

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York with Supervisor Webb A. Stevens presiding and the following Board Members present: Councilor Jeff Ireland, Councilor Merrill Clark, Councilor Rick Fesko and Councilor Ken Lieberman.

The following Town Officers were present: Deputy Town Clerk Kim Read, Highway Superintendent Carl Wiers, Accountant Thomas Chartrand, and Code Enforcement Officer Kim Fairchild. Supervisor Stevens called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

HIGHWAY SUPERINTENDENT'S REPORT

Superintendent Carl Wiers stated that all of the equipment has been holding up well. Earth Day will be held on April 29-30. Due to lack of participation in the past years Councilor Ireland made a motion not to authorize use of Town equipment, seconded by Councilor Ken Lieberman. Carried 5-0.

MINUTES

A motion to accept the minutes of February 5, 2011 and February 10, 2011 meetings as submitted was made by Councilor Ireland, seconded by Councilor Clark. Carried 5-0.

RESOLUTION 7-2011

Audit of Claims

On a motion made by Councilor Ken Lieberman, seconded by Councilor Ireland the following resolution PASSED AYES-5 Stevens, Fesko, Clark, Ireland, Lieberman

NAYS-0

Resolved to approve payment of the GENERAL FUND and HIGHWAY FUND bills on Abstract #3 (Audited abstract total to be included in the April 2011 minutes).

RESOLUTION 8 A-2011

WATER DISTRICT

On a motion made by Councilor Lieberman, seconded by Councilor Fesko the following resolution was PASSED

AYES- 5 Stevens, Fesko, Clark, Ireland, Lieberman
NAYS-0

Resolved to pay \$172,722.80 to the EFC due April 10, 2011.

RESOLUTION 8B-2011

On a motion made by Councilor Lieberman, seconded by Councilor Fesko the following resolution was PASSED

AYES-5 Stevens, Fesko, Clark, Ireland, Lieberman
NAYES-0

Resolved to pay hydrant fee's for the Town's of Marcellus and Otisco.

TOWN SUPERVISOR'S REPORT MONTHLY REPORT

Town Supervisor's Monthly report and Statement of Receipts and Payments for February 2011 was read by Accountant Thomas Chartrand. A motion to accept February 2011 Town Supervisor's Monthly Report and Statements as presented was made by Councilor Lieberman, seconded by Councilor Ireland. Carried 5-0.

BANK RECONCILIATION STATEMENT

Councilor Fesko made a motion to accept the bank reconciliation statement, seconded by Councilor Lieberman. Carried 5-0.

YEAR END REPORT

Account Thomas Chartrand filed the annual New York State Year End Report for the Town of Spafford. Councilor Lieberman made a motion to accept the report and to publish the notice in the Skaneateles Press, seconded by Councilor Ireland. Carried 5-0.

RESOLUTION 9-2011

On a motion made by Councilor Lieberman, seconded by Councilor Clark the following resolution was PASSED AYES-5 Stevens, Fesko, Clark, Ireland, Lieberman

NAYS-0

Resolved to accept the Standard Work Day and Reporting and file with the State of New York.

RESOLUTION 9-2011
STANDARD WORK DAY AND REPORTING

BE IT RESOLVED that the Town of Spafford hereby establishes the following as standard work day for elected and appointed officials and 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 these officials to the clerk of this body:

Title	Name	Social Security Number Last 4 Digits	Registration Number	Standard Work Day Hours/Day	Term Begins/Ends	Participates in Employer's Time Keeping System Y/N	Days/Month Based on Record of Activities	Tier 1
ELECTED OFFICIALS								
Town Clerk	Lisa M. Valletta	0487	3869208-3	6	1/1/08 - 12/31/13	N	11.5	
Tax Collector	Ann M. Warner	9435	5004513-7	6	1/1/10 - 12/31/11	N	10.22	
Highway Superintendent	Carl F. Wiers	8439	3384391-3	8	1/1/10 - 12/31/11	N	29	
APPOINTED OFFICIALS								
Assessor	Kim Stone-Gridley	4011	3581185-0	6	12/1/07 - 9/30/13	N	10.67	

TOWN CLERK'S REPORT

Town Clerk's Report and Statements of Receipts and Payments from February 2011 were read.

A motion to accept the Report as presented was made by Councilor Lieberman, seconded by Councilor Fesko. Carried 5-0.

CODE ENFORCEMENT REPORT

- Five building permits
- ZBA approval for an amended Special Permit for an addition to a dog kennel. (Jalaine Delcorps/Frank Ireland)
- Two subdivisions

Councilor Lieberman made a motion to accept the Code Enforcement Report, seconded by Councilor Ireland. Carried 5-0.

MOWING BIDS

Four mowing bids were submitted to the Town. The bids were opened and read as follows:

- | | |
|--|-------------|
| ➤ Lake Effect Property Services (Mike Drake) | \$4,000.00 |
| ➤ Chris Adams | \$4,700.00 |
| ➤ R&L Mowing and Clean-ups | \$4,500.00 |
| ➤ Shane Keep | \$18,350.00 |

A decision to accept a bid was put on hold by the Board until they could meet with the two lowest bidders.

CONSTRUCTION BIDS FOR THE OFFICES OF ASSESSOR AND TAX COLLECTOR

Supervisor Webb Stevens recused himself due to being related to one of the bidders. The meeting was turned over to Deputy Supervisor Lieberman.

