

February 14, 2011 Town Board Meeting Minutes

Minutes of the Town Board Meeting held by the LaFayette Town Board on February 14, 2011 at 6:30 p.m. in the Meeting Room of the LaFayette Commons Office Building at 2577 Route 11 in the Town of LaFayette.

Present: Adrian Shute, Supervisor
William McConnell, Councilman
David Knapp, Councilman
Andrew Ohstrom, Councilman
Jerry Doolittle, Councilman

Recording Secretary: Carleen LaRonde, Deputy Town Clerk

Others Present: Kevin Gilligan, Town Attorney
John Greeley, Deputy Highway Supervisor
Thomas Chartrand, Town Bookkeeper
Ralph Lamson, Zoning Officer

1. Supervisor Shute called the meeting to order at 6:30 p.m.
2. The Deputy Town Clerk took the Roll. All Present
3. Pledge to our U. S. Flag led by Town Councilman Doolittle
4. **Councilmen Ohstrom moved and McConnell seconded the motion to accept Town Board I Meeting Minutes of January 24, 2011 as submitted by Deputy Town Clerk. Motion carried 4-0-1**
5. PUBLIC HEARINGS – none
6. COMMUNICATIONS
 - A. Residents
 - B. Regarding Kevin Gilligan's memo on the dead-end road, he will draft a local law and turn it in for the next meeting.
 - C. Memo regarding Onondaga Nation v State of New York – nothing we have to do according to Kevin Gilligan.
 - D. Proposed changes to the Procurement Policy: Tom Chartrand stated that he has adjusted top limits, and kept lower limits where they are. Kevin Gilligan said that the Board must pass a resolution.

Councilmen Ohstrom moved and McConnell seconded the motion to adopt the Procurement Policy as submitted and written below in these minutes. Motion carried 5-0

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, Section 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 LaFayette 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, Section 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 or 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 \$20,000 in the fiscal year or, b) public works contracts over \$35,000 shall be formally bid pursuant to GML, Section 103.

GUIDELINE 3

All estimated purchases of:

- * Less than \$20,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from not less than 3 vendors.
- * Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from not less than 2 vendors.
- * Less than \$1,000 are left to discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

All estimated public works contracts of:

- * Less than \$35,000 but greater than \$10,000 require a written RFP and fax/proposals from not less than 3 contractors.
- * Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from not less than 2 contractors.
- * Less than \$3,000 are left to discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

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 the documentation supporting the subsequent purchase or public works contract.

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 that 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 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

Attach a voucher with a completed Claimants Certification signed and dated to the Town Board or audit and payment upon receipt of goods or services.

GUIDELINE 7

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) Emergencies;
- c) Sole source situations;
- 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 under State Contract;
- i) Goods purchased under County Contract.

GUIDELINE 8

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

ADOPTED: February 14, 2011

- 6. E. MS4 Assistance Program, Onondaga County Department of Water Environment Protection – No action.
- F. Time Warner Cable Letter dated February 1, 2010
- G. First Payment on Town Snow Contracts:
Supervisor Shute requested authority to sign snow contract for first payment of \$78,603.

Councilmen Doolittle moved and Knapp seconded to authorize the Town Supervisor to sign the snow contract and pay the first payment of \$78,603. Motion carried 5-0

H. Resolutions for NYC Association of Towns Meeting were discussed with Councilman Doolittle and Attorney Gilligan. They are all set. Councilman Doolittle said the only thing is they missed the boat on was the sales tax issue. He is ready to go. Attorney Gilligan stated that the Board needs a resolution. The only issue was Resolution #7 – Preserve Town Land Use Authority In The Natural Gas Exploration and Extraction Approval Process. Councilman Doolittle was assured by Attorney Gilligan that towns were protected.

Councilmen Knapp moved and Ohstrom seconded to agree to the AOTSNY Resolutions No. 1-11 as presented and authorized a vote at the Annual Meeting by Councilman Doolittle. Motion carried 5-0

- I. Community Development Letter regarding Stafford Park Improvements, Ph. 3
- J. Supervisor Shute asked for a motion to support the LaFayette After-Prom Party.

Councilmen Knapp moved and McConnell seconded to support the LaFayette After-Prom Party in the amount of \$250. Motion carried 5-0

- K. Other
 - 1. Iron Man Letter – Supervisor Shute read letter to Board, welcoming to Town and asked for a motion to support. Attorney Gilligan and Tom Chartrand said no monetary support.

Councilmen McConnell moved and Ohstrom seconded to again welcoming to LaFayette the Iron Man Triathlon, September 18, 2011, without monetary support. Motion carried 5-0

- 2. Tom Chartrand reported on end-of-year closing. He itemized budgetary line items, and feels we are in pretty good shape, still ahead a few thousand dollars.

7. SPECIAL REPORTS

8. REPORTS

A. Departmental

- 1. Assessors
- 2. Building & Zoning Code Enforcement
Supervisor Shute asked if there was anything to report. Ralph Lamson reported there are no building permits and he will check on house next door to Knowlton Foote. Councilman Knapp asked if the house across the street from there was in foreclosure.

At this point in the meeting, Supervisor Shute asked to go into Executive Session.

Councilmen Knapp moved and McConnell seconded to move to Executive Session to discuss a personnel matter and to include the Attorney Gilligan and Acting Highway Superintendent Greeley. Motion carried 5-0

The Board moved into Executive Session at 6:55 p.m. and returned at 7:52 p.m.

