 19 – Senior Citizen Transportation.

Resolved, that Community Action Agency will provide transportation once per month to Glens Falls for Hague Senior Citizens for the year 2011 in an amount of **\$210.00** per trip but not to exceed **\$2,600.00** annually.

Resolution # 20 – 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 **\$9,000.00** for the year 2011 as per agreement.

Resolution # 21 – Budget Officer Appointment.

Resolved, that Daniel Belden is named Budget Officer for the year 2011.

Resolution # 22 – Town Naturalist.

Resolved, that David DeFranco is named Town Naturalist for the year 2011.

Resolution # 23 – Community Center Coordinator.

Resolved, that Bertha Dunsmore is named Community Center Coordinator for the year 2011.

Resolution # 24 – Health Officer.

Resolved, that the Town Board is designated as the Board of Health for the year 2011.

Resolution # 25 – Care Program Officer.

Resolved, that Edna Frasier is named Care Program Officer for the year 2011 and Bertha Dunsmore is named as Deputy Care Program Officer.

Resolution # 26 – Dog Control Officer/Animal Control Officer.

Resolved, that Daniel Steitz be named Dog Control/Animal Control Officer for the year 2011.

Resolution #27 – Attorney for the Town.

Resolved, that Dominick Viscardi is appointed Attorney for the Town for the year 2011.

Resolution #28 – Deputy Supervisor.

Resolved, that the Supervisor is appointing Edna Frasier as Deputy Supervisor for the year 2011.

Resolution #29 – Deputy Highway Superintendent.

Resolved, that the Highway Superintendent appoints Richard Myers as Deputy Highway Superintendent for the year 2011.

Resolution # 30 – 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 Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTIONS #31 was introduced by M. Martucci, seconded by E. Frasier.**

Resolution # 31 – Holiday Schedule.

Resolved, that the Town of Hague Employees shall have the following Holidays for the year 2011.

January 1	New Years Day
January 17	Martin Luther King Jr. Day
February 21	President’s Day (Washington’s Birthday -Floating)
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day Observed
November 11	Veteran’s Day
November 24	Thanksgiving Day
December 23	Christmas Eve
December 26	Christmas Day
One’s Birthday	Floating Holiday

The Offices will be closed January 2, 2012 for New Years.

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTIONS #32 was introduced by E. Frasier, seconded by R. Gladu**

Resolution # 32 – Supervisors’ Committee Appointments.

Resolved, that the following Town Board Committee’s for 2011.

Assessor & Justice -----	-Gladu/Meola
Buildings & Grounds/Community Center/Enhancement -----	-Martucci/Frasier
Finance & Insurance -----	-Frasier/Martucci
Fire Department -----	-Gladu/Martucci
Highway -----	-Martucci/Gladu

Museum & Historian ----- -Frasier/Martucci  
 Personnel ----- Frasier/Gladu  
 Planning/Zoning/Storm water Mngmt/----- -Gladu/Meola  
 Recreation & Promotion & Youth ----- Meola/Martucci  
 Sewer District # 1 & 2 -----Belden/Frasier  
 Town Park & Beautification ----- -Meola/Martucci  
 Transfer Station/Recycling Center----- Gladu/Meola

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTIONS #33 was introduced by R. Meola, seconded by M. Martucci**

Resolution # 33 – Salaries.

Resolved, that the Hague Town Board hereby fix salaries of the following Officers and employees for the year beginning January 1, 2011 at the amount respectively stated in the 2011 budget, and such salaries shall be payable at the stated time interval:

