

**Organizational Meeting** of the Town Board of the Town of LeRoy held on Thursday, January 11, 2018 at 6:30 PM in the Boardroom of the Town Hall, 48 Main Street LeRoy, New York.

**Members Present:** Stephen Barbeau, Supervisor  
James Farnholz, Council  
David Paddock, Council

**Recording Secretary:** Patricia A. Canfield, Town Clerk  
**Absent:** John Armitage, Council  
Eric Stauffer, Highway Supt.

**Others Present:** Thomas Stella, Bob Taylor, Charles Hull, Eileen Dries,

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

**ORGANIZATIONAL ITEMS:**

**1. Town Councilperson Appointment -**

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

**RESOLVED**, the Town Board of the Town of LeRoy appoints Thomas Stella to the Town Board Vacancy effective January 11, 2018 through December 31, 2018.

**2. Organizational Appointments –**

On **MOTION** by Councilman Stella and seconded by Councilman Paddock and passed unanimously with voting as follows: Council Farnholz, Paddock, Stella and Supervisor Barbeau – 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 2018.

- a) **Highway Foreman – David Uberty**
- b) **Secretary to Supervisor – Laura Brodie**
- c) **Deputy Town Clerk – Mary Fee, Patty Page**
- d) **Vital Registrar – Patricia Canfield**
- e) **Deputy Registrar – Mary Fee, Patty Page**
- f) **Official Banks – Bank of Castile**
- g) **Attorney – Legal Council – Reid Whiting**
- h) **Auditor – Freed Maxick**
- i) **Historian – Lynne Belluscio**
- j) **Engineer – Clark Patterson**
- 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 11-22)**
- 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 – Judy Ridley**
- s) **Summer Recreation – Jackie Whiting**
- t) **Deputy Supervisor – Thomas Stella**
- u) **Code Enforcement Officer – Robert Dawley/Jeff Steinbrenner**
- v) **Declaration of Emergency – Supervisor**
- w) **Board Meeting Rules of Order**

**3. Approval of 2018 Salaries –**

Per 2018 Budget and per agreement with Teamsters Local 264 and the Town of LeRoy

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

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes the Town of LeRoy employee salaries for 2018 as per budget and union contract. [Salaries Enclosed]

**4. Travel & Computer Policies -**

On **MOTION** by Councilman Farnholz and seconded by Councilman Stella and passed unanimously with voting as follows: Council Armitage, Farnholz, Paddock, Stella and Supervisor Barbeau – 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.

**5. Procurement & Investment Policies –**

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

**RESOLVED**, the Town Board of the Town of LeRoy hereby approves the Procurement Policy for 2018 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.

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

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

**RESOLUTION:**

**[05]**

**RESOLVED**, the Town Board of the Town of LeRoy hereby approves the following holidays as presented for 2018:

New Years Day	1/1	Labor Day	9/3
Martin Luther King Day	1/15		
Presidents Day	2/19	Veterans Day	11/12
Good Friday	3/30	Thanksgiving	11/22 & 11/23
Memorial Day	5/28	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.

**7. Committee Assignments – Committee Assignments by Supervisor Barbeau as follows:**

**Highway:** Stauffer  
**Clerk:** Canfield  
**Assessment:** Town of Batavia  
**Code Enforcement:** Steinbrenner/Dawley  
**Parks & Recreation:** Farnholz  
**Insurance:** Armitage

**Building:** Stella  
**Cemetery:** Paddock  
**Utilities:** Paddock  
**IT:** Barbeau  
**Transfer Station:** Stella, Farnholz  
**Courts:** Armitage  
**Fire Commission:** Stella  
**GAM/Spvsr** Barbeau

**8. Authorization for Check Signing –**

On **MOTION** By Councilman Farnholz and seconded by Councilman Paddock and passed unanimously with voting as follows: Councilman Farnholz, Paddock, Stella and Supervisor Barbeau – aye the following **RESOLUTION:** [06]

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes Supervisor Barbeau, Councilman Stella 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.

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

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

**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]

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

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

**RESOLVED**, the Town Board of the Town of LeRoy hereby authorizes health insurance coverage with change from Excellus to 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 Stella and seconded by Councilman Farnholz and passed unanimously with voting as follows: Councilman Farnholz, Paddock, Stella and Supervisor Barbeau – aye the following **RESOLUTION:** [09]

**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 Stella and Supervisor Barbeau.

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

On **MOTION** by Councilman Stella and second by Councilman Paddock and passed unanimously with voting as follows: Councilman Farnholz, Paddock, Stella and Supervisor Barbeau – aye the following **RESOLUTION**:

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

**REGULAR MEETING:**

**Regular Meeting** of the Town Board of the Town of LeRoy held on Thursday, January 11, 2018 at 7:00 PM in the Boardroom of the Town Hall, 48 Main Street LeRoy, New York.

