

REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 5, 2015
www.townofmounthope.org

The reorganization meeting of the Town Board of the Town of Mount Hope was held at Town Hall on January 5, 2015 at 7:30pm with the following present: Supervisor Chad Volpe, Councilman Matthew Howell, Councilman Gary Ketcham, Councilwoman Janet Sutherland, Councilman Dominick Cambareri and Town Clerk Kathleen Myers.

OFFICIALS PRESENT: Highway Supt. D. Hassenmayer, Lt. P. Freeman, Town Attorney D. Bavoso.

The meeting was called to order by Supervisor Volpe following the Pledge of Allegiance at 7:30pm. He wished everyone a Happy New Year and asked for all to silence their cell phones.

RESOLUTION TO APPROVE PRIOR MEETING MINUTES:

MOTION offered by Councilwoman Sutherland seconded by Councilman Ketcham to approve the minutes from Dec. 29, 2014 as printed. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

CORRESPONDENCE:

1. 2015 Appointment List
2. 2015 Procurement Policy
3. 2015 Investment Policy
4. Letter from J. DeWinter re: requesting to be re-appointed
5. Municipal Shelter report from NYS Ag & Mkts re: inspection 12-22-2014 - satisfactory
6. Building Inspectors report 12-2014
7. End of year budget modifications
8. Assoc. of Towns delegate designation form
9. Copy of DWI contract resolution
10. Mount Hope Fire report through 1-5-2015
11. Letter from Walden Humane Society re: contract changes & request for \$500
12. Public hearing notice from OC re: amendments to comprehensive plan 1-21 @ 5pm
13. Official undertaking resolution

COMMITTEE REPORTS:

POLICE DEPARTMENT:

No report.

HIGHWAY DEPARTMENT:

No report.

PLANNING BOARD:

No report.

HIDDEN VALLEY:

No report.

MOUNT HOPE FIRE COMPANY:

Report was read by Chief Doty. All officers stayed the same at their last election. 2 new FF going through FFI starting 1/8. Kevin See left for Air Force – he will be missed. Supervisor asked how long the training is. Chief Doty stated 119 hours for FFI. Town Clerk has report on file.

VILLAGE OF OTISVILLE:

No report.

RESOLUTION TO ENTER INTO EXECUTIVE SESSION:

MOTION offered by Councilwoman Sutherland seconded by Councilman Ketcham to enter into executive session at 7:35pm to discuss a highway personnel issue and another personnel issue. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 5, 2015
www.townofmounthope.org

RESOLUTION TO RECONVENE REGULAR SESSION:

MOTION offered by Councilman Howell seconded by Councilman Ketcham to reconvene the regular session from executive session at 7:52pm. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO ACCEPT THE 2015 PROCUREMENT POLICY:

MOTION made by Councilman Cambareri seconded by Councilman Howell to approve the 2015 Procurement Policy as presented (see attached). All in favor – Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO APPROVE THE 2015 INVESTMENT POLICY:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to approve the 2015 Investment Policy as presented (see attached). All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS:

MOTION offered by Councilman Cambareri seconded by Councilman Ketcham to approve the Official Undertaking of Municipal Officers as presented (see attached). All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO ACCEPT THE 2015 APPOINTMENT LIST:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to approve the 2015 Appointment List as read by Town Clerk; exception from list is Building Inspector. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

WALDEN HUMANE SOCIETY:

Supervisor Volpe stated that in December it was approved that the Walden Humane Society and Middletown Humane Society contracts were approved. One advantage was neither charged to bring an animal there. However, with letter that Kathleen received, things have changed. Walden is requesting \$500 whether or not an animal is brought there. At this time, I would like to not use Walden Humane Society and use Middletown Humane Society until Dr. Roeder is up and running.

