

ORGANIZATIONAL MEETING

JANUARY 2, 2018

Minutes of the Organizational Meeting held on the above date beginning at 2:45 p.m. in the Meeting Room of the North Elba Town Hall, 2693 Main Street, Lake Placid, New York.

RESOLUTION OF COMMITMENT

Today marks the beginning of a new municipal year and I look forward to once again working with each of you. Although we may not always agree on all of the issues all of the time, we must remain unified in our pursuit of the highest standards for the Town as a whole.

In these times of critical commentary, confrontation and social media negativity, we are now and again challenged with ethical dilemmas:

Sometimes **honesty** about the facts will conflict with truth and our **loyalty** to our family, friends and supporters.

Sometimes **short-term** solutions will clash with the **long-term** good.

Sometimes what is best for the **community** will be at odds with the rights of individuals.

And, sometimes hard choices need to be made between **tolerance** and **due process**.

As a Board, however, we are expected to use good judgement, be transparent and make effective decisions to better the quality of life of our residents.

Now, therefore, let us resolve to work together as one team, respecting each other's differences in order to find compromise and to make the right decisions for all the people of the Town of North Elba. Do I have a unanimous second to this Resolution of commitment to the people of North Elba.

The resolution was moved by Supervisor Politi and unanimously seconded.

The foregoing Resolution is hereby declared duly adopted by this Town Board.

Supervisor Politi stated that he looked forward to the opportunity of working on behalf of all the people of the Town of North Elba. He thanked **Councilman Rand** for his service to the Town as Deputy Supervisor and for his contributions to the community.

Supervisor Politi stated at this point we will move on to the Organizational Meeting and you are welcome to stay, but it is basically reciting the procedural duties of this Board for 2018.

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Supervisor Politi then presented the proposed format for the year 2018 as follows:

1. The **regular meeting** of the Town Board of the Town of North Elba be held on the **second Tuesday of each month** at 7:00 p.m. in Lake Placid, except for the months of July and September at which time they will be held at the North Elba Town House in Saranac Lake, New York. A public **workshop meeting** with department heads will also be held on the **first Tuesday of each month** at 3:00 p.m.
2. Rules of order governing the Town of North Elba shall be pursuant to Section 63 of Town Law allowing any Board member (including the Supervisor) to bring a motion, and second a motion before said motion comes to a vote.
3. That **Councilman Miller** be appointed at the pleasure of the Supervisor to the position of Deputy Supervisor with the power to sign all checks of the Town of North Elba and preside over all meetings and functions during the absence or inability to act of the Supervisor.
4. That the Supervisor of the Town of North Elba (or in the Supervisor's absence or inability to act, the Deputy Supervisor) shall have the authority to perform such ministerial functions and duties necessary and appropriate to the business affairs of all Districts of the Town during those occasions when the Town Board is not in session; and the Supervisor (or the Deputy Supervisor) shall report such actions to the Town Board at the next regularly scheduled meeting. In the event a District related issue involves a matter that could require a policy determination by the Board as a whole, or require a commitment or expenditure of funds not previously approved and authorized, the Supervisor or the Deputy Supervisor acting in accordance with Town Law, shall commence a special meeting of the governing Board.
5. That the Town Board approve the recommendation of Laurie Curtis Dudley Town Clerk/ Registrar of **Jessica L. Scriver** as Deputy Clerk/Registrar.
6. That **Catherine Edman** be appointed as Budget Officer for the Town of North Elba, the North Elba Park District and all Special Districts and to perform electronic banking transactions for accounts payable and all payroll functions as well as having the authorization to sign checks if the Supervisor and Deputy Supervisor are unavailable.
7. That **Ronald J. Briggs** be appointed as Attorney for the Town.
8. That **Todd Anthony** be appointed as the Sole Assessor for the Town of North Elba to maintain the Town and Village tax assessments.
9. That the Board appoints **Jessica L. Scriver** as Clerk to the Supervisor.

