

The Organizational Meeting of The Town of Scriba Board was called to order by Supervisor Robert J. Ramsey with a motion from Councilor and seconded by Councilor.

Supervisor Robert J. Ramsey	(P)	Councilor Kelly Lagoe	(P)
Deputy Supervisor James Sheldon	(P)	Councilor Joseph Pasco	(A)
Councilor Brad Kennedy	(P)		

**Others Attending the Meeting:**

Jody Gigon- Director of Facilities & Water	Scott Shafer-DCO
Peggy Michael- Director of SACC/Recreation	Steven Gosselin-Planning Board Chairman
Michael Barry- Highway Superintendent	Jim Wellington-Planning Board Member/BAR

**Appointments:**

**Town Attorney-** Appointment of Kevin Caraccioli as Town Attorney.

**Deputy Supervisor** – Appointment of Deputy Supervisor James Sheldon with authorization to sign Town checks and make deposits in the absence of the Supervisor. (Supervisor’s apt.). A letter was sent to all Board Members from Supervisor Robert J. Ramsey appointing James Sheldon as Deputy Supervisor.

**Appointment of Budget Officer.** (Supervisor’s apt.) Tracy Samson

**Deputy Highway Superintendent-** Superintendent Michael Barry appointed Bruce Hyde

**Highway Superintendent’s Clerk-** Superintendent Michael Barry appointed Jen Cory

**Deputies to the Town Clerk** – Town Clerk Rebecca Lavery appointed Jennifer Cory and Renae Sacco.

**Justice Clerk** – Judge wrote a letter to the Town Board appointing Kathy Nemier.

**Town Historian** – Appointment of Town Historian. (Supervisor’s apt. Town Law B-6, Sub 28)Charles D. Young.

**Registrar of Vital Statistics** –Appointment of Registrar of Vital Statistics Rebecca A. Lavery.

**Deputy Registrar of Vital Statistics** – Town Clerk Rebecca A. Lavery appointed Jennifer Cory.

**Sub-Registrar of Vital Statistics** – Town Clerk Rebecca A. Lavery appointed Renae Sacco.

**Planning Board Members- 5 Year Terms:**

**No Action needed for 2018**

Jim Wellington- member- Term to Expire 12/31/2019

Kelley Sheldon – Member- Term to Expire 12/31/2020

**Dan Kehoe – Member – Deputy Chairman 12/31/2021**

**Steve Gosselin-Chairman-Term to Expire 12/31/2022**

John Balek-Member-Term to Expire 12/31/2018

**Town Accountant** – Appointment of Accountant for the Town, Mark See.

**Board of Appeals-** Appointment of three members to the Board of Assessment Review (BAR) (LL#1, 1997).  
James Wellington, John Holbrook, & Jim Parkhurst

**Resolution #18-1**

Supervisor Ramsey asked for a motion to accept all appointments. Motion made by Councilor Sheldon, Seconded by Councilor Kennedy.

After a brief discussion the Roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Nay	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolutions:**

**Resolution #18-2**

**Agenda item #14-**Resolution designating Official Banks in which all municipal funds will be deposited by all Town Officials. Motion made by Councilor Sheldon, Seconded by Councilor Kennedy. No discussion.

- o NBT
- o Pathfinder

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-3**

**Agenda item #15- Official Newspaper** –Resolution designating the official newspaper as the Palladium – Times in which the Town’s official notices will be published in.

Motion made by Councilor Sheldon, Seconded by Councilor Kennedy. After a brief discussion the roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-4**

**Agenda item #16 - Special Districts** –Resolution to impose upon the Supervisor the powers and duties of administering the Special Districts on behalf of the Town Board.

Motion made by Councilor Kennedy, Seconded by Councilor Sheldon. After a brief discussion the roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-5**

**Agenda item #17 - Board Meetings** –Resolution to set meeting date, time and place for regular Town Board Meetings as the 3<sup>rd</sup> Wednesday of each month @ 6:00 p.m. at the Municipal Building.

Motion made by Councilor Lagoe, Seconded by Councilor Sheldon. No discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-6**

**Agenda item #18 - Surplus of Town Funds** – Resolution authorizing the Supervisor to invest surplus of Town Funds in Certificate of Deposit, Money Market Certificates and Savings Accounts.

