

REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 6, 2014
www.townofmounthope.org

The reorganization meeting of the Town Board of the Town of Mount Hope was held at Town Hall on January 6, 2014 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, Police Chief P. Rickard, Town Attorneys William Bavoso & David Bavoso, Tax Collector L. Zgrodek, Deputy Town Clerk Amy Hassenmayer.

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

RESOLUTION TO APPROVE PRIOR MEETING MINUTES:

MOTION offered by Councilwoman Sutherland seconded by Councilman Ketcham to approve the minutes from Dec. 30, 2013 as printed. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

CORRESPONDENCE:

1. 2014 Appointment List
2. 2014 Procurement Policy
3. 2014 Investment Policy
4. Letter from K. Yedziniak re: interest in filling any Planning Board vacancy
5. Letter from M. Taylor re: interest in filling any Planning Board vacancy
6. Building Inspectors report 12-2013
7. Planning Board monthly reports Nov. 2012 thru Nov. 2013
8. Assoc. of Towns delegate designation form
9. Letter from S. Russell, Attorney re: requesting re-appointment
10. Mount Hope Fire report
11. Resolution re: rescinding the parkland alienation resolution

COMMITTEE REPORTS:

POLICE DEPARTMENT:

No report.

HIGHWAY DEPARTMENT by Supt. Hassenmayer:

Supt. Hassenmayer asked who the delegate to his department would be. Supervisor Volpe stated it would be him. Supt. Hassenmayer informed the board that he has reviewed the 25 applications for the open position in his department and he would like for the Supervisor to sit in on the 2nd round of interviews. Supt. Hassenmayer reviewed with board the structural problem out back between the building inspector's office and the last garage bay. The building department has been notified. A temporary wooden lally column was put in. He would like for a couple of engineering firms to look at it. He knows Mr. Higby was here and looked at it. He requested that KC Engineering have an opportunity to do so. He spoke about the flashing and the roof leaking. He also advised the board that one of the trucks broke down in the last storm. It should be back working again tomorrow. Councilman Cambareri asked when the last time was that someone looked at the roof. Supt. Hassenmayer stated once in the last 17 years due to the ventilation system being put in. Councilman Cambareri asked how long ago. Supt. Hassenmayer stated that Probuild was called last year. They recommended strip tape. It has been over a year and it has held up well.

VILLAGE OF OTISVILLE:

No report.

HIDDEN VALLEY by Councilman Ketcham:

No report. Everything seems to be in working order.

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PLANNING BOARD:

No report.

MOUNT HOPE FIRE COMPANY:

Report was read by Chief Doty. Town Clerk has report on file.

At this time, Supervisor Volpe introduced David and William Bavoso as the new attorneys and asked them to read the 2014 Appointment List. Councilwoman Sutherland asked to go into executive session to discuss the appointment list.

RESOLUTION TO ENTER INTO EXECUTIVE SESSION:

MOTION offered by Councilwoman Sutherland seconded by Councilman Ketcham to enter into executive session at 7:39pm to discuss the appointment list for 2014. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO RECONVENE REGULAR SESSION:

MOTION offered by Councilman Ketcham seconded by Councilman Howell to reconvene the regular session from executive session at 7:59pm. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

Supervisor Volpe stated that Bavoso & Bavoso's appointment will be carried over until next meeting as he has not received a contract from them.

RESOLUTION TO ACCEPT THE 2014 APPOINTMENT LIST:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to approve the 2014 Appointment List as read by Attorney D. Bavoso (see attached); exceptions from list are Bavoso, Plotsky & Onofry until a contract is received and they are appointed at next meeting. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO SOLICIT KC ENGINEERING FOR BUILDING REPAIRS:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to allow Supt. Hassenmayer to solicit KC Engineering for the building repairs. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO CHANGE TOWN BOARD MEETING DATES:

MOTION offered by Councilman Cambareri seconded by Councilwoman Sutherland to change the Town Board monthly meeting dates from the 2nd and 4th Monday nights to the 1st & 3rd Monday nights, unless otherwise posted. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO CHANGE THE 2ND BOARD MEETING IN JANUARY:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to move the next Town Board meeting from the 20th of January to the 21st of January due to the Martin Luther King holiday. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO CHANGE THE PLANNING BOARD MEETING NIGHTS:

MOTION offered by Councilman Howell seconded by Councilman Cambareri to change the Planning Board monthly meeting nights from the 3rd Monday of the month to the 4th Monday of the month; unless otherwise posted. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

RESOLUTION TO SURPLUS OLD OFFICE EQUIPMENT FROM SUPERVISOR'S OFFICE AND DISPOSE:

MOTION offered by Councilman Howell seconded by Councilman Cambareri to surplus 4 file cabinets and a desk from the Supervisor's office and to dispose of same equipment. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

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RESOLUTION TO AUTHORIZE SUPERVISOR AND 2 COUNCILMEN TO ATTEND TRAINING:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to authorize Supervisor Volpe, Councilman Howell & Councilman Cambareri to attend Newly Elected training classes at the Association of Towns in Albany NY on January 15-17th. All in favor - Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

DEC COMPUTER SYSTEM:

Town Clerk advised the board that the old computer system for the DEC Hunting license program has been replaced and will be recycled in the bin in the highway yard. It is obsolete and the DEC does not want them back.

RESOLUTION TO RESCIND PRIOR RESOLUTION DATED 8-12-13 REGARDING PARKLAND ALIENATION:

MOTION offered by Councilman Cambareri seconded by Councilman Howell to rescind resolution from August 12, 2013 regarding alienation of parkland. (see complete resolution at end of these minutes) All in favor: Howell, Ketcham, Volpe, Cambareri; Opposed – Sutherland; carried.

RESOLUTION TO ACCEPT THE 2014 PROCUREMENT POLICY:

MOTION made by Councilman Ketcham seconded by Councilwoman Sutherland to approve the 2014 Procurement Policy as presented (see attached). All in favor –Howell, Ketcham, Volpe, Sutherland, Cambareri. Carried.

RESOLUTION TO APPROVE THE 2014 INVESTMENT POLICY:

MOTION offered by Councilwoman Sutherland seconded by Councilman Howell to approve the 2014 Investment Policy as presented with changes (see attached). All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri. Carried.

RESOLUTION TO AUDIT THE CLAIMS:

MOTION offered by Councilwoman Sutherland seconded by Councilman Cambareri to approve the following bills:

GENERAL A	#1-15	\$36,676.35
GENERAL B	#1-2	\$ 1,712.78
HIGHWAY	#1	\$13,181.61
SEWER	#1-2	\$ 2,836.14
MHFC	#1	\$ 27,500.00.

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

PUBLIC PARTICIPATION:

M. Maurizio: Thanked the board for rescinding resolution.

C. Wilson: asked the status of the petition for the old school. Supervisor Volpe stated it is out of our hands now. There will have to be a special election between 2 dates. Attorney W. Bavoso will check into this.

Audra: asked board to send letter to Town of Mamakating Town Board that we would like to act as an interested party with regard to the 7 Peaks development.

D. Cole: spoke about sending a letter from Mount Hope Town Board to Planning Board in Town of Mamakating that this board act as an interested party which allows any/all review materials to come to this board so we know what's going on in regards to the approval process. Mr. Bavoso will contact them and report to the board.

RESOLUTION TO AUTHORIZE ATTORNEY BAVOSO TO SEND LETTER TO TOWN OF MAMAKATING:

MOTION offered by Councilwoman Sutherland seconded by Councilman Cambareri to authorize Attorney Bavoso to send a letter to Town of Mamakating Planning Board to make the Town of Mount Hope an interested party and that we receive information. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri; carried.

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PUBLIC PARTICIPATION CONTINUED:

Mr. Bavoso will file a FOIL request and review the documents.

Audra: asked about voters voting on the referendum – did they have to vote in the last gubernatorial election or can they be people that recently registered. Mr. Bavoso stated petitioners had to be electors of the town once the referendum is done it can be anyone registered to vote.

M. McDonough: making sure someone stays on top of the timeframe for Board of Elections for the referendum. Mr. Bavoso will help the town board and the town clerk.

BOARD COMMENTS:

Supervisor Volpe read the **council appointments for committees** for this year as follows:

Councilman Ketcham: Liaison for Hidden Valley Sewer, Village Board and Planning Board.

