

**DATE:** July 14, 2014      **KIND OF MEETING:** Regular Town Board Meeting

**WHERE HELD:** Chazy Town Hall      **PRESIDING OFFICER:** Mark Henry Supervisor

	<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Supervisor - Mark Henry	(x)	( )
Councilor - Daniel Vesco	(x)	( )
Councilor - Jerry Deno	(x)	( )
Councilor - Cathy Devins	(x)	( )
Councilor - Willie Giroux	(x)	( )
Clerk - Philip Beauharnois	(x)	( )
Attorney - Heidi Dennis	(x)	( )
Hwy. Supt. - Timothy Lamica	(x)	( )

**OTHERS PRESENT:** S. Patnode, Rene Peterson and Warren Bixler

**CALL MEETING TO ORDER**

Supervisor Mark Henry called the 07/14/2014 Regular Town Board meeting to order at 7 PM.

**MINUTES**

Councilor Daniel Vesco made a motion that the minutes of the 06/9/2014 Regular Town Board meeting be approved as submitted by the Town Clerk, seconded by Councilor Cathy Devins.

Motion carried. Ayes – Councilor Daniel Vesco, Councilor Jerry Deno, Councilor Cathy Devins, Councilor Willie Giroux and Supervisor Mark Henry.

**REPORTS**

The Supervisor and Town Clerk June 2014 monthly reports submitted to Board for review and filed.

**PUBLIC COMMENT**

Rene Peterson asked why the next Town Meeting is being held in West Chazy. Supervisor Henry advised that the Town Council thought it would be a good idea to have a couple of meetings a year in West Chazy as they are part of our township.

Warren Bixler asked about the Town’s Web Site. Supervisor Henry informed Mr. Bixler that we are in the process of a new Town Web Site.

**CLINTON COUNTY LEGISLATOR REPORT**

Legislator Dyer was unable to attend tonight’s meeting.

**ATTORNEY FOR THE TOWN REPORT**

Heidi Dennis – Town Attorney had nothing to report.

**HIGHWAY SUPERINTENDENT REPORT**

- Highway Supt. Timothy Lamica – reports he was contacted by the person by the old school in West Chazy. The new owner would like the playground equipment removed as soon as possible.
- Reported that the Town Garage has been working with the County on the road shoulders.
- Reported that Trombley Lane is going to be paved this summer along with other paving in the town.

## **TOWN COUNCIL ITEMS**

### **Councilor Daniel Vesco Discussed The Following With the Board:**

- Said he understood that Amber Parliament was in the Town Office to go through the new web site.
- He also noted that the cost for the work on the web site was under budget.

### **Councilor Willie Giroux Discussed The Following With The Board:**

- Had nothing to report.

### **Councilor Jerry Deno Discussed The Following With The Board:**

- Had nothing to report.

### **Councilor Cathy Devins Discussed The Following With The Board:**

- Asked if we were all set for changing over to our new bank. Supervisor Henry noted that everything has gone well and we should be closing the last of accounts in the new few weeks.
- Asked about the vandalism issue at the West Chazy Park. Supervisor Henry said that we have a porta-potty there and no new vandalism has been reported.
- Asked if the Town has heard anything about the Dollar General Store. Supervisor Henry said we have not heard anything new.

## **SUPERVISOR ITEMS**

### **Supervisor Mark Henry reports:**

- Reported that the Town has switched almost all of our banking accounts from Key Bank to TD Bank and the remaining accounts will be completely closed in a few weeks.
- Reported that the Consolidated Funding Application for an Engineering Planning Grant offered by the Environmental Facilities Corp. and NYS Dept. of Environmental Conservation was completed and submitted. We are hoping to hear word sometime in late September.
- Informed the Town Board that our Legislator Sam Dyer had called and said he was unable to make tonight's meeting, however, he asked Supervisor Henry to inform the board of the following.
  - The parking fee at the Clinton County Airport is now \$8.00 per day.
  - Sales Tax is now on the plus side.
  - 51 parcels of property are going up for auction.
- Reported he and other Town staff met with Amber Parliament concerning our new web site
- Reported he and Susan Patnode met with Ed Davis from Northern Insuring and changes were made to the Town's Insurance Policy which will result in some savings.
- Reported that the Town Hall locks have been changed with one key opening both the front and back doors. Keys have been signed out to staff who need access to the building.
- Discussed our Worker's Compensation Benefits. He met with Brian LaPierre from NBT and was informed by Mr. LaPierre that our rates are going up. Hopefully if there are no new accidents our rates should go down in the coming years.
- Reported he is meeting with Paul Johnson from Right Risk Management on July 17<sup>th</sup>.

