

STAFFORD ORGANIZATIONAL MEETING

January 11, 2010

Supervisor Clement called the meeting to order at 7:12 P.M., followed by Pledge to Flag.

Minutes of the Organizational Meeting of the Stafford Town Board for the purpose of making appointments for 2010, held at the Stafford Town Hall.

Town Clerk presented notice of publication and posting.

PRESENT

R. Clement -Supervisor
R. Pacer -Councilman
D. Vicary -Councilman
R. Panek -Councilman
D. Mullen -Councilman

OTHERS

S. Boldt -Highway Supt.
Walt Kershesnki -Town Clerk

OFFICERS to be NAMED BY THE TOWN BOARD

	<u>Prior year 2009</u>	<u>New Year 2010</u>
Fire Wardens:	Chief -David Rumsey	<u>David Rumsey</u>
	1 st Asst. Chief -William Plaaisted	<u>William Plaaisted</u>
	2 nd Asst Chief -Franbcis Krenzer	<u>Chuck Hammon</u>
	3 rd Asst. Chief -Chuck Hammon	<u>Scott Kibler</u>
	4 th Asst. Chief -Scott Kibler	<u>Paul Hendel</u>
Deputy Supervisor	-Robert Pacer	<u>Robert Pacer</u>
Deputy Town Clerk	-Betty Loncz <u>PatriciaMuelhbauer</u>	<u>Betty Loncz</u> <u>Patricia Muelhbauer</u>
Registrar of Vital Statistics	-Walt Kershenski	<u>Walt Kershenski</u>
Deputy Registrar	-Betty Loncz	<u>Betty Loncz</u>
Sole Assessor	-Anne Sapienza	<u>Anne Sapienza</u>
Legal Counsel	-Oshlag, Saleh & Earl LLP	<u>Oshlag, Saleh & Earl</u>
Auditor	-Freed Maxick Battaglia	<u>Freed Maxick Battaglia</u>
Historian	-Robert Mullen Sr.	<u>Robert Mullen Sr.</u>
Memorial Custodian	-TerryYoung	<u>Terry Young</u>
Custodia (Town Hall)	-Terry Young	<u>Terry Young</u>
Justice Court Clerk #1	-Julie Scheuerlein	<u>Julie Scheuerlein</u>
Justice Court Clerk #2	-Terry Maid	<u>Terry Maid</u>
Financial Clerk	-Karen Clement	<u>Karen Clement</u>

1 st Code/Zoning Enforcement Officer	-Lester Mullen	<u>Lester Mullen</u>
2 nd Code/Zoning Enforcement Officer	-Kevin Wolff	<u>Kevin Wolff</u>
Planning Board Chairman	-William VanAlst 12/09	William VanAlst 12/16
ZBA Board member		Irma Altman 12/14
Zoning Board of Appeals Secretary	- <u>Rebecca Sando</u>	<u>Rebecca Sando</u>
Assessment Board of Review		John Muehlbauer
Voting Machine Custodian	-Robert S. Clement	<u>Robert Clement</u>
Recreation Director	-Stephanie D'Alba	<u>Advertise for candidates</u>
Custodian	-Karen Clement	<u>Karen Clement</u>

Motion made by Councilman Panek sec by Councilman Vicary to accept the above list of officials for 2010.

ROLL CALL VOTE

Councilman Pacer -Yes
 Councilman Vicary -Yes
 Councilman Panek -Yes
 Councilman Mullen -Yes
 Supervisor Clement -Yes
Motion Passed 5 votes to 0

BOARD FIXED SALARIES OF ELECTED AND APPOINTED OFFICIALS AS FOLLOWS:

	<u>Prior year 2009</u>	<u>New Year 2010</u>
Supervisor	-\$ 9750.00	\$9750._____
Town Clerk/Registrar	-\$28500.00	\$28500._____
Registrar of Vital Statistics	-\$ 425.00	\$500.00_____
Budget Officer	-\$ 320.00	\$320.00_____
Councilman (4 each)	-\$ 4160.00	\$4160._____
Assessor	-\$20,499.00	\$20449_____
Highway Superintendent	-\$49,500.00	\$49500._____
Town Justice (W. Douglas Call)	-\$19,500.00	\$19,500_____