Motion made by Councilor Lagoe, Seconded by Councilor Kennedy. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-7**

**Agenda item #19 - Audit Meetings** –Resolution to establish date, time and place for the Town Board to audit monthly bills. (Available after 4:00 p.m. Monday until 5:30p.m. Wednesday, the same week of the Board Meeting) Motion made by Councilor Kennedy, Seconded by Councilor Sheldon. After a brief discussion there was a motion by Councilor Kennedy to table the resolution. Seconded by Councilor Lagoe.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Tabled

**Resolution #18-8**

**Agenda item #20 - Mileage Reimbursement** –Resolution establishing the mileage reimbursement rate for 2018 to be .545 cents per mile. Motion made by Councilor Lagoe, Seconded by Councilor Sheldon. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-9**

**Agenda item #21 - Planning Board** –Resolution establishing regular meeting dates of Scriba Planning Board to the Second Wednesday of each month @ 6:30 p.m. at the Municipal Building. Motion made by Councilor Lagoe, Seconded by Councilor Sheldon. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-10**

**Agenda item #22 - Highway**- Resolution authorizing the purchase of tools and equipment by the Town Highway Superintendent in an amount up to \$5,000.00 and within the guidelines of the Town Procurement Policy. Motion made by Councilor Sheldon, Seconded by Councilor Kennedy. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-11**

**Agenda item #23 – Highway** –Resolution authorizing the Town Clerk to advertise the annual posting of Town Highways. Motion made by Councilor Lagoe, Seconded by Councilor Kennedy. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-12**

**Agenda item #24-Petty Cash Funds-** Resolution establishing a Petty Cash Fund for the following Departments and amounts:

Scriba Senior Citizen Organ	\$200.00	Tax Collector	\$500.00
Justice Department	\$200.00	Highway Department	\$100.00
SACC Department	\$200.00		

Motion made by Councilor Kennedy, Seconded by Councilor Lagoe.

After a brief discussion the roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-13**

**Agenda item #25 - Paid Holiday's-** Resolution establishing paid holidays for non-union Town Employees for 2018 (Schedule Attached). Motion made by Councilor Sheldon, Seconded by Councilor Lagoe. After a brief discussion the roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-14**

**Agenda item #26 - Procurement Policy-** Resolution to adopt the Town's Procurement Policy and identify the Town Board as the Purchasing agent. Motion made by Councilor Lagoe, Seconded by Councilor Kennedy. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-15**

**Agenda item #27 - Buildings & Grounds** -Resolution authorizing the purchase of safety shoes for Building and Grounds employees. (Jody Gigon) Motion made by Councilor Lagoe, Seconded by Councilor Kennedy. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-16**

**Agenda item #28 - Salaries-** Resolution to pay the salaries of the Town Officials and employees as set within the Town budget. Motion made by Councilor Kennedy, Seconded by Councilor Lagoe. After a brief discussion the roll was called:

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-17**

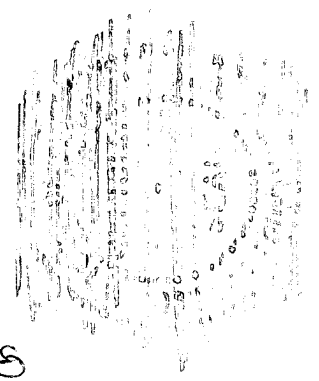
**Agenda item #29-**Resolution authorizing the payment in advance of audit of claims for public utility services such as gas, electric, water, sewer, fuel oil and telephone services, as well as for postage, freight and express charges [Town Law § 118(2)]. Claims for these payments shall be presented at the next regular audit. Motion made by Councilor Lagoe. Seconded by Councilor Sheldon. No Discussion.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Carried

**Resolution #18-18**

**Adjourn -** With nothing more to discuss a motion was made by Councilor Lagoe to adjourn the organizational meeting. Seconded by Councilor Kennedy.

Councilor Pasco	Absent	
Councilor Lagoe	Aye	
Councilor Kennedy	Aye	
Deputy Supervisor Sheldon	Aye	
Supervisor Ramsey	Aye	Adjourned 6:34pm



*Respectfully Submitted by:*

*Rebecca A. Lavery RMC* Date: 1.11.2018  
**Rebecca A. Lavery, RMC/ Town Clerk**

At the Organizational Meeting  
of the Town Board for the  
Town of Scriba held the 3<sup>rd</sup> day  
of January, 2018.