- Reported he spoke with JCEO representatives about Internet Service at the West Chazy Town Hall. JCEO is willing to split the monthly cost which is currently \$60.00 per month.

**TOWN OF CHAZY PROCUREMENT POLICY (UPDATE)**

**Resolution: 14-73 07/14/2014**

Motion by: Councilor Jerry Deno

**TOWN OF CHAZY  
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law (GML) required every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Sec. 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 Chazy 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, Sec. 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, Sec. 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 \$1,000 but greater than \$250.00 are left to the discretion of the Purchaser.

All estimated public works contracts of:  
< Less than \$35,000 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 complete 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. 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 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.

Seconded by: Councilor Cathy Devins

Discussion: YES

<b>Roll Call:</b>		<u>Yes</u>	<u>No</u>
	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**STANDARD WORK DAY AND REPORTING RESOLUTION FOR TOWN HIGHWAY SUPERINTENDENT, DEPTY HIGHWAY SUPERINTENDENT, SECRETARY TO THE SUPERVISOR AND ASSESSOR**

**Resolution: 14-74            07/14/2014**

Motion by: Councilor Jerry Deno

BE IT RESOLVED, that the Town of Chazy hereby establishes the following as standard work days for elected Town Highway Superintendent Lamica and appointed Deputy Highway Superintendent Jeffrey Deno, appointed Secretary to the Supervisor Susan Patnode and appointed Assessor Patricia Ayer; will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this official to the clerk of this body:

Title	Name	Standard Work Day (hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Highway Superintendent	Timothy Lamica	8	01/01/2014 to 12/31/2017	N	20
Deputy Highway Superintendent	Jeffrey Deno	8	01/01/2014 to 12/31/2017	N	20
Secretary to the Supervisor	Susan Patnode	6	01/01/2014 to 12/31/2017	N	20
Assessor	Patricia Ayer	6	10/01/2013 to 09/30/2019	N	20

Seconded by Councilor Daniel Vesco

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: YES**

**AUTHORIZATION FOR SALE OF 6 FOOT DITCH MOWER**

**Resolution: 14-75            07/14/2014**

Motion by:    Councilor Jerry Deno

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WHEREAS, Timothy Lamica, Chazy Highway Superintendent is requesting authorization to sell a 'Woods' six (6) foot Rotary Cutter (ditch mower) Model S-106-3, Serial No. 776454 to the Town of Black Brook for the sum of Three hundred dollars (\$300.00).

NOW, THEREFORE, BE IT RESOLVED: That the Town of Chazy does hereby authorize the sale of a "Woods" six (6) foot Rotary Cutter to the Town of Black Brook for the sum of Three hundred dollars (\$300.00). Said Rotary Cutter is sold "as is".

Seconded by Councilor Cathy Devins

Discussion: YES

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: YES**

**TOWN OF CHAZY – COMPREHENSIVE LAND USE PLAN**

**Resolution: 14-76            07/14/2014**

Motion by:    Councilor Cathy Devins

WHEREAS, the Town Board of Chazy acknowledges the necessity of a Town of Chazy Comprehensive Land Use Plan; and

WHEREAS, a Public Hearing was held on said proposal – Town of Chazy Comprehensive Land Use Plan on June 9, 2014 at 7 PM prevailing time, at the Town Hall, Town of Chazy, Clinton County NY

NOW, THEREFORE, BE IT RESOLVED that it is the opinion of the members of the Town Board that the best interests of the Town of Chazy would be served by adoption of said proposal – Town of Chazy Comprehensive Land Use Plan and it is hereby further

RESOLVED, that the proposal – Town of Chazy Comprehensive Land Use Plan be adopted.

