

**Organizational Meeting** of the Town Board of the Town of LeRoy held on Thursday, January 9, 2020 at 6:30 PM in the Boardroom of the Town Hall, 48 Main Street LeRoy, New York.

**Members Present:** James Farnholz, Supervisor  
John Armitage, Council  
John Johnson, Council  
David Paddock, Council  
Eric Stauffer, Highway Supt.

**Recording Secretary:** Patricia A. Canfield, Town Clerk

**Others Present:** Eileen Dries, Ted Darocha, Beth Parrish,  
Dave Luettkie Archbell, Charles Hull  
Joyce Whitney, Richard Doll

Supervisor Farnholz called the Organizational Meeting to order at 6:30 PM.

**ORGANIZATIONAL ITEMS:**

**1. Organizational Appointments – 2020**

On **MOTION** by Councilman Armitage and seconded by Councilman Johnson and passed unanimously with voting as follows: Council Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [01]

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes the following Organizational appointments as presented for fiscal year 2020, with the exception of Summer Recreation:

- a) **Highway Foreman – David Uberty**
- b) **Secretary to Supervisor – Laura Brodie**
- c) **Deputy Town Clerk – Mary Fee**
- d) **Vital Registrar – Patricia Canfield**
- e) **Deputy Registrar – Mary Fee**
- f) **Official Banks – Bank of Castile**
- g) **Attorney – Legal Counsel – Reid Whiting**
- h) **Auditor – Freed Maxick**
- i) **Historian – Lynne Belluscio**
- j) **Engineer – Clark Patterson Lee**
- k) **Prosecutor – Kevin Finnell**
- l) **Secretary to Planning/Zoning Boards – Laura Brodie**
- m) **Meetings – 2<sup>nd</sup> & 4<sup>th</sup> Thursday at 7:00 PM (except 11/26 & 12/24)**
- n) **Mileage Rate – Per IRS Rate**
- o) **Ethics Board – Arnold Kelly, Jim Woodruff, Fr. Michael Donovan, Fred Merica**
- p) **Official Newspaper – Batavia Daily News**
- q) **Tape Recorder – Secretarial Purposes Only**
- r) **Adult Recreation – Rosemary Miller**
- s) **Summer Recreation – Item Tabled**
- t) **Deputy Supervisor – David Paddock**
- u) **Code Enforcement Officer – Mike Risewick/Jeff Steinbrenner/Anne Podolak**
- v) **Declaration of Emergency – Supervisor**
- w) **Board Meeting Rules of Order**

**2. Approval of 2020 Salaries –**

Per 2020 Budget and per agreement with Teamsters Local 264 and the Town of LeRoy

On **MOTION** by Councilman Paddock and seconded by Councilman Armitage and passed unanimously with voting as follows: Council Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [02]

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes the Town of LeRoy employee salaries for 2020 as per budget and union contract. [Salaries Enclosed]

**3. Travel & Computer Policies – Per Town Handbook -**

On **MOTION** by Supervisor Farnholz and seconded by Councilman Paddock and passed unanimously with voting as follows: Council Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [03]

**RESOLVED**, the Town Board of the Town of LeRoy hereby accepts the standard Travel and Computer Policy as stated and printed in the Town Handbook and noting that any and all travel by Town Employees receive prior Town Board approval with the exception of general meetings such as the monthly Clerk, Highway, Assessor, Court, Zoning, Council or Supervisor GAM meetings as per employee handbook.

**4. Procurement & Investment Policy –**

On **MOTION** by Councilman Armitage and seconded by Councilman Johnson and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [04]

**RESOLVED**, the Town Board of the Town of LeRoy hereby approves the Procurement and Investment Policy for 2020 as follows:

**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, 103, or any other law; and

WHEREAS, comments have been solicited from those Officers of the Town involved with procurement;

NOW THEREFOR, be it

RESOLVED: that the TOWN OF LEROY 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, 103.