## **PROCUREMENT POLICY**

### **RESOLUTION NO.: 18-14**

**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**, general discussions have been held between Town Board members and/or the Town representatives leading to a formation of a Procurement Policy; and

**WHEREAS**, the Town Board for the Town of Scriba shall serve as the purchasing agent for the Town of Scriba in furtherance of this Procurement Policy as authorized by the New York State General Municipal Law and the New York State Local Finance Law;

**NOW, THEREFORE**, on motion duly made by Councilor Lagoe, and seconded by Councilor Kennedy, be it

**RESOLVED:** That the Town of Scriba 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 which said section among other matters, states that all contracts for public work involving an expenditure of more than \$35,000.00 and all purchase contracts involving an expenditure of more than \$20,000.00 shall be awarded through the lowest responsible bidder after advertisement for sealed bids...". 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 required. 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 \$20,000.00 in the fiscal year or b) public works contracts over \$35,000.00 shall be formally bid pursuant to GML, Section 103.

Guideline 3. All estimated purchases of:

- a. Less than \$20,000.00 but greater than \$9,999.00, may be bid at the option of the Town Board, or in the alternative, shall require written and/or faxed quotes from at least three or more vendors where available.
- b. Less than \$10,000.00 but greater than \$999.00 may be bid at the option of the Town Board, or the alternative, require an oral request for the goods and written and/or faxed quotes from two vendors where available.
- c. Less than \$1,000.00 are left to the discretion of the purchasers, but shall be documented by invoice for future reference.

All Estimated Public Works Contracts of:

- d. Less than \$35,000.00 but greater than \$19,999.00, may be bid at the option of the Town Board, or in the alternative, shall require written and/or faxed proposals from three contractors where available.
- e. Less than \$20,000.00 but greater than \$9,999.00 may be bid at the option of the Town Board or shall require a written and/or faxed proposal from two contractors where available.
- f. Less than \$10,000.00 may be bid at the option of the Town Board or shall be left to the discretion of the purchaser providing adequate documentation by invoice or otherwise as supplied for future reference.

Guideline 4. Any purchaser shall compile a list of all vendors from whom written, fax, or oral quotes have been requested and/or offered, and all information gathered and complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser whether Town Board or not, prepares a written justification and providing reasons why it is in the best interest of the Town and its payers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement, where available.

Guideline 6. 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 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 correction facilities;
- f. Goods purchased another governmental agency;
- g. Goods purchased at auction; and
- h. Goods purchased under state bid; goods purchased under County bid.

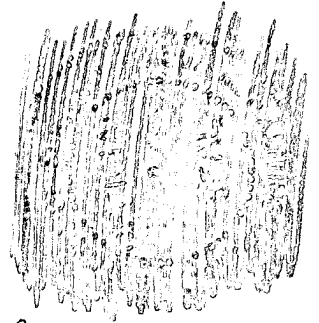
Guideline 8. Cumulative purchases of goods or services during a single transaction exceeding the applicable thresholds shall require approval prior to purchasing.

Guideline 9. The Town Board shall serve as the purchasing agent pursuant to, and in accordance with, this policy.


Guideline 10. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.

Motion duly passed.

Robert Ramsey, Supervisor	AYE
James Sheldon, Councilor	AYE
Bradford Kennedy, Councilor	AYE
Kelly Lagoe, Councilwoman	AYE
Joseph Pasco, Councilor	AYE



