

Organizational Meeting
January 02, 2007

Minutes of the Organizational Meeting held on the above date beginning at 3:00 p.m. in the Meeting Room of the North Elba Town Hall, 2693 Main Street, Lake Placid, New York.

Members present: Supervisor Shirley Seney, Councilmen Jay Rand, Jack Favro, Derek Doty, Chuck Damp and Denice P. Fredericks, Deputy Town Clerk.

Others present: Bill Kissel, Rebecca Steffan and Jim Morganson.

Supervisor Seney called the meeting to order for the Town of North Elba Organizational Meeting at 3:07 p.m.

Supervisor Seney asked everyone to stand for the Pledge of Allegiance.

Supervisor Seney then read a prepared statement for the year 2007 which will be attached to the minutes.

Supervisor Seney stated that she would like to establish the position of Deputy Supervisor.

Councilman Favro moved and Councilman Rand seconded the motion to establish the position of Deputy Supervisor. There being no discussion, the motion was unanimously carried.

Supervisor Seney stated that she will read thru the proposed 2007 format and if there is any discussion we can do it at the end of the format.

Supervisor Seney then presented the proposed format for the year 2007 as follows:

1. Rules of Order Town Law, Section 63 allowing for anyone including the Supervisor to bring a motion, and second the motion, including the Supervisor, before any motion comes to a vote.
2. That Councilman Rand be appointed Deputy Supervisor with the power to sign all checks of the Town of North Elba during the absence and /or the inability of the Supervisor, however in the event that neither the Supervisor nor the Deputy Supervisor are available then and only then shall the Budget Officer have the power to sign checks that said Budget Officer can document said unavailability.
3. That the named Board and its members are to serve at the pleasure of the Town Board as follows and may be re-appointed as their terms expires:

Town/ Village Joint Board of Appeals
Connie Bonsignore Exp-12/31/10 Lorraine Vondell Exp-12/31/2009
Ken Jubin Exp-12/31/2007

Town/Village Board of Review
Horst Weber Exp-12/31/2007
Olga Lopukhin-Krone Exp-12/31/2010

Town Village Joint Planning Commission
Georgia Jones Exp-12/31/2008
John Hopkinson Exp-12/31/2008 Michael Clarke Exp-12/31/2010

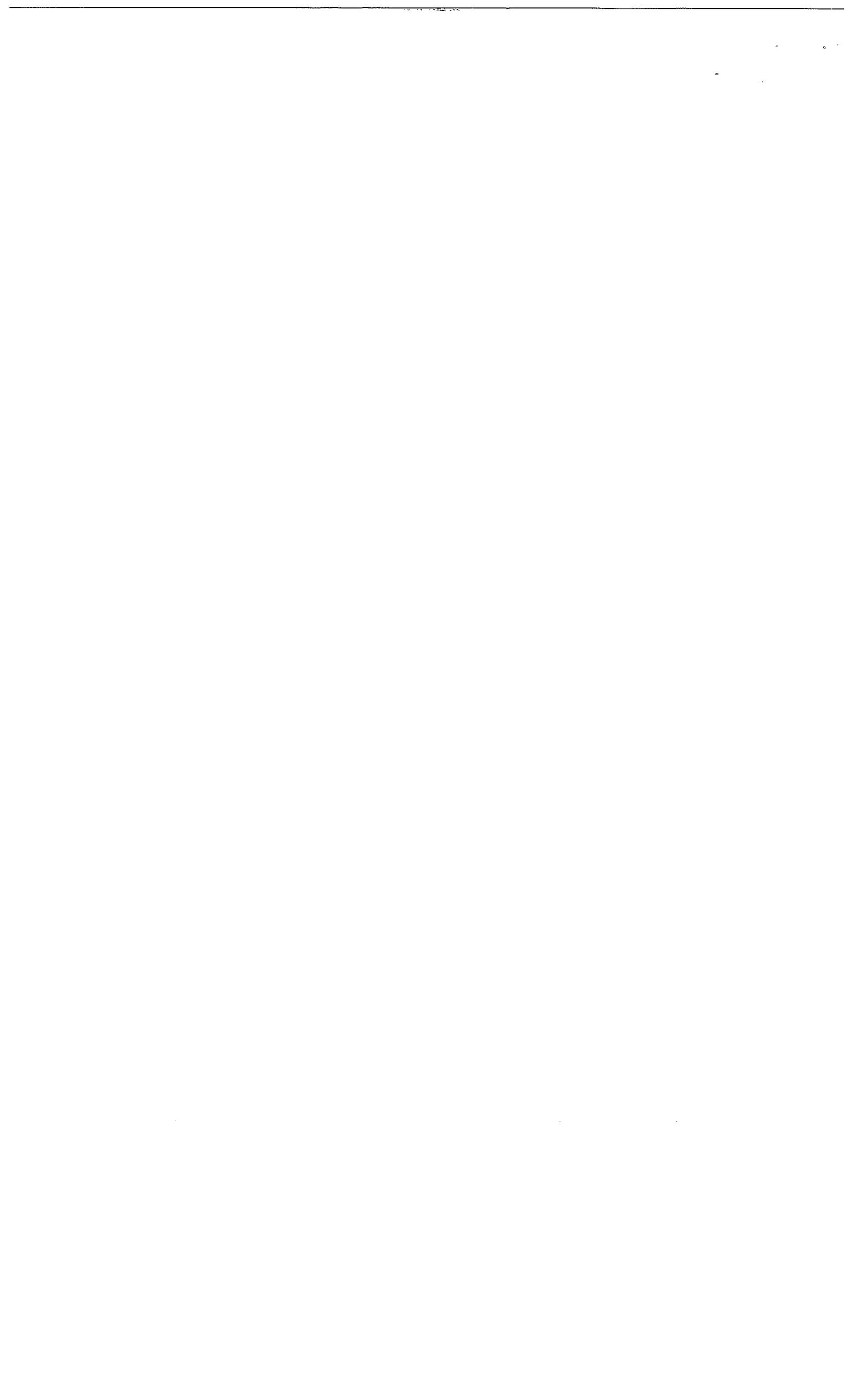
North Elba Housing Authority
Jack Favro Exp-12/31/2009 Timothy Smith Exp-12/31/2008
Patrick Gallagher Exp-12/31/2007 Eugene Martin, Jr. Exp-12/31/2011
Barbara Whitney Exp-12/31/2010 Chair