	<u>Prior year 2009</u>	<u>New Year 2010</u>
Town Justice (Brenda Mancuso)	-\$19,500.00	<u>\$19,500</u>
Justice Court Clerk #1	-\$26871 \$13.78/Hr.	<u>\$26871 \$13.78/Hr</u>
Justice Court Clerk #2	-\$13000 \$12.50/Hr	<u>\$13000 \$12.50/Hr</u>
Voting Machine Custodian	-\$ 75.00	<u>\$75</u>
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Account Clerk	-\$ 14,250	<u>\$14250</u>
Deputy Town Clerk (2)	-\$4,900.	<u>\$5,500</u>
Betty Loncz & Pat Muelhbauer	\$9.80 / \$9.80	<u>\$10.25 / \$10.25</u>
Emery Park Custodian	-\$ 10.00 /Day	<u>\$10.00</u>
Planning Board -Chairman	-\$ 55.00 /Meeting	<u>\$55.00/Meeting</u>
-Secretary	-\$ 70.00 /Meeting	<u>\$70.00/Meeting</u>
-Member	-\$ 50.00 /Meeting	<u>\$50.00/Meeting</u>
Board of Appeals -Chairman	-\$ 5500 /Meeting	<u>\$55.00/Meeting</u>
-Secretary	-\$ 70.00 /Meeting	<u>\$70.00/Meeting</u>
-Member	-\$ 50.00 /Meeting	<u>\$50.00/Meeting</u>
Board of Assessment Review	-\$ 100.00 /Member	<u>\$100.00/Member</u>
Election Inspectors -Registration Day	-\$ 7.00 /Hr.	<u>\$7.00/Hr</u>
-Primary Day	-\$100.00 /Day	<u>\$100.00/Day</u>
-Election Day	-\$130.00 /Day	<u>\$130.00/Day</u>
Zoning Enforcement Officer	-\$ 8250.00	<u>\$8580</u>
ZEO/CEO		<u>\$7800</u>
Code Enforcement Officer	-\$ 12,200.00	<u>\$8580</u>
Attorney -	-\$ 145.00/Hr.	<u>\$150.00/Hr.</u>
House Enumerator	-\$ 5.00/House	<u></u>
Historian	-\$ 400.00	<u>\$400.00</u>
Recreation Executive Director	-\$1,200.00	<u>\$1,200.00</u>
Memorial Custodian	-\$ 250.00	<u>\$250.00</u>

CODE ENFORCEMENT OFFICER

If a replacement is needed due to absenteeism, the Town would pay **\$20.00** per inspection up to **\$200.00** which would be deducted from the Code Enforcement Officer's salary. Any other expenses that the Code Enforcement Officer accrued would have to be submitted to the Town Board.

Motion made by Councilman Pacer, sec. by Councilman Vicary to accept the salaries of elected and appointed officials stated schedule of fees.

ROLL CALL VOTE

- Councilman Pacer -Yes
- Councilman Vicary -Yes
- Councilman Panek -Yes
- Councilman Mullen -Yes
- Supervisor Clement -Yes

Motion Passed 5_ votes to 0

Motion made by Councilman Vicary, sec. by Councilman Panek to hold board meetings the 2nd Monday of each month at 7:30 P.M. at the Stafford Town Hall. **Motion** passed.

Motion made by Councilman Pacer, sec. by Councilman Vicary that mileage is paid at the rate of .50 cents per mile, substantiated by a voucher with itemized bill, which must be submitted monthly, or quarterly. **Motion** passed.

Motion made by Councilman Pacer sec. by Councilman Vicary that elected and appointed officials are paid quarterly and the Highway Supt., Town Clerk, Court Clerk, Assessor, Zoning Enforcement Officer, Code Enforcement Officer and Highway Employees are paid every two weeks. Payroll period for Highway Employees is from 0001 Monday to 2400 Sunday. Recreation employees to be paid every two weeks. **Motion** Passed

Motion made by Councilman Pacer, sec. by Councilman Vicary authorizing the Highway Superintendent to spend **\$120,000** for General Repairs and Improvements.