Dated: January 11, 2018

  
Rebecca A. Lavery, Town Clerk,  
Town of Scriba

**TOWN OF SCRIBA  
ANNUAL ORGANIZATIONAL MEETING**

**January 3, 2018**

**APPOINTMENTS and RESOLUTIONS**

1. Appointment of Town Attorney. Kevin Caraccioli
2. Appointment of Deputy Supervisor with authorization to sign Town checks and make deposits in the absence of the Supervisor. (Supervisor's appt.) James Sheldon
3. Appointment of Budget Officer. (Supervisor's appt.) Tracy Samson
4. Appointment of Highway Superintendent's Deputy. (Superintendent's appt.) Bruce Hyde
5. Appointment of Highway Superintendent's Clerk. (Superintendent's appt.) Jen Cory
6. Appointment of Town Clerk's Deputies. (Town Clerk's appt.) Jennifer Cory & Renae Sacco
7. Appointment of Justice Clerk. (Judge's appt.) Kathy Nemier
8. Appointment of Town Historian. (Supervisor's appt. Town Law B-6, Sub 28)  
Charles D. Young
9. Appointment of Registrar of Vital Statistics. Rebecca Lavery
10. Appointment of Deputy Registrar of Vital Statistics. (Town Clerk's appt.)  
Jennifer Cory
11. Appointment of Sub-Registrar of Vital Statistics. (Town Clerk's appt.) Renae Sacco

12. Re-appointment of Planning Board Member Steve Gosselin to his 5 year term and appointment of Dan Kehoe as Deputy Chairman.
  - Jim Wellington- Member Term to Expire 12/31/2019
  - Kelley Sheldon- Member-Term to Expire 12/31/2020
  - **Dan Kehoe-Deputy Chairman**-Term to Expire 12/31/2021
  - **Steve Gosselin-Chairman Term to expire 12/31/2022**
  - John Balek-Member-Term to Expire 12/31/2018
  
13. Appointment of Accountant for the Town. Mark See
  
  
14. Appointment of three members to Board of Appeals (Local Law # 1, 1997)  
Jim Wellington, John Holbrook & Jim Parkhurst
  
  
15. Resolution designating Official Banks in which all municipal funds will be deposited by all Town Officials.
  - NBT
  - Pathfinder
  
  
16. Resolution designating the official newspaper as the Palladium-Times in which the Town's official notices will be published in.
  
  
17. Resolution to impose upon the Supervisor the powers and duties of administering the Special Districts on behalf of the Town Board.
  
  
18. Resolution to set meeting dates, time and place for regular Town Board Meetings.  
(Third Wednesday each month @ 6:00 p.m. at the Municipal Building)
  
  
19. Resolution authorizing the Supervisor to invest surplus of Town Funds in Certificate of Deposit, Money Market Certificates and Savings Accounts.
  
  
20. Resolution to establish dates, time and place for the Town Board to audit monthly bills. (Available after 4:00 p.m. Monday until 5:30 p.m. Wednesday, the same week of the Board meeting)
  
  
21. Resolution establishing the mileage reimbursement rate for 2018 to be 54 1/2 cents per mile.

22. Resolution establishing regular meeting dates of Scriba Planning Board.  
(Second Wednesday each month @ 6:30)
  
23. Resolution authorizing the purchase of tools and equipment by the Town Highway Superintendent in an amount up to \$5,000.00 and within the guidelines of the Town Procurement Policy
  
24. Resolution authorizing the Town Clerk to advertise the annual posting of Town Highways.
  
25. Resolution establishing a Petty Cash Fund for the following Departments and amounts
  - A. Scriba Senior Citizen Organization for \$200.00
  - B. Justice Department for \$200.00
  - C. SACC Department for \$200.00
  - D. Tax Collector for \$500.00
  - E. Highway Department for \$100.00
  
26. Resolution establishing paid holidays for non-union Town Employees for 2018  
**(Schedule Attached)**
  
27. Resolution to adopt the Town's Procurement Policy and identify the Town Board as the purchasing agent.
  
28. Resolution authorizing the purchase of Safety Shoes for Building and Grounds Employees. (Jody Gigon)
  
29. Resolution to pay the salaries of the Town Officials and employees as set within the Town budget.
  
30. Resolution authorizing the payment in advance of audit of claims for public utility services such as gas, electric, water, sewer, fuel oil and telephone services, as well as for postage, freight and express charges [Town Law § 118(2)]. Claims for these payments shall be presented at the next regular audit.

ADJOURN



# 2018



## TOWN OF SCRIBA COMPANY CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23/30	24	25	26	27	28	29	
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23/30	24/31	25	26	27	28	29	

- New Years Day
- Martin Luther King's Birthday
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day

- Jan-1
- Jan-15
- Feb-19
- Mar-30
- May-28
- Jul-4

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day
- 2 Floating Holidays

- Sep-3
- Oct-8
- Nov-12
- Nov-22
- Nov-23
- Dec-25
-