

TOWN OF LEICESTER
REGULAR BOARD MEETING

TUESDAY, MARCH 15, 2016

7:00 P.M.

The Regular Meeting of the Leicester Town Board was held on Tuesday, March 15, 2016 at 7:00 p.m. at the Leicester Town Hall.

Present Dave Fanaro, Supervisor; Karen Roffe, Jerry Hull, Joni Santucci and Matt Durbin, Councilpeople; Mary Yasso, Clerk, Russ Page, Highway Superintendent and Jim Campbell, Attorney.

Others Ed Hauslauer, Renee Fanaro, Jim Kane and Wayne Baker.

The meeting was called to order and the Pledge to the Flag was led by Russ Page.

Minutes A motion was made by Karen Roffe and seconded by Joni Santucci to approve the minutes from the February 16, 2016 regular meeting and the March 8, 2016 work meeting. Motion Carried, Ayes 5, Noes 0.

Financial Report A motion was made by Joni Santucci and seconded by Jerry Hull to approve the monthly financial report. Motion Carried, Ayes 5, Noes 0.

Highway Superintendent

- Some snow and ice removal.
- Some sand was brought in, hauled in some salt and mixed.
- NYSEG subcontractor “Ironwood” assisted us taking some trees down on Covington Rd. just east of Cone Rd. Working on finishing that up and removing the stumps.
- Some shop work servicing, fabricating, cleaning and sorting.
- Cleaned a portion of ditch on Dunkley Rd.
- Cut the brush/tree line back on the East side of Mahoney St. for the Village.
- Made a pass cold patching potholes.
- Providing flaggers for Livingston County Highway on a portion of Federal Rd. in the Town of York.
- Sweeping hills, curves and intersections on the Streets and Roads.

- He attended the annual “Local Roads Matter, Grassroots Advocacy Campaign” in Albany last week.
- Working on the water “Emergency Plan”.

Brine Plant Update The Attorney received the abstracts today. The Attorney will do a title examination and get back to the Supervisor. A motion was made by Matt Durbin and seconded by Karen Roffe to hire Welch and O’Donauue to be the survey company at a cost not to exceed \$2,000. Motion Carried, Ayes 5, Noes 0.

Procurement Policy A motion was made by Karen Roffe and seconded by Jerry Hull to adopt the following Procurement Policy:

TOWN OF LEICESTER

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 §103 or any other law; and

WHEREAS, the Town Board of the Town of Leicester wishes to update and modify the procurement policies utilized by the Town for the acquisition of goods and services, so as to be in compliance with the requirements of GML §104-b and the amended requirements of GML §103; and

WHEREAS, it has been determined that adjustment to the bidding requirements and other procurement policies of the Town is necessary to reflect changes in the law and changes in the needs of the Town;

NOW, THEREFORE, be it

RESOLVED: That the Town of Leicester 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 officer, board, department head or other personnel with the requisite purchasing authority (hereinafter collectively referred to as Purchaser) shall estimate the

cumulative amount of the items or supplies or equipment needed in the given fiscal year. That estimate shall include a canvass of other departments and boards within the Town and boards or quasi-governmental boards or groups operating under the authority and review of the Town and the past history thereof to determine the likely yearly value of the commodity or service to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase procurement activity.

Guideline 2: All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML §103. However, purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law) may be awarded on the basis of best value, as defined in §163 of the New York State Finance Law, as provided for in Local Law # 1 of 2016, duly adopted by the Town Board of the Town of Leicester on January 19, 2016.

Guideline 3: All estimated purchases of goods totaling:

- Less than \$20,000 but greater than \$7,000 require a written request for a proposal (RFP) and written, fax or email quotes from three (3) vendors.
- Less than \$7,000 but greater than \$3,000 require an oral request for the goods and oral, fax or email quotes from two (2) vendors.
- Less than \$3,000 but greater than \$1,000 are left to the discretion of the Purchaser as to securing the quotes or bids.

All estimated: contracts for public works:

- Less than \$35,000 but greater than \$20,000 require a written RFP and written, fax or email proposals from three (3) contractors.
- Less than \$20,000 but greater than \$7,000 require a written RFP and written, fax or email proposals from two (2) contractors.
- Less than \$7,000 but greater than \$1,000, are left to the discretion of the Purchaser as to the securing of quotes or bids.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery, and/or the services to be rendered. The Purchaser shall compile a list of all vendors from whom written, fax, email or oral quotes have been requested and the written, fax, email or oral quotes offered.

All the 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 attempts made to obtain the proposals or quotations. 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 or services procured from correctional facilities;
- (f) Good or services procured from, through, or jointly with another governmental

agency, such as but not limited to cooperative purchases made in connection with another municipal government or entity, or a school district or services provided or obtained by or from another municipal government or entity or a school district.

- (g) Goods purchases at auction;
- (h) Goods purchased for less than \$1,000.00; and
- (I) Public works contracts for less than \$1,000.00.

Guideline 7: This policy shall be reviewed annually by the Town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Motion Carried, Ayes 5, Noes 0.

Aggregates for Salt Storage Building There were 3 quotes for aggregates for the salt storage building. A motion was made by Jerry Hull and seconded by Matt Durbin to buy the aggregates in the quantity needed not to exceed \$12 per ton delivered. Motion Carried, Ayes 5, Noes 0.

Town Hall Front Window There is \$2,000 in the court grant for the front window of the Town Hall. The Court Clerk has contacted 3 contractors and is waiting for a response.

Mowing for the Town It was decided to run an ad in the Mt. Morris Shopper and the Livingston County News advertising for bids for the mowing for the town.

Audit Bills A motion was made by Joni Santucci and seconded by Jerry Hull to pay the following bills as audited:

General Fund A	Claim #'s 64 – 83	
General Fund B	Claim # 7	\$ 7,338.57
Street Lighting	Claim # 3	\$ 553.15
Highway Fund DA	Claim #'s 28 – 42	
Highway Fund DB	Claim #'s 11 – 14	\$12,942.84
OLCWD Fund	Claim #'s 23 – 28	\$ 3,265.30

Motion Carried, Ayes 5, Noes 0.

Executive Session A motion was made by Karen Roffe and seconded by Matt Durbin to go into Executive Session for contract negotiations with the Attorney to stay. Motion Carried, Ayes 5, Noes 0.

No Action Taken

Regular Session A motion was made by Karen Roffe and seconded by Matt Durbini to go back to Regular session. Motion Carried, Ayes 5, Noes 0.

Adjournment A motion was made by Karen Roffe and seconded by Joni Santucci to adjourn the meeting at 8:40 p.m. Motion Carried, Ayes 5, Noes 0.

Respectfully Submitted,

Mary Yasso, Town Clerk