

ORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 11, 2010

The **organization meeting** of the Town Board of the Town of Mount Hope was held at Town Hall on **January 11, 2010** at 7:30pm with the following present: Supervisor William Novak, Councilman Michael Bell, Councilman Greg Stiles, Councilwoman Kathy Russo, Councilman Ed Fairweather and Town Clerk Kathleen Myers.

OTHERS PRESENT: D. Hassenmayer/Highway Supt., OIC Mann, T. Gilmore, D. Loeven, B. Rebman, I. Stiles, Zachary Kelson/Attorney, L. Fairweather, S. Coppola, T. Damiani.

The meeting was called to order by Supervisor Novak following the Pledge of Allegiance at 7:30pm.

ACCEPTANCE OF PRIOR MEETING MINUTES:

Mr. Novak explained that the minutes are not yet prepared due to the end of year budget modification figures not being completed yet.

CORRESPONDENCE:

1. Building Inspector's report 12-09
2. 2010 Appointment List
3. 2010 Procurement Policy
4. 2010 Salary Schedule
5. Police Dept. report 12-09
6. 2010 Investment Policy
7. Letter from Mr. Kelson re: Verizon
8. Planning Dept. meeting minutes 12-21-2009
9. Corres. From Association of Towns
11. Proposal from Code Red.

COMMITTEE REPORTS:

HIGHWAY DEPARTMENT by Mr. Hassenmayer:

Mr. Hassenmayer reported that they were plugging away with winter.

POLICE DEPARTMENT by OIC Mann:

No report.

PLANNING BOARD by Mr. Gilmore:

Mr. Gilmore stated there is only one item on the agenda and the meeting will be on Tuesday because of the holiday.

VILLAGE OF OTISVILLE by Diane Loeven:

No report.

HIDDEN VALLEY by Mr. Stiles:

Mr. Stiles informed everyone that the plant was up and running but faltered again. He will be there again tomorrow with the equipment manager trying to figure out what happened and what to do to prevent it from happening again.

ORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 11, 2010

HIDDEN VALLEY CONTINUED: Mr. Damiani asked what the cost was? Mr. Stiles stated about \$41,000.00. Mr. Stiles stated that if someone screwed up we're not taking it sitting down. Mr. Stiles explained what happened to Mr. Damiani because he wasn't here at the last meeting. Right now we're trying to get it up and running and back in control. The DEC came in and took samples and we're trying to re-seed it. Chlorine kills only a certain type of bacteria. We'll have a meeting and let everyone know what's going on. We're looking at rainwater mix, flaw in the process, flaw in the workings, etc.. The DEC, Eustance & Horowitz, Enviro-Quip and Mike Brock will be there tomorrow to try to get it in order. Mr. Damiani stated it is too heavily chlorinated because you can smell it.

LIBRARY:

Mr. Bell reported that he went to the board meeting this morning and agreed we went to 200 cards. Once we get 200 cards they will kick out 25 more at a time. The attorney needs to re-do the contract and get it back to us. He is aware that people are calling Thrall Library, Port Jervis Library and Town Hall. As soon as he hears anything he will let everyone know. He will put it on the web-site. Mr. Stiles asked if there was a cut-off date. Mr. Bell stated the contract will run for one year from the date we sign it. The contract can be renewable. Mr. Kelson suggested that Mr. Bell ask the library if they get state or federal funding to help them run the library. Mr. Novak stated that he knows there is a concern over the 300 card cut-off but if we go over then we can get more. Mr. Stiles asked if it was one card per household. Mr. Bell stated it can be per individual.

At this time, Mr. Novak read the appointment list into the minutes.

2010 APPOINTMENT LIST:

MOTION by Mr. Fairweather seconded by Mr. Stiles to approve the 2010 Appointment List as presented (see attached). All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

2010 PROCUREMENT POLICY:

MOTION by Mr. Fairweather seconded by Mrs. Russo to approve the 2010 Procurement Policy as presented with a change to add: "email" to the list of approved notifications (see attached). All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

2010 INVESTMENT POLICY:

MOTION by Mr. Stiles seconded by Mrs. Russo to approve the 2010 Investment Policy as presented with no changes All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

2010 SALARY SCHEDULE:

Mr. Novak read into the record the 2010 Salary Schedule as previously approved at the 2010 Budget public hearing.