4. That the Town Board approve the recommendation of Barbara S. Whitney, Town Clerk, of Denice P. Fredericks as Deputy Clerk/Registrar.
5. That the Town Board approve of Denice P. Fredericks as Clerk to the Supervisor.
6. That Catherine Gregory be appointed as Budget Officer for the Town of North Elba, the North Elba Park District and all Special Districts.
7. That Supervisor Seney be the delegate and that Councilman Doty be the alternate to the Association of Towns.
8. That Kimball W. Daby be named as Chairman/Clerk of the Board of Assessors.
9. That Beverly Reid be named as Town Historian.
10. That Supervisor Seney and Councilman Favro be representatives of the Town Youth Commission.
11. That Marty Perkins be re-appointed as North Elba Animal Control Officer to



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- serve at the pleasure of the Town Board.
12. That William H. Kissel be appointed Town Attorney.
 13. That the Town Superintendent of Highways be authorized to purchase materials and equipment not to exceed \$5,000.00 without prior approval of the Town Board.
 14. That John Rickard be appointed Constable to Lake Placid Lake Patrol area.
 15. 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.
 16. That the bills for audit must be either certified or notarized.
 17. That the Town of North Elba continue as a member of the New York State Association to Towns.
 18. That the Town Clerk be empowered in absence of the Supervisor and/or Town Board to open all competitive bids, record same and report to the Town Board.
 19. That the mileage allowances for official Town business be \$.48.5 per mile.
 20. A petty cash fund of \$100.00 be established for the Town Clerk.
 21. A petty cash fund of \$200.00 be established for the collection of taxes by the Town Clerk/Tax Collector.
 22. That the National Bank and Trust, Citizens Bank, Adirondack Bank, Tupper Lake National Bank and MBIA be designated as official depositories of the Town of North Elba funds.
 23. That the Lake Placid News and the Adirondack Enterprise be designated as the official newspapers of the Town of North Elba.
 24. That approval of payment prior to audit as provided in Town law for utility items, postage, freight and other statutory items listed in same.
 25. All travel expenses including mileage must be itemized and/or "logged" and/or documented before payment.
 26. 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 statute.
 27. That the Supervisor be empowered to execute and sign all contracts and agreement services.
 28. Authorize the Supervisor to file a copy of the Annual Report of the Town (60) days after the close of the 2006 fiscal year and cause the Clerk to publish a summary of the same in the Lake Placid News.
 29. 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 2007 appropriations for the purpose of paying the 2006 amounts encumbered.
 30. The legal services as provided by the Town of North Elba to Town Employees who may be sued for acts performed in official capacities as provided in the Local Law of 1980 and the Town will indemnify them from any such claims under POL Section 18.
 31. Only Town officers and others who duly provided in the respective Town budgets be authorized to attend the Association of Towns' Annual convention in 2007.
 32. That salaries and wages of all Town employees be set forth by the North Elba Town Board.
 33. That the regular meetings of the Town Board shall be the second Tuesday of each month at 7:30 p.m. in Lake Placid except for the months of July and September they will be held in the North Elba Town House in Saranac Lake, New York.
 34. That James Morganson serve as Building Inspector, Fire Code Enforcement Officer, Town/Village Land Use Code Enforcement Officer and has a office secretary.
 35. That Emily Kilburn shall be appointed Clerk to the Review Board, Board of Appeals and Planning Commission of the Joint Town Village Land Use Code .
 36. The following Liaison standing Committees for 2007 were appointed by the Supervisor as permitted under Town Law Section 63:
 - A. Insurance-Councilman Rand and Damp and Supervisor Seney.
 - B. Lake Placid Village Matters-Councilman Rand and Supervisor Seney.
 - C. Saranac Lake Village/Raybrook matters-Supervisor Seney and Councilman Favro.
 - D. Highway-Councilman Rand and Councilman Favro.
 - E. Craigwood Golf and Country Club, Cross Country Ski-Councilman Damp and



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Councilman Favro.

