

TOWN BOARD MEETING
JUNE 8, 2015
6:00 P.M.

PRESENT: Councilpersons: Kevin Armstrong, Luis Rodriguez-Betancourt, Patty Wood, Supervisor Bruce Dolph, Hwy. Supt., Walt Geidel, Attorney Sean Becker and Town Clerk Ronda Williams

ABSENT: Leonard Govern

OTHERS PRESENT: Lillian Browne- The Walton Reporter, Charles Gregory, Steven Dutcher, Michael Sabansky – Delaware County Director of Real Property, John Wolham – ORPS Regional Director, and Mark Jacobs – Walton Assessor

RESOLUTION #59 **APPROVAL OF MINUTES**

A motion was made by Armstrong, seconded by Rodriguez-Betancourt approving the minutes of May 11, 2015 as presented. All in favor, motion carried.

FLOOR TIME:

As a follow up to the first meeting on March 9, 2015, ORPS Regional Director John Wolham returned to answer questions on the proposed RFP for the Real Property Reassessment Project.

Supervisor Dolph announced that the data collectors would not be entering the homes unless the homeowner invited them.

Councilman Rodriguez-Betancourt questioned the method of full market value as a means for reassessment. Mr. Wolham informed him that there are other factors that will also be considered depending on the type of property; whether it is commercial or a unique property.

Discussion took place over two comparable houses with the same square footage but one being of better condition and maintenance. Mr. Wolham stated if there are structural concerns of one, then that would factor in and could result in a lesser value. He stated that property within a flood plain would result in this as well.

Mr. Sabansky stated that Delaware County would be able to mail out letters with a cost to the town for the postage. He also informed the Board that a reassessment allows for corrections to be made to a tax roll as well as adding things that are not already on the tax roll.

It was decided that Mr. Wolham, Mr. Sabansky, and Mr. Jacobs would review the final RFP one more time prior to sending it to the companies.

RESOLUTION #60

APPROVAL OF REQUEST FOR PROPOSALS FOR TAX REASSESSMENT

A motion was made by Councilman Rodriguez-Betancourt, seconded by Armstrong approving the next step of the reassessment process and accepting the RFP as presented with the recommended corrections. All in favor, motion carried.

SUPERINTENDENT OF HWY. REPORT:

Superintendent Geidel presented the bid results from the online sale of the surplus equipment.

1985 Chevrolet	\$1295.00
5 th Wheel Hitch	\$212.00
45,000lb Winch	\$510.00
Natural Gas Boiler	\$10.00
Lot of Lights	\$82.50
Lot of Tool Boxes	\$360.00
1997 International	\$5650.00

RESOLUTION #61

SALE OF SURPLUS EQUIPMENT

A motion was made by Councilman Armstrong, seconded by Rodriguez-Betancourt approving the bid results as presented and the sale of the surplus equipment. All in favor, motion carried.

Discussion took place over a Town Topics article of National Joint Powers Alliance (NJPA). Superintendent Geidel stated this is a program that allows for municipalities to avoid competitive bidding by piggybacking on government contracts. The municipality must have a local law allowing it. The Board turned the matter over to Attorney Becker for review and development of a local law.

TOWN CLERK'S REPORT:

Provided my Monthly report.

Approximately 42 past due dog licenses, I anticipate that after the June 10th free rabies clinic that this number will decline.

SUPERVISOR'S REPORT:

Supervisor Dolph provided the Board with a CWC Election forms to cast their vote for members and alternate members.

Results of the election are as follows:

Members – Arthur Merrill, Bruce Dolph, Bill Layton

Alternate – Dale Cole, Alan Perkins, Jacob Rosa

Supervisor Dolph read a letter from a Fish Hollow resident stating the lack of adequate internet service forced her husband to go back to the City to work. The Board stated they would look into other options and grants to see if all residents could have the same service as others within the community.

Supervisor Dolph stated that a Shared Service Contract with the Town of Andes has been received.

Supervisor Dolph presented to the Board a revised Procurement Policy that now includes leasing ability.

RESOLUTION #62

PROCUREMENT POLICY

A motion was made by Councilman Armstrong, seconded by Rodriguez-Betancourt approving the revised Town of Walton Procurement Policy as presented. All in favor, motion carried.

Supervisor Dolph presented and reviewed his monthly reports.

Councilwoman Wood questioned what is taking so long on the transfer of the deed for the old Reporter building? Supervisor Dolph stated that there are a few items that need to be cleaned out first. Councilwoman expressed that if the Town has already paid for the building then those items are the property of the Town and we can do what we would like with them. Supervisor Dolph stated he will ask at this week's Finance meeting for the transaction to be finalized.

Supervisor Dolph read a thank you card received from employee Greg Dungan.

It was decided that the Board will hold a public hearing on July 13, 2015 to hear all persons interested regarding a proposed Local Law 1 of 2015 entitled "Authorizing Best Value Competitive Bidding and Procurement".

CEO/DOG CONTROL REPORT:

Provided monthly report

COMMITTEE REPORTS:

None

APPROVAL OF BILLS:

RESOLUTION #63

APPROVAL OF BILLS

A motion was made by Armstrong, seconded by Wood approving the vouchers as presented for payment. All in favor, motion carried.

General Fund A	#94-112	\$	14,365.59
General OV B	#16-17	\$	226.75
General Hwy DA	#64-73	\$	6,221.51
OV Hwy DB	#12-17	\$	31,662.81

With no further business before the Board, the meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Ronda Williams
Town Clerk

PROCUREMENT POLICY

A motion was offered by Councilperson _____ to adopt the procurement policy as presented by the attorney for the Town of Walton.

Resolution

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 competitive 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 Walton does hereby adopt the following procurement policies and procedures;

GUIDELINE #1

Every prospective purchase or lease 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 or leasing authority (hereafter "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 or leases of (a) supplies or equipment which will exceed \$10,000 in the fiscal year or (b) public works contracts over \$20,000 shall be formally bid pursuant to GML § 103.

GUIDELINE #3

All estimated purchases or lease agreements with a value of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 (three) vendors.
- Equal to or less than \$3,000 but greater than \$1,800 require an oral request for the goods and oral/fax quotes from 2 (two) vendors.
- Equal to or less than \$1,800 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 request for a proposal (RFP) and written/fax quotes from 3 (three) vendors.
- Equal to or less than \$10,000 but greater than \$3,000 require an oral request for the goods and oral/fax quotes from 2 (two) vendors.
- Equal to or less than \$3,000 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 the documentation supporting the subsequent purchase or public works contract.

GUIDELINE #4

The lowest responsible proposal or quote shall be awarded the purchase, lease, or public works contract unless 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 bid. 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 will 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 proposal or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;
- (c) Sole source solicitations;
- (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.

GUIDELINE #7

Under no circumstances shall any equipment, buildings, or other property be leased by the Town for a period which approximates or exceeds the reasonable life expectancy of the subject equipment, building, or property. Further, if any equipment, buildings, or property are to be acquired for a period which approximates or exceeds their reasonable life expectancy, such acquisition must be in the form of an outright purchase and be subject to the Guidelines of this Resolution.

GUIDELINE #8

The Town shall not enter into any rental agreement for equipment whereby the rental fee paid is to be applied to the purchase price (rent-to-own agreement) without the prior written authorization of the New York State Office of the Comptroller.

GUIDELINE #9

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