BUILDING DEPARTMENT CLASS:

Mr. Novak advised the board that the building inspectors requested to attend a 3 day seminar re: building green. The registration fee is \$300 or \$275 if paid by 1-25-10. The class is in Nyack, New York, on May 4, 5, and 6.

ORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 11, 2010

BUILDING DEPARTMENT CLASS APPROVAL: Motion by Mr. Fairweather seconded by Mr. Bell to approve the request for the building inspectors attendance at the seminar May 4, 5, 6, 2010. All in favor – Bell, Stiles, Novak, Russo, Fairweather – Carried.

CODE RED:

Mr. Novak spoke about the system. It is an emergency phone system – like a reverse 911. All the town resident phone numbers can be put in. He was impressed. Mr. Hassenmayer added that it has many uses. It's amazing – from finding missing kids to road closings. Mr. Novak stated the proposal is about 49 and change. More towns have to get into it and the price gets cheaper. We don't need a decision tonight. He gave the information for everyone to read over. Any questions just call Bill. Mrs. Russo asked if the residents can opt out. Mr. Novak stated yes. Ms. Loeven asked if they capture cell phones. Mr. Novak stated yes. Mr. Kelson is concerned with privacy issues. Mr. Novak stated this would be great for Norman and even the prisons if there was a walk-a-way. Ms. Loeven asked if the village could be included. Mr. Novak said it is town wide.

AUDIT OF CLAIMS:

MOTION by Mr. Fairweather seconded by Mr. Bell to approve the following bills:

GENERAL A	#1-21	\$43,659.95
GENERAL B	#1-4	\$ 2,020.89
HIGHWAY	#1-8	\$10,641.13
SEWER	#1-3	\$ 4,836.79
WWT	#1-2	\$ 466.89.

All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

PUBLIC PARTICIPATION:

**Mr. Coppola inquired about who owns the Mill Pond Dam. Mr. Novak answered the City of Middletown.

BOARD COMMENTS:

**Mr. Stiles spoke re: proposed contract with Verizon. The Pierson family was negotiating with them for years. Money was actually paid to them. Things fell off for a while. He feels uncomfortable taking money from them. – if the contract started with Pierson it should end with them. Mr. Kelson will try to find out about this. Mr. Gilmore added that no application was made to the planning board for that. Per Mr. Kelson – Mr. Novak made it clear that Verizon came to the town not the town went to them.

**Mrs. Russo asked Mr. Kelson if there was anything legally we can do to advise everyone that Verizon will be coming to our next meeting. Mr. Kelson suggested the web-site.

ADJOURNMENT:

MOTION by Mr. Stiles seconded by Mrs. Russo to adjourn the meeting at 8:26pm. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

The next meeting is scheduled for January 25, 2010 at 7:30pm.

Respectfully submitted,


Kathleen A. Myers, Town Clerk

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.

TOWN OF MOUNT HOPE
2010 INVESTMENT POLICY

Motion by Councilman Stiles

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 Citizen Bank, Walden Federal Bank, Orange County Trust Company and Provident Bank. 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 Councilwoman Russo

	AYE	NAY
Supervisor William Novak	X	
Councilman Michael Bell	X	
Councilman Greg Stiles	X	
Councilwoman Kathy Russo	X	
Councilman Ed Fairweather	X	