3. Dog Control
4. Highway Superintendent
 - a. Deputy Highway Superintendent John Greeley presented the Board with his departmental accomplishments
 1. He will be going to Albany on March 9th for a Highway Rally, and hoping to get more grant money. Will discuss with Senator. DeFrancisco.
 2. Snow and Ice – Department has been out 18 times since last meeting.
 3. Crew has been performing maintenance on plow trucks between snow events. Equipment being used – 33 days in a row, and before that, 39 days in a row. Doing best we can in between.
 4. Councilman Knapp asked if they were using the excavator. Soon was the answer.
 5. Regional Computer Recycling and Recovery – E-waste recycling law passed in May 2010 to allow residents to recycle electronics for free. The company provides containers and will recycle at no charge to the town. They get money from recycling components. This will be incorporated in Clean-Up Days.
 6. Councilman McConnell asked about shredding 10-wheeler. Mr. Greeley thought it would be worthwhile and he has a source. Councilman Knapp suggested to Mr. Greeley to call OCRRA.
5. Justice Court
 - a. Monthly Report submitted – January 2011
6. Library Director
7. Recreation Director
8. Ropes Course
9. Tax Collector
10. Town Clerk
 - a. Monthly Report submitted – January 2011
11. Town Supervisor
 - a. Monthly Report submitted – December 2010

B. Committee

1. Community Development

- a. Councilman Knapp reported on FFA – Tully has active Ag Program and LaFayette kids are bused. Governor eliminated in proposed budget Ag Program. A copy of the Tully Resolution in Support of Agricultural Education and the FFA Organization was submitted.

Councilmen Knapp moved and Ohstrom seconded to authorize the Town Clerk to transmit a copy of a resolution to the Honorable New York State Governor Andrew M. Cuomo; Assemblyman Miller and Senator DeFrancisco; NYS Agriculture Committee Chair Patty Ritchie; NYS Agriculture Committee Members: Avella, Gallivan, Kennedy, Montgomery, O'Mara, Ranzenhofer, Seward, Valesky, Young; and the Onondaga County Board of Supervisors. Motion carried 5-0

- b. Supervisor Shute asked about Community Development and Councilman McConnell said a comprehensive plan would be available next week.

2. Emergency Response

- a. Councilman McConnell said he will be meeting with Tom Bailey.

3. Employee Policies and Benefits

4. Environmental and Conservation Advisory Board

5. Highway

6. Physical Plant

- a. Councilman Doolittle said snow shoveling would be done by Jamie Manley if OK with everyone. Supervisor Shute said that he had been authorized for the hiring of a person at the last meeting.
- b. Community Center is being checked after each use, Councilman Doolittle added.
- c. Councilmen Doolittle and Ohstrom have inspected the Highway Department building. Many issues were found: leaky roof, poor wiring, bathroom, ventilation, water, foundation. Ice build-up due to heat loss behind metal siding and popping. Grant money needed to help repair. Supervisor Shute said that he's not sure. State may shut down their highway department site and give it to us. Would need PESH inspection to qualify for a grant.
- d. Closing pool discussion. Councilmen Knapp and Ohstrom met with Community Council and Recreation Department. Invite to next meeting. Supervisor Shute will initiate. Councilman Knapp stated it was a good meeting.
- e. Councilman Knapp said that the vacuum cleaner for Town Office was broken and needed to replace. He will look for something for around \$99 to replace it.
- f. Don Miller will be at the Community Center on Thursday, February 24th for an hour or so. He's hoping for a good turnout. Will need a public hearing scheduled for 5-Year Plan for Community Development Application.

Attorney Gilligan said he will handle 10-day notice for next meeting on February 28th at 6:30 p.m.

Councilmen Knapp moved and McConnell seconded to hold a Public Hearing for Community Development Plan on February 28, 2011 at 6:30 p.m. Motion carried 5-0

Councilman Knapp left meeting at 8:20 p.m.

7. Recreation and Youth
8. Safety
9. School District Liaisons
10. Service Awards

Councilman McConnell spoke about vouchers to be signed for the Fire Department for direct payment. There are 24 names with 50 points or more.

Councilmen McConnell moved and Ohstrom seconded the motion to accept documentation from the LaFayette Fire Department for direct payment for 12 people listed as eligible for Post Entitlement LOSAP awards for Year 2010. Motion passed 4-0

Councilmen McConnell moved and Ohstrom seconded the motion to accept the documentation for 24 listed members of the LaFayette Fire Department as eligible to receive LOSAP awards for Year 2010. Motion passed 4-0

11. SOTS & OCRRA
12. SPEDES
9. LITIGATION & OTHER LEGAL MATTERS
10. UNFINISHED BUSINESS & ACTIVE PROJECTS
11. NEW BUSINESS
12. Suggestions for improvement and positive contributions
13. Executive Session (if needed)
14. Motion to audit and pay bills.

Councilmen Doolittle moved and McConnell seconded the motion to audit and pay bills. Motion carried 4-0.

General Fund	7227-7280
Highway Fund	7281-7291
Special District	7292-7294
Trust & Agency	
Community Development & Capital Fund	

**Councilmen McConnell moved and Ohstrom seconded the motion to adjourn the meeting.
Motion carried 4-0.**

The Regular Town Board Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Carleen LaRonde
Deputy Town Clerk