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10. **Beverly Reid** be named as Town Historian.
11. That **Catherine Edman** be appointed as Human Resource Coordinator.
12. That **Michael Orticelle** serve as the Town's Building Code Inspector with the function of overseeing building inspections, fire codes and enforcement actions in the Town of North Elba and Village of Lake Placid.
13. That **Timothy Smith**, Esq. be appointed as the attorney for the Joint Review Board and Planning Commission and shall also fill in for the attorney for the Zoning Board of Appeals in all instances where there is a conflict or if said attorney is unable to attend a particular meeting. The compensation for such services shall not exceed \$10,815 per year plus appropriate health insurance benefits.
14. That **William Kissel**, Esq. be appointed as the attorney for the Zoning Board of Appeals to serve at the pleasure of the Board and to fill in for Attorney Smith in all instances where Attorney Smith has a conflict or is unable to attend such meetings. The compensation for such services shall not exceed \$7,029.75 per year, plus appropriate health insurance benefits.
15. That **Darcy LaFave** be appointed as the Clerk of the Review Board and the Zoning Board of Appeals.
16. That **Amberly Rounds and Mark Bath** act on behalf of the Town of North Elba as Animal Control Officers pursuant to local law and be appointed as Town Constables.
17. That **Val Rogers, Jessie Sequin, Brandon Montag and Lori Fitzgerald** be appointed to the Joint Community Planning Commission for a term of 3 years replacing Emily Dennin, Alissa Rafferty and Mavis Miller.
18. That **Emily Kilburn** be re-appointed to the Joint Review Board for a term of 5 years.
19. That **John Hopkinson** be re-appointed to the Zoning Board of Appeals for a term of 5 years.

Councilman Doty moved and Councilman Favro seconded the motion to accept items 1-19 as read by Supervisor Politi. There being no further discussion the motion was unanimously carried.

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Supervisor Politi then continued to read the Organizational procedures:

20. That **Mira Bickford** be appointed as Deputy Clerk to serve the Town Court in instances when Court Clerk **Jennifer Mihill** is unavailable.
21. That the following Town Board Committee appointments, as recommended by the Supervisor, be approved for 2018:
 - a. Lake Placid Village Liaison Councilman Miller/Councilman Rand
 - b. Saranac Lake Village Liaison Councilman Doty/Councilman Favro
 - c. Highway Councilman Favro/Councilman Doty
 - d. Craig Wood Councilman Doty/Councilman Rand
 - e. North Country C.C. Councilman Doty /Councilman Miller
 - f. Landfill Councilman Miller/Councilman Doty
 - g. Airport Councilman Doty/Councilman Rand
 - h. ORDA Councilman Doty/Councilman Rand
 - i. BTI Program Councilman Miller/Councilman Rand
 - j. Zoning Matters Councilman Favro/Councilman Miller
 - k. Fire Dept. Liaison Councilman Favro/Councilman Miller
 - l. Labor Relations Councilman Miller/Councilman Favro
 - m. Employee Policies Councilman Rand/ Councilman Favro
 - n. Hospital/Ambulance Councilman Favro/ Councilman Doty
 - o. School District Councilman Miller/Councilman Favro
 - p. Assessor's Office Supervisor Politi/ Councilman Rand
22. That the Town of North Elba continues as a member of the New York State Association of Towns.
23. That **Supervisor Politi** be the delegate and that **Councilman Miller** be the alternate to the Association of Towns and further authorizing the attendance of any Board members or appropriate others and the payment of their "actual or necessary" expenses for said meetings as authorized by State Law.
24. That Councilman **Miller** and Councilman **Favro** be representatives of the North Elba Town Youth Commission.
25. That **John Rickard** be appointed Constable to patrol the Lake Placid Lake area.
26. That the National Bank & Trust, Adirondack Bank, Community Bank, and the Champlain National Bank be recognized as official depositories of the Town of North Elba funds.
27. That the Lake Placid News and the Adirondack Daily Enterprise be designated as the official newspapers of the Town of North Elba.

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28. That salaries and wages of all Town employees be set forth by the Town of North Elba Town Board in accordance with Section 27 of Town Law.
29. That the Town Clerk be empowered in the absence of the Supervisor and/or Town Board to open all competitive bids, record same and report to the Town Board.
30. That the Essex County Board of Ethics serve as the appropriate body for the determination and adjudication of all Town ethical issues.
31. That all travel expenses (including mileage) must be itemized and/or logged and/or documented before payment. That the mileage allowances for official Town business be \$.545 per mile.
32. A petty cash fund of \$200.00 be established for the Town Clerk Office.
33. A petty cash fund of \$200.00 be established for the collection of taxes by the Town Clerk/Tax Collector.
34. The use of any town credit cards be done so subject to the provisions of the Town credit card policy.
35. That **Councilman Rand** be appointed to serve as North Elba's liaison to the Lake Placid/ North Elba Development Commission and the JRB/APA Affordable Housing Study Committee.
36. That **Butch Martin** be appointed as North Elba's representative for Essex County Youth Board.

Councilman Rand moved and Councilman Miller seconded the motion to accept items #20 through #36 as read by Supervisor Politi. There being no further discussion the motion was unanimously carried.

Supervisor Politi then continued reading the Organizational procedures.

37. That the Town Superintendent of Highways be authorized to purchase materials and equipment not to exceed \$5,000 without prior approval of the Town Board.
38. Authorize the payment in advance of claims for utility services, postage, freight, fire protection, express charges and statutory debt.
39. That the hiring and firing of all Town, Park District and Highway employees be subject to prior approval of the Town Board except as otherwise provided by the Policy Manual and/or by statute.