Guideline 2: All purchases of:

- a.) supplies or equipment which will exceed \$20,000 in the fiscal year; or
- b.) public works contract over \$35,000 shall be formally bid, pursuant to GML, 103, unless purchased from State or County bid lists.

Guideline 3: All estimated purchases of:

- a.) Less \$20,000 but greater than \$10,000 written/fax quotes from three (3) vendors.
- b.) Less than \$10,000 are left to the discretion of the Purchaser.

All estimated public works contract of:

- c.) Less than \$35,000 but greater than \$10,000 require written/fax quotes from three (3) vendors.
- d.) Less than \$10,000 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 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.) Good purchased from correctional facilities
- f.) Good purchased from another governmental agency
- g.) Good purchased at auction
- h.) Goods purchased for less than \$10,000
- i.) Public Works contracts for less than \$10,000

Guideline 7: Town of LeRoy is authorized to hold a credit card for purchase of actual and necessary expenses as authorized by annual adopted budget. All expenditures are supported by vendor original documents, are required to be turned over to the Secretary to the Supervisor and audited by the Town Board. All unauthorized expenditures are the responsibility of the signer. Supervisor shall authorize use of the card.

Guideline 8: The Town Board at its organizational meeting shall review this policy annually, or as soon thereafter as is reasonably practicable.

**5. Approval of Holidays – [Floating Holiday – Per Contract]**

On **MOTION** by Supervisor Farnholz and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following

**RESOLUTION:** [05]

**RESOLVED**, the Town Board of the Town of LeRoy hereby approves the following holidays as presented for 2020:

New Year's Day	1/1	Labor Day	9/7
Martin Luther King Day	1/20		
Presidents Day	2/17	Veterans Day	11/11
Good Friday	4/10	Thanksgiving	11/26 & 11/27
Memorial Day	5/25	Christmas	12/24 & 12/25
4 <sup>th</sup> of July	7/4		

**REMINDER:** Qualified employees are expected to work their regularly scheduled workday immediately preceding and following a holiday, as per contract Section 14.5.

**6. Committee Assignments – Committee Assignments by Supervisor Farnholz as follows:**

On **MOTION** by Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following

**RESOLUTION:** [06]

**RESOLVED**, the Town Board of the Town of LeRoy authorizes the following Committee Assignments for 2020 as follows:

**Highway:** Stauffer  
**Clerk:** Canfield  
**Assessment:** Town of Batavia

**Code Enforcement:** Steinbrenner/Dawley/Podolak  
**Parks & Recreation:** Farnholz  
**Insurance:** Armitage  
**Building:** Armitage  
**Cemetery:** Paddock  
**Utilities:** Paddock  
**IT:** Farnholz  
**Transfer Station:** Johnson  
**Courts:** Armitage  
**Fire Commission:** Johnson  
**GAM/Spvsr:** Farnholz  
**Village:** Kettle  
**Ambulance:** Johnson

**7. Authorization for Check Signing –**

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [07]

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes Supervisor Farnholz, Councilman Paddock and Clerk Canfield to sign checks on behalf of the Town of LeRoy for all approved bank related transactions with copies of drivers’ licenses, social security numbers and phone numbers for same on file effective January 1, 2020; and

**BE IT FURTHER RESOLVED**, former Supervisor Stephen Barbeau will be removed from check signing effective December 31, 2019.

**8. Official Undertaking of Municipal Officials –**

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [08]

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS**

**WHEREAS**, various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and

**WHEREAS**, we, the Town Board of the Town of LeRoy hereby require the Supervisor, Town Clerk, Tax Collector, Town Justices and Highway Superintendent to execute said Official Undertaking as required by said law;

**NOW, THEREFORE BE IT RESOLVED** that we the Town Board of the Town of LeRoy approve the document entitled “Town of LeRoy Official Undertaking of Municipal Officers” as to its form and manner of execution and sufficiency of the insurance, and

**BE IT FURTHER RESOLVED**, that this Official Undertaking is to be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies enclosed indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties. [See Enclosed]

**9. Health Insurance – Non-Union Employees –**

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [09]

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes health insurance coverage Univera Gold Healthcare and Health Reimbursement Account rates through Tompkins Insurance for non-union employees, Eric Stauffer, Laura Brodie and Patricia Canfield with Town of LeRoy covering the deductible portion at \$1,500 single and \$3,000 for two person and family.