RESOLUTION TO REMOVE WALDEN HUMANE SOCIETY:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to remove Walden Humane Society from the list. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO ACCEPT YEAR END BUDGET MODIFICATIONS:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to accept the year end budget modifications as written. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO AUTHORIZE THE POLICE CHIEF TO SIGN THE DWI CONTACTS WITH THE COUNTY OF ORANGE:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to authorize the Police Chief to sign the 2015 STOP DWI contracts with the County of Orange. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO AUDIT THE CLAIMS:

MOTION offered by Councilman Ketcham seconded by Councilman Howell to approve the following bills:

GENERAL A	#1-11	\$38,132.81
GENERAL B	#1-2	\$ 2,036.81
HIGHWAY	#1-2	\$24,301.33
SEWER	#1-3	\$ 5,124.25.

All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 5, 2015
www.townofmounthope.org

COMMITTEE LIAISONS:

Supervisor Volpe read the council appointments for committee liaisons for this year as follows:

Councilman Cambareri: Liaison for all fire companies, buildings, library, Building Department, Otisville Fair & Cornell.

Councilman Ketcham: Liaison for Hidden Valley Sewer, Village Board, Planning Board, Otisville Fair, Cornell.

Councilwoman Sutherland: Liaison for old school, summer recreation program, Little League, Otisville Fair & Cornell.

Councilman Howell: Liaison for ZBA, Summer Recreation, Parks Committee, Otisville Fair & Cornell.

PUBLIC PARTICIPATION:

C. Furman: 7 lot subdivision mentioned in last minutes. Councilman Howell: Pine Grove Road on the New Vernon Road side across from Star Track Horse Farms. C. Furman: who is developer? Councilman Howell: Lokam Realty. C. Furman: asked if there was FEMA money from Hurricane Sandy & Irene? Supervisor Volpe: there was money to the town; I don't want to tell you from the wrong storm. The town put in for quite a bit of money in different projects and received a settlement lump sum that incorporated the school gym floor; I don't know if it was \$ for \$ estimate as to what it would have cost. There were other things throughout the town that was put in for but the town got a lump sum. I'd like to say it was around \$63,000. C. Furman: would like to FOIL that to see if it was broken down to see where it went or if any of it is left. Supervisor Volpe: the other things involved were storm drains that would have been funneled to highway as they didn't wait to do repairs to get their money. I will look into it.

BOARD COMMENTS:

Councilman Cambareri: The engineering firm has been in the old school 5x doing surveys so far and they are making progress. He asked the Supervisor if he wanted to elaborate on budget modifications from last year. Supervisor Volpe: There will probably be one more round as bills still come in from 2014. It's been a positive year & I think our town is in great shape moving into 2015.

RESOLUTION FOR ADJOURNMENT:

MOTION offered by Councilman Howell seconded by Councilman Ketcham to adjourn the meeting at 8:05pm. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

The next meeting is scheduled for January 20, 2014 at 7:30pm.

Respectfully submitted,

Kathleen A. Myers
Town Clerk

TOWN OF MOUNT HOPE
2015 PROCUREMENT POLICY

WHEREAS, comments have been solicited from those officers of the Town involved with Procurement; NOW

THEREFORE, BE IT RESOLVED, That the Town of Mount Hope 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 General Municipal Law 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 purchasers 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 General Municipal Law 103.

GUIDELINE 3. All estimated purchases of:

- *Less than \$10,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax/email quotes from 3 vendors.
- *Less than \$5,000 but greater than \$2,500 require an oral request for the goods and oral/fax/email quotes from 2 vendors.
- *Less than \$2,500 but greater than \$250 are left to the discretion of the purchaser.

All estimated public works contracts of:

- *Less than \$20,000 but greater than \$10,000 require a written RFP and RFP and fax/email/proposals from 3 contractors.
- *Less than \$10,000 but greater than \$3,000 require a written RFP and fax/email/proposals from 2 contractors.
- *Less than \$3,000 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 vendors from who written/fax/oral/email quotes have been requested and the written/fax/oral/email quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentations supporting the subsequent purchase of 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, 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 auctions;
- h. Goods purchased for less than \$250;
- i. Public works contracts for less than \$500.

GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its reorganizational meeting or as soon thereafter as is reasonably practicable.