**Members Present:** Stephen Barbeau, Supervisor  
John Armitage, Council  
James Farnholz, Council  
David Paddock, Council

**Absent:** Thomas Stella, Council

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

**Others Present:** Eric Stauffer, Highway Supt.  
Bob Taylor, Eileen Dries, Charles Hull, Mary Janis

Supervisor Barbeau called the meeting to order at 7:00 PM followed by the pledge to the flag. Minutes of the meeting of December 14, 2017 and December 28, 2017 were tabled.

**OLD BUSINESS:**

**1. 2018 Priorities –**

Town Board reviewed 2018 priorities of Commercial Park development, Oatka creek Watershed Report review; Steam shovel Restoration; and Transfer Station Processes. Items to be reviewed for follow up action in 2018.

On **MOTION** by Councilman Paddock and seconded by Supervisor Barbeau and passed unanimously with voting as follows: Councilman Armitage, Farnholz, Paddock and Supervisor Barbeau – aye the following **RESOLUTION**: [1]

**RESOLVED**, the Town Board of the Town of LeRoy approves the 2018 Priority Items for Review as follows: Commercial Park Development, Oatka Creek Watershed; Steam Shovel Restoration; and Transfer Station Processes.

**2. Transfer Station Bids –**

Supervisor Barbeau relayed the bid specifications were published in the Batavia Daily Newspaper. Also, he spoke with Town of Bethany Supervisor regarding a waste management company from Buffalo NY that incinerates waste to generate electricity. Information passed on to Highway Supt. Stauffer and commented the incinerator process would keep waste from ending in landfill and will review. Bid will be advertised for a second publication in newspaper.

**3. DePaul Proposed Project, Mill Street – Pilot Request –**

Town Board to make decision of PILOT program and equitable division or percentage of payment. Library tax would be fifth party to be inclusive and fire would be determined. Information will continue to be gathered for determination.

**COMMITTEE REPORTS:**

**Clerk:**

Total fees collected for the month of December 2017 at \$6,893.00 with \$6006.75 remitted to the Supervisor. Tax Warrant for 2018 has been submitted to Supervisor in the amount of \$419,839.00.

**Code:**

Supervisor Barbeau reported phone extensions have been changed with addition of staff of Robert Dawley to code office.

**Village:**

Trustee Taylor reported the Village is endorsing ice skating on the creek weather permitting. Liability coverage is under the recreation insurance. Village has budgeted for program costs and Town will invoice Village for reimbursement.

**Insurance:**

Supervisor Barbeau and Councilman Armitage will meet with David Boyce from Tompkins Insurance for review on January 15, 2018 at 9:00 am.

**Courts:**

Supervisor Barbeau asked Town Board for direction on completing budgetary study for justices, clerical staff, and training needs with comparison based on similar court operations in the GLOW region and prior to budget season.

**GAM/Supervisor:**

Nest GAM meeting on January 18<sup>th</sup> at 7:00 PM hosted by City of Batavia.

**PUBLIC COMMENTS:**

**Eileen Dries, Lake Road –**

Asked the following questions:

- How appointment was made for Zoning Board of Appeals and if openings are advertised. Town Board has not advertised and appointments have been party contacting with interest.
- Has new code position vacated the Planning Board appointment?
- Asked if newly vacated town board position would be appointed with the same political party? Town Board has authority to appoint and doesn't have to be from the same political affiliation creating the vacancy.

**Mary Janis, West Bergen Road –**

Asked for additional information on the proposed DePaul project to be located on Mill Street. Inquired about the age and income qualifications and explanation of the requested PILOT program.

**AUTHORIZATION TO PAY BILLS:**

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

<b>Abstract # 1</b>	<b>2017 2018</b>	<b>Voucher #</b>
General Fund A, DA, B & Cap Proj H:	\$141,105.32	1~46 incl. prepay
Highway Fund DA & DB:	\$45,095.61	1~17 incl. prepay
Water Fund SW:		

With no further business to come before the Board, on **MOTION** by Councilman Farnholz and seconded by Councilman Armitage and passed unanimously to adjourn at 7:58 PM.

Respectfully Submitted, Patricia A. Canfield Town Clerk