**10. ERS – Resolution – Establish Hours – Standard Work Day –**

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [10]

**Standard Work Day Resolution for Employees – RS 2418**

**RESOLVED**, that the Town of LeRoy hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body as follows:

POSTION TITLE	WORKDAY HOURS
Town Supervisor	6
Deputy Supervisor	6
Supervisor Secretary	8
Town Clerk	8
Deputy Town Clerk	6
Justice	6
Justice Clerk F/T	8
Justice Clerk P/T	6
Zoning/Code Officer P/T	6
Town Council	6
Zoning Board member	6
Planning Board member	6
Zoning Board Clerk	6

Planning Board Clerk	6
Assessment Board of Review	6
Town Hall Maintenance	8
Park Maintenance P/T seasonal	6
Highway Superintendent	8
Deputy Highway Superintendent	8
MEO	8
Transfer Station Attendant P/T	6
Youth Recreation Director P/T seasonal	6
Park Supervisor P/T Seasonal	6
Park Aide	6
Lifeguard Supervisor P/T Seasonal	6
Adult Recreation Specialist P/T	6

**11. Emergency Call Out –**

Terry Kanaley, Councilman Armitage and Supervisor Farnholz.

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [11]

**RESOLVED**, the Town Board of the Town of LeRoy authorizes Terry Kanaley, Councilman Armitage and Supervisor Farnholz as emergency call out personnel for Town Hall.

**12. Section 284 – Town of LeRoy Highway Agreement –**

On **MOTION** By Councilman Johnson and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [12]

**RESOLVED**, the Town Board of the Town of LeRoy authorize Town Board signatures on the Town of LeRoy Highway Agreement Section 284 as presented.

**13. Council Vacancy – Appointment –**

On **MOTION** By Councilman Armitage to appoint Matthew Austin to the vacancy position of Town Councilman for a term effective January 9, 2020 through December 31, 2020.

**MOTION fails for no second.**

**Stephen Barbeau – Town Council Vacancy Appointment -**

On **MOTION** By Supervisor Farnholz and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Armitage, Johnson, Paddock and Supervisor Farnholz – aye the following **RESOLUTION:** [13]

**RESOLVED**, the Town Board of the Town of LeRoy appoints Stephen Barbeau to the vacancy position of Town Councilman for a term effective January 9, 2020 through December 31, 2020.

With no further organizational business to come before the Board, on **MOTION** by Councilman Armitage and seconded by Councilman Johnson and passed unanimously to adjourn at 6:49 PM.

Respectfully submitted, Patricia A. Canfield Town Clerk

**REGULAR MEETING:**

**Regular Meeting** of the Town Board of the Town of LeRoy held on Thursday, January 9, 2020 at 7:00 PM in the Boardroom of the Town Hall, 48 Main Street LeRoy, New York.

**Members Present:**

James Farnholz, Supervisor  
John Armitage, Council  
John Johnson, Council  
David Paddock, Council

Eric Stauffer, Highway Supt.

**Recording Secretary:**

Patricia A. Canfield, Town Clerk

**Others Present:**

Eileen Dries, Dave Luettticke Archbell,  
Ted Darocha, Beth Parrish,  
Charles Hull, Richard Doll, Joyce Whitney

Supervisor Farnholz called the regular meeting to order at 7:00 PM followed by the pledge to the flag and approval of the minutes of the meeting of December 26, 2019 on **MOTION** by Councilman Paddock and seconded by Councilman Armitage and passed. Councilman Johnson – abstained.

