

**AGENDA
TOWN OF NEW BALTIMORE
TOWN BOARD REGULAR MONTHLY MEETING
7 p.m. – December 9, 2013**

Pledge of Allegiance

Minutes:

**July 22, 2013 Regular and Work Meeting
September 23, 2013 Town Board Work Meeting
October 7, 2013 Town Board Special Meeting
October 14, 2013 Town Board Regular Meeting
November 11, 2013 Town Board Special Meeting
November 11, 2013 Town Board Regular Meeting**

Public Comment:

Correspondence:

Old Business:

New Business:

- 1. Executive Session to Discuss on Going Litigation with New Baltimore Truck Stop, aka Fox Run**
- 2. Resolution to set Water Rates for Water District #3**
- 3. Resolution To Approve Columbia Greene Humane Society Contract**
- 4. Resolution to Approve OSI Contract for Plowing of Parking Lot**
- 5. Resolution to set 2014 Organizational Meeting**
- 6. Discussion of the recent Comptroller's Report**
- 7. Resolution to Adopt Changes to the Town Procurement Policy**
- 8. Resolution to Approve Budget Amendments**
- 9. Resolution Honoring Eagle Scout Meacham**
- 10. Resolution to Approve Payment of Audited Claims**

Adjournment

***** Agenda Subject to Change *****

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

**RESOLUTION TO ESTABLISH WATER DISTRICT #3 USE CHARGES FOR
2014**

RESOLVED, that the Town Board does hereby establish the following fees in accordance with the 2014 Budget for Water District #3

User Fees minimal rate: \$512 annually

Operation and Maintenance: \$300 annually

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

**RESOLUTION AUTHORIZING SUPERVISOR TO EXECUTE AGREEMENT
WITH COLUMBIA GREENE HUMANE SOCIETY**

RESOLVED, that the Town Board does hereby authorize the Supervisor to execute an agreement with the Columbia Greene Humane Society/SPCA for the period of January 1, 2014 to December 31, 2014 for shelter services, at a base rate of \$305.00 per day.

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2014**

**RESOLUTION AUTHORIZING SUPERVISOR TO EXECUTE
ONE YEAR LEASE EXTENSION FOR HANNACROIX PRESERVE AND
HUDSON RIVER INTERPRETIVE TRAIL PARKING AREA**

BE IT RESOLVED, that the Town Board hereby authorizes the Supervisor to execute a lease extension, between the Town of New Baltimore and the Open Space Conservancy, Inc., for the parking area used for the Hannacroix Preserve and the Hudson River Interpretive Trail, for a one year period expiring December 31, 2014.

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

RESOLUTION TO SET DATE OF 2014 ORGANIZATIONAL MEETING

RESOLVED, that the Town Board of the Town of New Baltimore will hold the 2014 Organizational Meeting on January 1, 2014 at Noon at the Town Hall, Rt. 51, Hannacroix, New York.

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

**RESOLUTION TO APPROVE CHANGES TO THE TOWN PROCUREMENT
POLICY**

PROCUREMENT POLICY

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known, or can reasonably be expected, that the aggregate amount to be expended on the item or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the Town Chief Financial Officer. This documentation may include written or verbal quotes from vendors, a memo from the purchasing official indicating how the decision was arrived at, a copy of the contract, a memo from the Town official requesting an emergency purchase, or any other written documentation that is appropriate.

All goods and services will be secured by use of written requests for proposals, written quotes, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided. Verbal quotes must be documented in writing by the purchasing official.

This policy will require the following method of purchase to be followed in order to achieve the highest savings:

Estimated Amount of Purchase Method

<i>Under \$1,000</i>	<i>Left to the discretion of the purchaser</i>
<i>\$1,000 - \$2,500</i>	<i>3 Verbal Quotes</i>
<i>\$2,501 - \$19,999</i>	<i>General Contracts- 3 Written Quotes</i>
<i>\$2,501 - \$34,999</i>	<i>Public Works Contracts- 3 Written Quotes</i>

A good faith effort shall be made to obtain the required number of written proposals or quotes. If the purchasing Town official is unable to obtain the required number of written proposals or quotes, that official will receive written approval from the Town's Chief Financial Officer documenting the attempt made at obtaining the proposals.

Purchases over \$2,500 will require prior Board approval by resolution; the exception being the Highway Superintendent when making purchases for highway equipment or road paving materials/services. The Highway Superintendent's purchases over \$5,000 will require prior Board approval by resolution. These thresholds include individual purchases or vendor aggregate purchases for any calendar year. The Chief Financial Officer will provide to each department a total of all purchases made from each vendor used in the preceding year in order to evaluate purchasing in the subsequent year. Monthly updates of vendor totals will be provided to purchasing officials throughout the year so the officials can monitor their thresholds.