Seconded by: Daniel Vesco

Discussion: YES

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**SUNY POTSDAM CONTINUING EDUCATION PROGRAMS – JUSTICES & CLERKS**

**Resolution: 14-77      07/14/2014**

Motion by: Councilor Cathy Devins

WHEREAS, Town Justice Carolyn Meseck-Pratt request authorization to attend the Summer 2014 Continuing Judicial Education (CJE) Program for Town and Village Justices which is being held in Potsdam on July 29 and July 30, 2014;

NOW, THEREFORE, BE IT RESOLVED, that the Chazy Town Board does hereby authorize Town Justice Carolyn Meseck-Pratt to attend the Summer 2014 Continuing Judicial Education (CJE) Program for Town and Village to be held in Potsdam on July 29 and July 30, 2014 at a cost to the Town of Chazy for meals and mileage.

Seconded by: Councilor Jerry Deno

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**2014 BUDGET TRANSFERS**

**Resolution: 14-78      07/14/2014**

Motion by: Councilor Jerry Deno

RESOLVED, that the Chazy Town Board does hereby authorize the following 2014 budget transfers:

From:	Amount:	To:
1990.01.004.00 Contingent	\$ 20.24	3620.01.004.22 Mileage
1990.01.004.00 Contingent	\$917.22	5130.03.004.42 Insurance

Seconded by: Councilor Cathy Devins

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**PAYMENT OF CLAIMS**

**Resolution: 14- 79      07/14/2014**

Motion by: Councilor Cathy Devins

RESOLVED, that the Chazy Town Board does hereby authorize payment of the following claims:

General Fund claims #217-247 and 22767 & 22770-22774	in the amount of	\$17,320.54
Highway Fund claims #132-151 and 22770-22773	in the amount of	\$31,642.63
Sewer District claims #72-81 and 2576 & 22768-22769	in the amount of	\$ 7,691.16
Water District claims #39-47 and 1576 & 22769	in the amount of	\$ 2,197.61
Light District claims #7	in the amount of	\$ 2,416.03
T & A claims #11664-11666, 11680-11682, 11692-11697,11710, & 11715-11717	in the amount of	\$7,147.49
	<b>TOTAL:</b>	<b>\$ 68,415.46</b>

Seconded by: Councilor Willie Giroux

Discussion: No

<b>Roll Call:</b>	<u>Yes</u>	<u>No</u>
<b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**RESOLUTION AUTHORIZING PAYMENT FOR THE FOLLOWING VOUCHERS THAT ARE NOT INCLUDED ON THE ABSTRACT**

**Resolution: 14-80      07/14/2014**

Motion by: Councilor Cathy Devins

WHEREAS, the following vouchers were not part of the abstract:

NOW, THEREFORE, BE IT RESOLVED, that the Chazy Town Board does hereby authorize payment of the following vouchers to be paid from their respective funds:

GENERAL FUND VOUCHERS

Casella	\$82.43
AT&T	\$22.44
NYS Municipal Workers' Compensation Alliance	\$141.00

HIGHWAY FUND VOUCHERS

Airgas	\$131.01
Taylor Rental	\$445.93
Dragoons	\$352.03
NYS Municipal Workers' Compensation Alliance	\$1269.00

TOTAL ALL FUNDS: \$2443.84

Seconded by: Councilor Daniel Vesco

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

EXECUTIVE SESSION

Resolution: 14-81      07/14/2014

Motion by: Councilor Cathy Devins

Moved to adopt a resolution calling an Executive Session pursuant to Section 100(1) (d) of the Public Officers Law to discuss personnel.

Seconded by: Councilor Jerry Deno

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

Board went into Executive Session at 7:22 PM.

Board returned from Executive Session at 8:40 PM.



No action taken therefore no minutes.

**RETURN FROM EXECUTIVE SESSION**

**Resolution: 14-82            07/14/2014**

Motion by:    Councilor Cathy Devins

RESOLVED, that the Town Board move to come out of executive session.

Seconded by:        Councilor Jerry Deno

Discussion:    No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried:        YES**

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Supervisor Henry reminded the board that our next meeting will be on August 11, 2014 at the West Chazy Town Hall.

**ADJOURNMENT**

Town Supervisor Mark Henry asked for a motion to adjourn.

Councilor Cathy Devins made a motion, seconded by Councilor Jerry Deno to adjourn the 07/14/2014 Regular Town Board meeting at 8:42 PM

Respectfully yours,

*Philip F. Beauharnois*  
Philip F. Beauharnois  
Clerk of the Board