**GUESTS:**

1. **Richard Doll, 6919 Britt Road – Water Issues/Flooding -**  
Richard addressed the Town Board and presented maps, pictures and correspondence inclusive of Genesee County Soil and Water regarding the ongoing issue with ground water flooding on Britt Road.  
Mr. Doll asked the Town Board to consider adding an additional pipe under Britt Road and trench the West side of Warner Road to allow the water to travel to an established drainage system at the Warner and Thwing Road intersection. Also, asked for holes to be filled in the south side of the berm to reduce the water being drained from the southside of Randall Road.  
Town Board members will visit site and report back at subsequent meeting on findings.
2. **Dave Luetticke-Archbell – Frostridge Campground – Conlon Road – Liquor License -**  
Dave asked Town Board for consideration of including outdoor space for alcohol license and requested retraction by letter or statement of no objection of indoor liquor license until 10:00 PM. Supervisor Farnholz and Town Board acknowledge request and take no action at this time. File will be reviewed by Town Board and Town Attorney.
3. **Ted Darocha & Beth Parrish, School Road – Information for Public Water Supply –**  
Ted and Beth addressed the Town Board for information and options to facilitate a public water source to the School Road area. Affected residents could investigate three options: residents upfront the one-time cost of private installation; approval of Town Board to issue municipal bond with operation and maintenance turned over to MCWA; installation of Phase III of the Genesee County Water Project servicing Griswold Road in the future. The least cost prohibitive option is waiting for Phase III formation. Town Board relayed they act on behalf of residents and neither promote or discourage water district formation and will contact engineer for further discussion moving forward.

**CORRESPONDENCE:**

**01-2020: LeRoy Fire District – Audited Financial Statements.**

**COMMITTEE REPORTS:**

**Highway:**

Highway Supt. Stauffer reported 2010 truck is in for service for transmission issue.

**Clerk:**

Total fees collected for the month of December 2019 at \$5,745.00 with \$4,953.29 remitted to the Supervisor.

**Code:**

Supervisor Farnholz reported Town Board to review revised sign language at subsequent meetings and invite code in for further discussion

**Parks & Recreation:**

Supervisor Farnholz reported he will check with LeRoy Central School on taking the inflatable and the process to surplus the item.

**Building:**

Supervisor Farnholz reported he will check with Terry Kanaley to complete a building walk through to determine areas of attention.

**It:**

Supervisor Farnholz will meet with Tony Testa to ensure Windows 10 update has been completed on all computers.

**Supervisor/GAM:**

Next GAM meeting will be January 16<sup>th</sup> at 7:00 PM at Genesee County Building No. 2, Batavia NY.

**PUBLIC COMMENTS:**

Eileen Dries, Lake Road spoke to Town Board of concern over appointments to Town and Planning Boards.

**EXECUTIVE SESSION:**

On **MOTION** by Supervisor Farnholz and seconded by Councilman Paddock and passed unanimously to enter into Executive Session at 8:23 PM for personnel with Town Board present

On **MOTION** by Supervisor Farnholz and seconded by Councilman Johnson and passed unanimously to come out of executive session at 8:37 PM with no action taken.

**AUTHORIZATION TO PAY BILLS:**

On **MOTION** by Councilman Johnson and seconded by Councilman Paddock and passed unanimously the following bills were presented for payment:

<b>Abstract # 1</b>	<b>2019/2020</b>	<b>Voucher #</b>
General Fund A, B, SL & Cap Proj H:	\$92,674.60	1~29 [incl prepay]
Highway Fund DA & DB:	\$30,335.35	1~7
Water Fund HG:	\$506.25	1

With no further business to come before the Board, on **MOTION** by Supervisor Farnholz and seconded by Councilman Johnson and passed unanimously to adjourn at 9:48 PM.

Respectfully Submitted, Patricia A. Canfield Town Clerk