When a contract is awarded to other than the lowest responsible offer, documentation and an explanation are required. This documentation by the Chief Financial Officer will include an explanation of how the award will achieve savings, and in what way the offer was not responsible. Exceptions can be made if the Chief Financial Officer provides written justification as to why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. (For example, perhaps the lowest bidder is an out-of-state supplier and the second lowest bidder is Town property tax-payer, whose quote was within 5% of the low bidder). If a bidder is deemed not responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. All documentation will be approved by the Town's Chief Financial Officer.

In the following circumstances, Employees are not required to follow competitive bidding practices:

a. Professional services or services requiring special/ technical skill, training or expertise must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines:

- (a) whether the services are subject to State licensing or testing requirements;*
- (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and*
- (c) whether the services require a personal relationship between the individual and municipal officials.*

Professional or technical services shall include (but not be limited to) the following: services of attorneys, physicians, engineers, accountants; securing insurance coverage; investment management services; printing services involving extensive writing, editing or art work; management of municipally-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law: goods or services that must be purchased immediately because a delay to seek alternate proposals may threaten the life, health, safety or welfare of the residents. (This section does not preclude alternate proposals if time permits.)

c. Purchases of surplus and secondhand goods: If alternate proposals are required, the Town is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Purchases under State and County Contracts: the Town may pursue purchases from state, county and other municipal contracts. Where the purchase is through another municipality or the County, it shall be memorialized with an inter-municipal agreement.

e. Goods purchased from a correctional institution

f. Any goods or services under \$1,000 need not be purchased competitively. The time and documentation required to purchase through this policy may be more costly than the item in this type of circumstance and would therefore not be in the best interests of the taxpayer.

g. Purchase of utility services or postage as they are sole source acquisitions.

All vouchers must ~~will~~ include the appropriate documentation listed above, approved by the Chief Financial Officer, to verify that one or more of the sources above were used in the purchasing process.

All audited claims will be approved by the Town's Chief Financial Officer prior to submission to the Town Clerk for inclusion on the Town's abstract and will include the appropriate account codes.

This policy will be reviewed annually by the Town Board. The Town's Chief Financial Officer will provide training to all employees who have the authority to purchase goods and services. This training will be done within 60 days and documentation of completed training provided for filing to the Town Clerk.

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

RESOLUTION TO AMEND 2013 BUDGET

RESOLVED, that the following amendments to the 2013 budget are hereby adopted:

ACCOUNT CHANGE	CURRENT BUDGET	AMENDED BUDGET
GENERAL FUND APPROPRIATIONS		
A1460.4 RECORDS MANAGEMENT (\$2,600)	\$5,560	\$2,960
A3310.4 TRAFFIC CONTROL (\$2,000)	\$4,200	\$2,200
A5132.4 GARAGE (\$7,000)	\$20,000	\$13,000
A7140.2 PLAYGROUND (\$2,200)	\$2,400	\$200
A1620.4 BUILDINGS \$4,000	\$13,000	\$17,000
A1420.4 ATTORNEY \$2,000	\$20,000	\$22,000
A7310.1 YOUTH PROGRAM \$2,500	\$1,500	\$4,000
A7310.4 YOUTH PROGRAM \$1,300	\$0	\$1,300
A1110.4 COURT GRANT \$4,000	\$0	\$4,000
TOTAL CHANGE		0

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
RESOLUTION
DECEMBER 9, 2013**

**CONGRATULATING MATTHEW AARON MEACHAM UPON THE
OCCASION
OF RECEIVING THE DISTINGUISHED RANK OF EAGLE SCOUT**

WHEREAS Matthew Meacham, a resident of the Town of New Baltimore, through his diligence and rigorous efforts has achieved Scouting's highest and most prestigious rank,

WHEREAS the Boy Scouts of America and its members are dedicated to the development of character and leadership in our youth,

WHEREAS the highest achievement of leadership in Scouting, earned by less than four percent of all Boy Scouts, is the distinguished rank of Eagle Scout,

WHEREAS Matthew has been involved in Scouting for many years, has lived up to Scouting's ideals, and has attained all of the necessary achievements including an extensive project that Matthew planned, organized and managed,

WHEREAS this outstanding young man's perseverance in rising through the ranks to Eagle Scout is a strong indication of his ability to master difficult tasks and will enable him to emerge a leader who will be ready to meet the challenges facing us all in the future, and

WHEREAS this outstanding achievement brings great pride to his family and our community and warrants special recognition.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Baltimore does hereby acknowledge this meritorious honor and extends its congratulations to Matthew Meacham on the occasion of his achieving the rank of Eagle Scout.

Adopted by the Town Board of the Town of New Baltimore on the ninth day of December 2013.

Janet A. Brooks, Town Clerk