Three bids were submitted to the Town. The bids were opened and read as follows:

- | | |
|-----------------|------------|
| ➤ Mark Taylor | \$8,325.00 |
| ➤ Robert Norton | \$8,950.00 |
| ➤ Jim Tracy | \$8,995.50 |

Councilor Ireland stated that the project was not necessary and he did not want to spend the money on the construction. Supervisor Stevens stated that the new wall and doors would be added security for the Court.

Councilor Fesko made a motion to accept the lowest bid from Mark Taylor at \$8,325.00, seconded by Councilor Lieberman.

AYES-2 Fesko, Lieberman
NAYS-2 Clark, Ireland

Motion failed.

Deputy Lieberman turned the meeting over to Supervisor Stevens.

RESOLUTION 10-2011: PROCUREMENT POLICY

Councilor Clark made a motion to include internet purchasing in Procurement Procedures, seconded by Councilor Lieberman. Carried 5-0.

**RESOLUTION OF THE
TOWN OF SPAFFORD TOWN BOARD**

ADOPTION OF TOWN 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, Section 103 or any other law; and

WHEREAS, those officers of the Town involved with procurement efforts have been approached and have provided comments concerning procurement efforts by the Town; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1) The Town of Spafford does hereby adopt the following procurement policies and procedures:

Policy 1

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 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.

Policy 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 the competitive bidding requirements set forth in GML Section 103.

Policy 3

- a) All estimated purchases of less than \$20,000 but greater than \$3,000 require a written request for a proposal (“RFP”) and written/fax quotes from not less than 3 vendors.
- b) All estimated purchases of less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from not less than 2 vendors.
- c) All estimated purchases of less than \$500 are left to the discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.
- d) All estimated public works contracts of less than \$35,000 but greater than \$10,000 require a written RFP and corresponding proposal from not less than 3 contractors.
- e) All estimated public works contracts of less than \$10,000 but greater than \$3,000 require a written RFP and corresponding proposal from not less than 2 contractors.
- f) All estimated public works contracts of less than \$3,000 are left to the discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

Policy 4

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 or verbal quotations have been requested and the written or verbal quotations offered.

All actions taken in connection with any method of procurement shall be documented and 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.

Policy 5

The lowest responsible proposal or quotation shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification setting forth the reasons why it is in the best interest of the Town and its taxpayers to award the purchase or contract to other than the lowest responsible bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Policy 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.

Policy 7

The Purchaser shall attach a voucher with a signed and dated Claimant's Certification to the Town Board for audit purposes and payment upon receipt of any and all goods or services.

Policy 8

The following individuals shall be responsible for and have the authority to make purchases on behalf of the Town of Spafford:

Webb Stevens, Supervisor; and

Carl Weirs, Highway Department Superintendent

Policy 9

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 disabled;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased under State Contract; and
- i) Goods purchased under County Contract.

Policy 10

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

- 2) This Resolution shall take effect immediately.

I, KIMBERLY READ, Deputy Town Clerk of the Town of Spafford, DO

HEREBY CERTIFY that the preceding Resolution was duly adopted by the Town Board of the

Town of Spafford at a regular meeting of the Board duly called and held on the 10th day of March, 2011; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I HEREBY CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Spafford, this day of March, 2011.

DATED: _____, 2011
Skaneateles, New York

KIMBERLY READ
Deputy Town Clerk of the Town of
Spafford
Onondaga County, New York

GRAVE OPENINGS

Supervisor Stevens asked the Board to consider using the Town Highway Department to open graves for burials. Superintendent Wiers stated that the highway should not be expected to open the graves and suggested that the owner of the graves hire a contractor to do the openings.

VETERAN'S PARK

Superintendent Wiers Spoke with a salesman from Hanson Aggregates regarding removal of stones from the quarry for the Honor Roll Plaques. The weather has held up the removal, awaiting the snow melt to get to stones.

RESOLUTION 11-2011: ZONING AMENDMENT CHANGES

Changes to the zoning regulation were submitted. Councilor Lieberman made a motion to hold a public hearing for April 14, 2011, seconded by Councilor Clark. Carried 5-0.

RANJINI GOVENDER AND NEIGHBORS

Ranjini Govender, Tom Geiss and Rick Shibel approached the Board with concerns regarding creek bed erosion between the properties located at 2443 and 2441 East Lake Road. The property owners feel that run-off from Collard Road is the cause of the erosion and the Town should be liable. A proposed solution, with pictures, was submitted and were reviewed by Town Board. The property owners expressed their concerns to the Board. Supervisor Stevens stated that the Board will hold a meeting and then respond back to the property owners.

PROPERTY OWNER WITH FIRE HYDRANT

Linda Lenhart, owning property at 2529 Route 174, asked the Board who was responsible for digging out snow from the fire hydrants. Supervisor Stevens said that the home owners are responsible. Ms. Lenhart also requested that her fire hydrant be moved. Supervisor Stevens told her that the Town turned over ownership and maintenance to the Onondaga County Water Authority and that she should contact them.

FLOWER BOXES AND FLOWERS

A motion was made by Councilor Ireland, seconded by Councilor Lieberman to purchase flower boxes, flowers and soil for the Town Hall. Carried 5-0.

A motion was made by Councilor Lieberman, seconded by Councilor Ireland to adjourn the meeting. Carried 5-0.

Meeting adjourned at 8:20 p.m.

Respectfully submitted by,

Kim Read
Deputy Town Clerk
Town of Spafford

Next meeting to be held
April 14, 2011 @7:00 p.m.

@Spafford Town Hall