ROLL CALL VOTE

- Councilman Pacer -Yes
- Councilman Vicary -Yes
- Councilman Panek -Yes
- Councilman Mullen -Yes
- Supervisor Clement -Yes

Motion Passed 5_ votes to 0

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

AGREEMENT between the Town Superintendent of the Town of Stafford, Genesee County, New York and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

- 1. GENERAL REPAIRS. The sum of **\$120,000** shall be set aside to be expended for primary work and general repairs upon 37.54 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

- 2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for The permanent improvement of town highways:
 - (a) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
 Type _____ Width of traveled surface _____
 Thickness _____ Subbase _____

 - (b) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
 Type _____ Width of traveled surface _____
 Thickness _____ Subbase _____

 - (c) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
 Type _____ Width of traveled surface _____
 Thickness _____ Subbase _____

Executed in this 11th day of January 2010.

Robert Clement
Town Supervisor

Robert Pacer
Councilman

Ronald Panek
Councilman

David Vicary
Councilman

Donald Mullen
Councilman

ROLL CALL VOTE

Councilman Pacer -Yes
Councilman Vicary -Yes
Councilman Panek -Yes
Councilman Mullen -Yes
Supervisor Clement -Yes

Motion made by Councilman Pacer sec, by Councilman Vicary, authorizing the justices to hire stenographers and interpreters as needed. **Motion** passed.

Town of Stafford Bank Deposit Resolution

NOW, therefore, be it resolved that the **Five Star Bank** be designated in which the Supervisor, Town Clerk/Tax Collector and Justices shall deposit money coming into their hands by virtue of oath of office.

Motion made by Councilman Vicary, sec. by Councilman Panek.
Motion passed.

PROCUREMENT OF GOODS AND SERVICES

Resolution No. 92-03 was reviewed and amended as follows:

Motion made by Councilman Pacer, sec. by Councilman Mullen, to accept the Town policy on purchasing goods and materials as follows: **Motion** passed.

Town of Stafford
Request for Procurement Policy
RESOLUTION NO. 92-03

At a regular meeting of the Town Board of the Town of Stafford, Genesee County, New York held at the Town Hall, 6178 Main Road, in said Town of Stafford, on the 10th day of February, 1992, at 7:30 P.M., the following resolution was offered by Councilman Churchill, sec. by Councilman Stephens.
Carried.

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, THEREFORE, be it

RESOLVED: that the town of Stafford 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. Every town 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 department 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 \$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 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 purchases may be made without bids or quotes.

All estimated public works contracts of:

- Less than \$20,000 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 3 contractors.
- Less than \$5,000 but greater than \$500, 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 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 or 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 .

TOWN OF STAFFORD INVESTMENT POLICY

Motion made by Councilman Vicary, sec. by Councilman Panek, to accept the investment policy dated December 2001, which applies, to all moneys and other financial resources available for investment are adopted. **Motion** passed.

Motion made by Councilman Pacer, Sec. by Councilman Panek that the Stafford Town Board approves New York Youth Recreation Program for 2010, the expense not to exceed **20,500.00**. **Motion** passed.

HIGHWAY EMPLOYEES LABORER

<u>2009 rates</u>	<u>2010 RATES</u>
1. \$10.50 Laborer	<u>\$10.75</u>
2. \$10.50 Wingman	<u>\$10.50</u>
3. \$14.50 Part Time M.E.O.	<u>\$14.50</u>

Full Time permanent M.E.O. – See Collective Bargaining Agreement Between the Town of Stafford and Teamsters Local 264 affiliated with International Brotherhood of Teamsters (January 1, 2009 to December 31, 2011).

Motion made by Councilman Pacer, sec. by Councilman Mullen to accept the above Highway wage scale.

ROLL CALL VOTE

Councilman Pacer -Yes
Councilman Vicary -Yes
Councilman Panek - Yes
Councilman Mullen -Yes
Supervisor Clement -Yes

Motion _ passed.

Motion made by Councilman Vicary, sec. by Councilman Panek to close the Organizational Meeting at 9:43 P.M. **Motion** Carried.

January 11, 2010

Approved at the 02/08/2010 Town Board meeting

Walt Kershenski
Town Clerk