- F. North Country Community College-Councilman Doty and Supervisor Seney.
 - G. Landfill-Councilmen Rand, Favro and Supervisor Seney.
 - H. Airports-Councilmen Rand, Favro and Supervisor Seney.
 - I. ORDA-Councilman Damp and Supervisor Seney.
 - J. Lake Placid Central School- Councilmen Rand and Damp.
 - K. Adirondack Association of Towns and Villages-Supervisor Seney delegate and Councilman Favro alternate.
 - L. Municipal Beach-Councilmen Damp, Favro and Supervisor Seney.
 - M. Town/Village Joint Comprehensive Land Use Code Councilmen Damp and alternate Councilman Rand.
 - N. N.Y.S. DEC committee-Norm Harlow, Councilman Doty and Supervisor Seney.
 - O. BTI-Councilmen Rand and Doty.
37. That Timothy Smith of the firm Smith & Bliss, P.C. be appointed as Attorney for the Town Village Land Use Code Boards.
38. That Pamela Lundin be named Human Resource Coordinator for the Town and Administrative Assistant to the Supervisor.
39. That a third party custodial account be assigned to all investment procedures as per Town of North Elba Resolution of 03/08/88.
40. That all the monies be in interest bearing accounts at any and all times whenever possible.
41. That the Supervisor be appointed "Marriage Officer" for a two year term.
42. Town of North Elba 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 those officers of the Town involved with procurement; NOW, THEREFORE, be it

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 given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly 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 purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or b) public works contracts over \$20,000.00 shall be formally bid pursuant to GML, 103.

Guideline 3. All estimated purchases of:

- * Less than \$10,000. but greater than \$3,000. require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- * Less than \$3,000. but greater than \$1,000. require an oral request for the goods and oral/fax quotes from 2 vendors.
- * Less than \$1000. are left to the discretion of the Purchaser.

All estimated public works contracts of:

- * Less than \$20,000. but greater than \$10,000. require a written RFP and fax/proposals from 3 contractors.
- * Less than \$10,000. but greater than \$3,000. require a written RFP and fax/proposals from 2 contractors.
- * Less than \$3,000. but greater than \$500.00 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 this Guideline shall be preserved and filed with documentation supporting the subsequent purchase of public works contract.



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Guideline 4. The lowest responsible proposal or quote 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 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 the judgement 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 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.

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
- f) Goods purchased from another governmental agency
- g) Goods purchased at auction
- h) Goods purchased for less than \$250.00
- i) Public works contracts for less than \$500.00

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

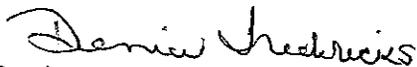
Supervisor Seney asked if anyone has any questions?

Supervisor Seney stated if there aren't any questions may I have a motion to accept 1-42.

Councilman Damp moved and Councilman Doty seconded the motion to accept 1-42 as presented. There be no discussion the motion was unanimously carried.

Supervisor Seney stated this is the end of our Organizational Meeting and thank you everyone for coming. The meeting was adjourned at 3:28 p.m.

Respectfully submitted,



Denice P. Fredericks
Deputy Town Clerk



I want to take just a moment to thank each and every Board member for the work we all performed during 2006. Our Board is a united Board and one that 's main concern is serving the taxpayers of the Town of North Elba.

While we wait for the completion of the new codes, the construction over the past year has been a concern of all of us. we are frustrated with the legal proceedings and anticipate the new codes will address so many of the uncertain areas that we face at the present time.

This Board has been a unified Board, one that has respect for each other and has made a giant leap in understanding each of our thoughts and positions. We solve our difference, put them behind us and go forward for the betterment of our constituents. My thanks to each and everyone of you for the foresight you have shown as we proceed with issues at hand.

Affordable housing is a concern of us all. As we move forward into 2007 we continue to struggle with the rising rates in water, sewer and electric, but will continue to negotiate with our Village partners in seeking fair rates for all.

To all our Department Heads: Butch Martin, Jim Morganson, Norm Harlow, Pam Lundin, Jim McKenna, and Catherine Gregory – thank you for the time and effort you give to your positions and to the kindnesses in which you serve the general public. We are very fortunate to have you all on board.

To our entire Town Staff – your loyalty to the taxpayers and the positions you hold is much appreciated – you are the individuals that make our Town as friendly as it is – Thank you from all of us for a job well done.

And to my fellow colleagues – This is the best Board I've ever worked with – We don't always agree – but that's life – the respect we show to one another – says it all!

Thank you, Happy New Year and God Bless each and everyone of you.

January 2, 2007