2010 SALARY SCHEDULE

TOWN BOARD (Bell, Stiles, Russo, Fairweather) 4 @ \$5,507.00	\$22,028.00
TOWN SUPERVISOR (Novak)	\$17,000.00
BOOKKEEPER (Cangialosi – 20 hrs/wk. @ \$11.59/hr. @1040 hrs.)	\$12,054.00
BUDGET OFFICER (Novak)	\$ 2,000.00
TOWN CLERK (Myers)	\$36,294.00
DEPUTY CLERK (Hassenmayer \$11.52/hr @ 1040 hrs.)	\$12,054.00
ASSESSOR (D. Ketcham)	\$25,103.00
DATA COLLECTOR (Dodd, 12.28/hour @ 300 hours)	\$ 3,684.00
911 COORDINATOR (D. Ketcham)	\$ 2,813.00
CLERK @ 520 hrs. @ 11.59/hr.	\$ 6,027.00
TAX COLLECTOR (Ketcham)	\$ 6,671.00
JUSTICES (Goldsmith, Hosking) 2 @ \$14,089.00	\$28,178.00
COURT CLERK (Zgrodek – 780 hrs. @ \$15.45 hrs.)	\$12,051.00
ASST. COURT CLERK (260 hrs. @ \$9.50/hr.)	\$ 2,470.00
COURT OFFICER (260 hrs @ \$12.97/hr)	\$ 3,372.00
ATTORNEY \$150.00/hour (Zachary Kelson)	\$40,000.00
ELECTIONS: 16 Inspectors @ \$175.00/day (WILL BE BILLED BY BOARD OF ELECTIONS)	\$11,816.00
BUILDING CUSTODIANS (2 @ \$3,800.00)	\$ 7,600.00
ANIMAL CONTROL (Baker)	\$ 4,532.00
POLICE DEPARTMENT:	
OFFICER IN CHARGE – (Mann - \$25.67/hr. @ 1040 hrs)	\$26,697.00
LIEUTENANT – (Vellake - \$24.67/hr. @ 1040 hrs.)	\$25,657.00
SERGEANT – (McDonald - \$23.16/hr @ 1040 hrs.)	\$24,086.00
INV. SERGEANT - (Decker - \$23.63/hr @1040 hrs.)	\$24,575.00
CLERK – (Clarke 12.96/hr)	\$16,170.00
NEW OFFICERS - STARTING @ \$14.50/hr.	

2010 SALARY SCHEDULE – CONT.

HIDDEN VALLEY SEWER TREATMENT PLANT:

Brock	\$14,140.00
Cassel	\$ 5,785.00

HIGHWAY:

SUPERINTENDENT - Hassenmayer	\$55,702.00
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DEPUTY SUPT.	\$ 4,000.00
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CLERK – 1040 hrs. @ \$10.00/hr.	\$10,400.00
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HIGHWAY EMPLOYEES:

CONKLIN - \$22.58/hr.

CROMIE - \$22.58/hr.

FOX - \$22.51/hr.

BAKKER - \$22.40/hr.

VANLEUVAN - \$22.40/hr.

GEISS - \$22.40/hr.

JASHEMOWSKI – \$19.20/hr.

SEASONAL/SNOW REMOVAL - \$15.00/hr.

ENTRY LEVEL - \$15.00/hr.

BUILDING DEPARTMENT:

SAFETY INSPECTOR – Ackerson	\$20,846.00
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ASST. SAFETY & FIRE INSPECTOR – Dodd	\$18,030.00
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CLERK (520 hrs @ \$11.59/hr.)	\$ 6,027.00
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PUBLIC SAFETY ADMINISTRATOR – Hassenmayer	\$ 2,452.00
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PLAYGROUNDS – Hassenmayer	\$ 4,285.00
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ONE MAN (mowing) @ \$10.00/hr. for 6 months @ 1040 hrs.	\$10,400.00
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PLANNING BOARD CHAIRMAN – Gilmore	\$ 2,980.00
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CLERK – Franck – 520 hrs. @ \$12.12/hr.	\$ 6,302.00
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ASST. CLERK - 520 hrs. @ \$11.59/hr.	\$ 6,027.00
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CENTRAL GARAGE	\$ 4,000.00
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YOUTH RECREATION	\$14,000.00
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LITTLE LEAGUE	\$ 2,000.00
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