Adopted by the Town Board
Town of Mount Hope
January 5, 2015

TOWN OF MOUNT HOPE
2015 INVESTMENT POLICY

Motion by Councilmember Cambareri

The Town Supervisor is designated to make all investment transactions for the Town. The Town of Mount Hope investment policies are governed by the statutes of the State of New York, however, the Town must have a stated and approved investment policy. The Town funds are deposited in F.D.I.C. insured banks located within the State. The Town uses demand accounts and may use Certificates of Deposit. Collateral is required for all funds on deposit not covered by Federal deposit insurance. Obligations that are pledged as collateral shall be obligations of the U.S., its agencies, New York State, its municipalities and school districts. The collateral should be placed in a third party bank and the third party bank is to give the Town notification of possession, the depositories for the Town investments shall be First National Bank of Jeffersonville, Hometown Bank of the Hudson Valley, Orange County Trust Company. The investment policy of the Town shall be in accordance with the statutes of New York State and be periodically reviewed and revised as necessary to reflect changes in available investment opportunities and market conditions. Investment records and controls should be within the guidelines of policies and procedures set forth by the Office of the State Comptroller.

Seconded by Councilmember Howell

		AYE	NAY
Supervisor	Chad Volpe	X	
Councilman	Matthew Howell	X	
Councilman	Gary Ketcham	X	
Councilwoman	Janet Sutherland	X	
Councilman	Dominick Cambareri	X	

Resolution – Official Undertaking of Municipal Officers

Motion was offered by Councilman Cambareri, seconded by Councilman Ketcham, to adopt the following resolution approving the form of official undertaking of municipal officers of the Town, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Town's insurance company surety:

RESOLVED, that the Town Board of the Town of Mount Hope, Orange County, New York, herein and hereby approves the below form of official undertaking of municipal officers of the Town as well as the manner of execution and sufficiency of the Town's insurance company as surety under same:

TOWN OF MOUNT HOPE, ORANGE COUNTY, NEW YORK
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Chad Volpe, of the Town of Mount Hope, County of Orange, New York, has been elected to the office of Town Supervisor of the Town of Mount Hope; and

WHEREAS, Kathleen Myers, of the Town of Mount Hope, County of Orange, New York, has been elected to the office of Town Clerk of the Town of Mount Hope; and

WHEREAS, Linda Zgroddek, of the Town of Mount Hope, County of Orange, New York, has been elected to the office of Tax Collector of the Town of Mount Hope; and

WHEREAS, Joe Hosking and John Goldsmith, of the Town of Mount Hope, County of Orange, New York, have been elected to the offices of Town Justice of the Town of Mount Hope; and

WHEREAS, Dean Hassenmayer, of the Town of Mount Hope, County of Orange, New York, has been elected to the office of Superintendent of Highways of the Town of Mount Hope; and

NOW THEREFORE, we as respective officers above, do hereby undertake with the Town of Mount Hope that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

The Town does and shall maintain insurance coverage, presently with Travelers Insurance Company in the sum of \$100,000 per occurrence plus an additional \$1,600,000 in coverage for the Tax Collector, to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