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40. The Town of North Elba shall provide for the defense and indemnification of Town employees who may be sued for acts or omissions in their official capacities as provided by Section 18 of the Public Officers law and the Town of North Elba Local Law of 1980.
41. That the Supervisor be empowered to execute and sign all contracts and agreements for services on behalf of the Town of North Elba.
42. That the Supervisor is authorized to file a copy of the Annual Report of the Town ninety (90) days after the close of the 2017 fiscal year and may cause the Clerk to publish a summary of the same in the Lake Placid News.
43. That all appropriation accounts of the Town of North Elba, the North Elba Park District and all special districts be encumbered and such balances carried forward to the 2018 appropriations for the purpose of paying the 2017 amounts encumbered.
44. That the Board approve the investment policies and procedures outlined on the attached Town Investment Policy suggested by the Office of the State Comptroller of New York.
45. That all monies received by the Town Clerk as Tax Collector shall be deposited within 72 hours of the receipt at an official depository of the Town of North Elba.
46. That all monies be invested in interest bearing accounts at any and all times when possible.
47. That the bills for audit be either certified or notarized.
48. That there shall be a charge of \$20.00 on each check tendered as payment to the Town which is returned for insufficient funds pursuant to General Municipal Law, Section 85.
49. That the Supervisor, in consultation with the North Elba Town Board, shall utilize the services of the Essex County Resources Department for all grant writing assistance.
50. That the approved minutes of any regular meeting or special meeting of the Town Board will be posted on the Town website.
51. That all Municipal Officers and Employees be held accountable for any actions pursuant to Article 18 of the General Municipal Law, Section 805-a, relative to conflicts of interest and/or the disclosure of confidential information.

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Councilman Favro moved and Councilman Doty seconded the motion to accept items #37 through #51 of the Organizational procedure as read by Supervisor Politi. There being no further discussion, the motion was unanimously carried.

Supervisor Politi stated no changes for 2018 Procurement Policy asked for a motion second to wave reading following General Municipal Law. Councilman Miller seconded the motion to wave reading of Procurement Policy. There being no further discussion, the motion was unanimously carried.

52. Procurement Policy

Whereas: 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, 103 or any other law; and WHEREAS, comments have been solicited from these officers of the Town involved with procurement; NOW, THEREFORE, be is RESOLVED, that the Town of North Elba does hereby adopt the following procurement policies and procedures.

Guideline 1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every Town Officer, Board, Department Head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply of equipment needed in a fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely year value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchasing activity.

Guideline 2: All purchases of a) supplies or equipment which will exceed **\$20,000.00** in the fiscal year or b) public works contracts over **\$35,000.00** shall be formally bid, pursuant to GML 103.

Guideline 3: All estimated purchases of:

- **Over \$20,000 – formal bidding and legislative approval pursuant to GML § 103.**
- Less than **\$20,000.00**, but greater than **\$10,000.00** require a written request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than **\$10,000.00**, but greater than **\$1,000.00** requires an oral request for the goods and oral/fax quotes from two vendors.
- Less than **\$1,000.00** are left to the discretion of the purchaser.

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All estimated public work contracts of:

- **Over \$35,000 – formal bidding and legislative approval pursuant to GML § 103.**
- Less than **\$35,000.00** but greater than **\$20,000.00** requires a written RFP and fax/proposals from three contractors.
- Less than **\$20,000.00** but greater than \$3,000.00 requires a written RFP and fax/proposals from two contractors.
- Less than \$3,000.00 but greater than \$-0- are left to the discretion of the purchaser.

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

All information gathered in complying with the procedures of the Guideline shall be preserved and filed with documentation supporting the subsequent purchase of public works contract.

Guideline 4: The lowest responsible bidder shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest if the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5: 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 amount of proposals or quotations, the purchaser shall document the attempts made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6: Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services.
- b. Procurement of insurance requires two quotations, verbal or written.
- c. Sole source situation.
- d. Goods purchased from agencies for the blind or severely handicapped.
- e. Goods purchased from correctional facilities.

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- f. Goods purchased from another governmental agency.
- g. Goods purchased at auction.
- h. In case of public emergency or the life, health or safety of Town inhabitants.
- i. Utility bills and postage.

Guideline 7: This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter is reasonably practicable.

The resolution was moved by Councilman Miller to accept the Procurement Policy as presented. Councilman Doty seconded the motion as presented. There being no further discussion, the motion was unanimously carried.

Supervisor Politi stated there is no further business to come before this Organizational meeting.

Councilman Miller moved and Councilman Favro seconded the motion to adjourn the Organizational Meeting at 3:02 p.m.

Respectfully submitted,

Jessica Scriver
Deputy Town Clerk