Councilman Cambareri: Liaison for all 3 fire companies, town buildings and Building and Fire Inspectors.

Councilman Howell: Liaison for 4H, Animal control, and ZBA.

Councilwoman Sutherland: Liaison for old school, summer recreation program, Little League and 4H.

All board members will work on grants, personnel policy and Otisville Fair.

Supervisor Volpe will oversee all departments and issues.

RESOLUTION FOR ADJOURNMENT:

MOTION offered by Councilman Howell seconded by Councilman Ketcham to adjourn the meeting at 8:25pm. All in favor: Howell, Ketcham, Volpe, Sutherland, Cambareri. Carried.

The next meeting is scheduled for January 21, 2014 at 7:30pm.

Respectfully submitted,

Kathleen A. Myers
Town Clerk



Town Clerk's Office

KATHLEEN A. MYERS
Town Clerk

1706 ROUTE 211 WEST • OTISVILLE, NY 10963 • PHONE: (845) 386-1460 • FAX: (845) 386-1100

2014 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 – William Bavoso (Bavoso, Plotsky & Onofry)
**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
**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 – Wayne Howell (term to expire 1-2021)
PLANNING BOARD CLERK – Linda Franck
ASST. CLERK – Angela Cangialosi
PLANNING BOARD ENGINEER – DeWinter Engineering P.C.
*PLANNING BOARD ATTORNEY – William Bavoso (Bavoso, Plotsky & Onofry)
*ZONING BOARD ATTORNEY – William Bavoso (Bavoso, Plotsky & Onofry)
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 – Dan Golebiowski (term expires 1-2019)
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: Feb 3 & 18, Sept 2 & 15, Nov 6 & 17, Dec 9 & 29
DESIGNATED NEWSPAPER – Times Herald Record
PROCUREMENT POLICY – Reviewed with no changes
INVESTMENT POLICY – Reviewed with changes
DELEGATE /ASSOC. OF TOWNS MTG. – Delegate –Chad Volpe / (alternate – Dominick Cambareri)
MILEAGE - .56 ½ cents per mile/rate established by the I.R.S. to be examined quarterly

**Current appointee to be held over until interviews are completed and final determination is made by the Town Board

*To be appointed at next meeting after contract approval

RESOLUTION # OF 2014
OF THE TOWN BOARD, TOWN OF MOUNT HOPE
ORANGE COUNTY, NEW YORK

WHEREAS, the Town of Mount Hope is the owner of certain lands in the Town of Mount Hope which were dedicated for public use as parkland; and

WHEREAS, the previous Town Board of the Town of Mount Hope adopted a Resolution on August 12, 2013, in order to attempt to seek special legislation from the State of New York to allow the Town to sell or lease the property to the Fire Company; and

WHEREAS, the current Town Board of the Town of Mount Hope believes it is in the best interests of the Town of Mount Hope and its residents to keep and maintain the subject property as dedicated parkland for the use and enjoyment of the citizens and visitors to the Town of Mount Hope; and

WHEREAS, this Town Board of the Town of Mount Hope wishes to rescind the previous Resolution relating to the dedicated parkland that was adopted at the August 12, 2013 Town Board meeting.

NOW, THEREFORE, BE IT HEREIN RESOLVED THAT:

The Town Board of the Town of Mount Hope hereby rescinds the Town Board Resolution of August 12, 2013, relating to certain parkland located within the Town of Mount Hope.

The Town Board of Mount Hope, through its Supervisor, shall contact State Legislators to discontinue any action that may have been taken to remove the parkland dedication from the subject property.

A copy of the August 12, 2013 Town Board Resolution shall be attached hereto.

Date: January 6, 2014

Motion made by: Councilman Cambareri

Motion seconded by: Councilman Howell

Those in favor:

Councilman Howell

Councilman Cambareri

Councilman Ketcham

Supervisor Volpe

Opposed:

Councilwoman Sutherland

TOWN OF MOUNT HOPE

2014 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
March 9, 1992

TOWN OF MOUNT HOPE
2014 INVESTMENT POLICY

Motion by Councilmember Sutherland

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 Cambareri

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