TOWN OF MOUNT HOPE

2015 APPOINTMENT LIST

DEPUTY SUPERVISOR – Dominick Cambareri
COURT CLERKS – Lisa Bacigalupo, Francine Heppes
ACCOUNTANT – Kelli Walsh
BOOKKEEPER – Angela Cangialosi
ASSESSMENT REVIEW BOARD CLERK – Laura Sedita
DEPUTY TOWN CLERK – Amy Hassenmayer
REGISTRAR OF VITAL STATISTICS – Kathleen Myers
DEPUTY REGISTRAR OF VITAL STATISTICS – Amy Hassenmayer
TOWN ATTORNEY – David Bavoso (Bavoso & Plotsky)
BOND ATTORNEY - Orrick, Herrington & Sutcliffe, LLP (Doug Goodfriend)
SPECIAL PROSECUTOR (for conflict cases) - Scott Russell
TOWN ENGINEER – Clark Patterson & Assoc. Eng. P.C. (Environmental) & KC Engineering & Land Surveying (Town)
POLICE CHIEF – Paul Rickard
CIVIL DEFENSE OFFICER – Paul Rickard
POLICE CLERK – Sherri Clarke
P/T ASST. CLERK – Carol Dolan
DOG CONTROL OFFICER – Thomas Yonskie
DEPUTY HIGHWAY SUPT. – Julie Musial
HIGHWAY CLERK – Julie Musial
**BUILDING INSPECTOR – Peter Ackerson
CODE ENFORCEMENT OFFICER – Albert Dodd
FIRE INSPECTOR – Albert Dodd
CLERK – Angela Cangialosi
PLANNING BOARD MEMBER – (Garry Boyce term to expire 1-2022)
PLANNING BOARD CLERK – Linda Franck
ASST. CLERK – Angela Cangialosi
PLANNING BOARD ENGINEER – KC Engineering & Land Surveying
PLANNING BOARD ATTORNEY – David Bavoso (Bavoso & Plotsky)
ZONING BOARD ATTORNEY – David Bavoso (Bavoso & Plotsky)
HIDDEN VALLEY PLANT OPERATOR – Michael Brock
ASST. PLANT OPERATOR – David Brock
BUDGET OFFICER – Chad Volpe
HISTORIANS – Anita Goldsmith & Nancy Craig
ZONING BOARD OF APPEALS MEMBER – Adam McCarey (term expires 1-2020)

DESIGNATED BANKS – Hometown Bank of the Hudson Valley, Orange County Trust, First National Bank of Jeffersonville
POSTAGE & UTILITIES PAID PRIOR TO AUDIT
MEETING NIGHTS – 1st AND 3rd Monday Nights unless otherwise approved by Town Board & except as follows: Meetings for Jan. will be 5th & 20th, Feb. will be 2nd & 17th, Sept. will be 8th & 21st, Nov. will be 5th & 16th and Dec. will be 7th & 28th.

DESIGNATED NEWSPAPER – Times Herald Record
PROCUREMENT POLICY – Reviewed with no changes
INVESTMENT POLICY – Reviewed with no changes
DELEGATE/ASSOC. OF TOWNS MTG. – Delegate – Chad Volpe / (alternate – Dominick Cambareri)
MILEAGE - .57½ cents per mile/rate established by the I.R.S. to be examined quarterly

**Current appointee to be held over until interview is complete and final determination is made by Town Board

2014 Year End Budget Modifications

General A

From Account	To Account	Amount
1010.4	1420.4	\$1,000.00
1110.1	1420.4	\$7339.00
1110.1	Cap. Res.Gen A	\$1,036.00
1110.4	1620.4	\$9,706.00
1220.2	1620.4	\$50.00
1220.4	1620.4	\$1,569.87
1330.4	1620.4	\$1,427.11
1355.1	1620.4	\$2,206.90
1355.1	Cap. Res. Reval	\$3,977.20
1355.4	Cap. Res. Reval	\$12,897.00
1410.1	Cap. Res. Gen A	\$1,095.00
1410.2	Cap. Res. Gen A	\$500.00
1410.4	1420.4	\$62.00
1450.4	Cap. Res. Gen A	\$2,705.00
1610.4	6510.4	\$55.40
1620.1	1440.4	\$6,120.00
1620.1	1650.4	\$1,086.00
1620.1	1420.4	\$1,121.00
1620.2	1420.4	\$1,000.00
1640.4	5010.1	\$4,106.45
1110.1	9040.8	\$1,303.00
1910.4	1420.4	\$100.00
1910.4	9040.8	\$751.00
1910.4	1620.4	\$6,000.00
1990.4	1620.4	\$3,000.00
1910.4	Cap. Res. Gen A	\$10,413.56
1930.4	Cap. Res. Gen A	\$10,000.00
1990.4	Cap. Res. Gen A	\$41,480.08
3010.1	Cap. Res. Gen A	\$2,678.00
3120.1	Cap. Res. Police	\$35,968.00
3120.1	3120.2	\$687.00