	OFFICE	SALARY	PAYABLE
Clerk Part Time	Kim	\$ 10.93 Hourly	weekly
Supervisor		\$ 18,031.00 Annual	Weekly
Budget Officer		\$ 2,022.00 Annual	Monthly
Deputy Supervisor		\$ 3,279.00 Semi Annual	Monthly
Supervisors Sec't/Bookkeeper		\$ 18.19 Hourly	Weekly
Clerk - Full Time		\$ 17.33 Hourly	Weekly
PT Clerks, PL,ZBA,BAR	Barb Belden/Judy Stock	\$ 11.48 Hourly	Weekly
Councilmen		4 \$ 6,284.00 Annual	Monthly
Justice		\$ 8,742.00 Annual	Weekly
Justice Clerk -Barbara Mizer		\$ 37.00 weekly	Weekly
Highway Superintendent		\$ 38,246.00 Annual	Weekly
Deputy Highway Superintendent		\$ 2,814.00 Annual	Weekly
MEO Hwy Full Time		4 \$ 18.52 Hourly	Weekly
MEO LT Hwy Full Time		1 \$ 15.80 Hourly	Weekly
MEO Hwy Part time		\$ 15.45 Hourly	Weekly
Laborer Hwy Full Time		\$ 12.91 Hourly	Weekly
Laborer Hwy Part Time		\$ 10.00 Hourly	Weekly
Dog Control Officer		\$ 2,841.00 Annual	Monthly
Animal Control Officer		\$ 2,076.00 Annual	Monthly
Assessor		\$ 21,208.00 Annual	Monthly
Assessor Clerk –Barbara Mizer		\$ 11.14 Hourly	Weekly
Board of Assessment Review		5 \$ 82.40 each	Session
Zoning/Code Enforcement Officer		\$ 31,959.00 Annual	Weekly
Town Clerk		\$ 15,758.00 Annual	Weekly
Tax Collector		\$ 9,004.00 Annual	Weekly
Registrar of Vital Statistics		\$ 788.00 Annual	Semi-Annual
Records Management Officer		\$ 1,014.00 Annual	Semi-Annual
Sewer Rent Collector Dist. 1 & 2 1350 & 849		\$ 2,199.00 Annual	Semi-Annual
Attorney for the Town		\$ 26,000.00 Annual	Monthly

Com Park Maint Work PT	\$	12.50 Hourly	Weekly
Park Attendants PT	2 \$	10.30 Hourly	Weekly
Lifeguards	2 \$	10.30 Hourly	Weekly
Lifeguard – Senior	1 \$	11.33 Hourly	Weekly
Visitor Center Attendants	2 \$	10.30 Hourly	Weekly
Historian	\$	2,186.00 Annual	Monthly
Wastewater Treatment Plant Operator	\$	30.00 Hourly	Weekly
Wastewater Treatment Plant Operator Trainee	\$	15.50 Hourly	Weekly
Plan Bd/ZBA Reg mtngs only	\$	25.00 Per diem	`Semi Annual

The Town Board will review the Clerks position at \$10.93 per hour and the Planning/Zoning & BAR Clerks position at \$11.48 per hour.

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTIONS #34 was introduced by R. Gladu, seconded by E. Frasier**

Resolution # 34– Procurement Policy.

Resolved, that the Following Procurement Policy be adopted for the year 2011.

**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: Greater than \$1.00 but less than \$2,000 may be authorized by Town Officials with purchasing authority, namely: the Supervisor, Deputy Supervisor, Town Board Committee Chairs, and Highway Superintendent.

Greater than \$2,000 but less than \$10,000 requires an written/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: Greater that \$1.00 but less than \$2,000 may be authorized by Town Official with purchasing authority: namely: The Supervisor, Deputy Supervisor, Town Board Committee Chair and the Highway Superintendent.

Greater than \$2,000 but less than \$10,000 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 Chair.

Greater than \$10,000 but less than \$20,000 requires a written Request For Proposal (RFP) and written/fax quotes from a minimum of two (2) vendors and approval of the appropriate committee.

Greater than \$20,000 but less than \$35,000 requires a written RFP and fax or written proposal 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.
- e. State or County Contracts.

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 purchase order.

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, E. Frasier, R. Meola, R. Gladu, and M. Martucci.**

**NAYS: None**

**ABSENT: None.**

**Resolutions carried.**

**RESOLUTION #35 was introduced by R. Meola, seconded by M. Martucci**

Judy Stock spoke in support of Chris Navitsky being appointed as a Zoning Board member.

Resolution # 35 – Zoning Board of Appeals Appointment.

Resolved, that Christopher Navitsky is appointed as a member of the Zoning Board of Appeals for a term to expire December 31, 2017.

**DULY ADOPTED BY THE FOLLOWING VOTE:**

**AYES: Supervisor Belden, R. Meola, and M. Martucci.**

**NAYS: R. Gladu & E. Frasier**

**ABSENT: None.**

**Resolutions carried.**

**OTHER:**

**1. Cathy Clark addressed the Board on the decrease of mileage for 2011. The current rate for the IRS is 51 cents per mile. With the price of gas increase and the utilization of our own vehicles, this does not seem fair to the employee's who need to travel.**

**Councilman Meola suggested that she use the Town truck as it is available. Supervisor Belden & Councilwoman Frasier concurred.**

**2. Councilwoman Frasier asked that the modification made by the Code Committee be added onto the agenda.**

Motion by R. Meola, seconded by E. Frasier to adjourn meeting at 6:55 pm. All voting yes. Motion carried.

Respectfully submitted,

Deborah F. Manning  
Town Clerk