General A Continued

Page 2

From Account	To Account	Amount
3120.4	Cap. Res. Police	\$10,107.00
3310.4	Cap. Res. Gen A	\$5,606.84
3510.1	Cap. Res. Gen A	\$108.37
3510.2	Cap. Res. Gen A	\$1,000.00
3510.4	Cap. Res. Gen A	\$3,145.89
5010.2	Cap. Res. Gen A	\$1,311.00
5010.4	Cap. Res. Gen A	\$1,192.36
5132.2	Cap. Res. Gen A	\$249.60
5132.4	Cap. Res. Gen A	\$4,534.00
6772.4	Cap. Res. Gen A	\$1,605.69
7140.1	Cap. Res. Gen A	\$7,844.30
7140.2	Cap. Res. Gen A	\$12,000.00
7140.4	Cap. Res. Gen A	\$5,801.32
7410.4	Cap. Res. Gen A	\$9,500.00
7510.4	Cap. Res. Gen A	\$400.00
7550.4	Cap. Res. Gen A	\$2,403.88
8745.4	Cap. Res. Gen A	\$4,992.81
9010.8	Cap. Res. Gen A	\$15,015.24
9015.8	Cap. Res. Gen A	\$20,777.00
9030.8	Cap. Res. Gen A	\$9,414.00
9060.8	Cap. Res. Gen A	\$15,187.00

General B

From Account	To Account	Amount
1910.4	Cap. Res. Gen B	\$1,851.81
1990.4	Cap. Res. Gen B	\$10,000.00
3620.1	Cap. Res. Gen B	\$3,184.00
3620.2	3620.4	\$360.05
4540.4	Cap. Res. Gen B	\$30,000.00
7310.4	Cap. Res. Gen B	\$4,836.00
8010.4	Cap. Res. Gen B	\$2,398.10
8020.1	Cap. Res. Gen B	\$7,076.00

General B Continued

Page 3

From Account	To Account	Amount
8020.2	Cap. Res. Gen B	\$10.02
8020.4	Cap. Res. Gen B	\$24,775.47
8160.1	Cap. Res. Gen B	\$670.04
8160.4	Cap. Res. Gen B	\$841.84
9010.8	Cap. Res. Gen B	\$1,360.64
9030.8	Cap. Res. Gen B	\$5,952.00
9040.8	Cap. Res. Gen B	\$99.08
9901.9	Cap. Res. Gen B	\$210,000.00

Highway Town Wide

From Account	To Account	Amount
9010.4	Cap. Res. Bridges	\$2,205.00
5120.1	Cap. Res. Bridges	\$8,683.00
5120.4	Cap. Res. Bridges	\$4,000.00
9010.8	Cap. Res. Bridges	\$1,617.00
9030.8	Cap. Res. Bridges	\$848.00
9040.8	Cap. Res. Bridges	\$1,113.00
9060.8	Cap. Res. Bridges	\$2,509.00

Highway Outside Village

From Account	To Account	Amount
1910.4	Cap. Res. Highway	\$4,057.81
5110.1	Cap. Res. Highway	\$615.01
5110.4	Cap. Res. Highway	\$14,329.00
5112.2	Cap. Res. Highway	\$29.54
5130.2	Cap. Res. Highway	\$75,000.00
5130.4	Cap. Res. Highway	\$5,179.08

Highway Outside Village Continued

Page 4

From Account	To Account	Amount
5140.1	Cap. Res. Highway	\$15,467.68
5142.1	Cap. Res. Highway	\$31,421.00
5142.2	Cap. Res. Highway	\$35,000.00
5142.4	Cap. Res. Highway	\$3,999.74
9010.8	Cap. Res. Highway	\$2,660.12
9030.8	Cap. Res. Highway	\$8,520.00
9040.8	Cap. Res. Highway	\$4,586.76
9040.8	9050.8	\$208.44
9060.8	Cap. Res. Highway	\$46,016.00