

*The Town of Orleans Board Meeting
January 11, 2019*

The Town of Orleans Town Board Held a regular scheduled board meeting on January 10, 2019 at 7:00PM at the municipal building in LaFargeville.

Members Present: Kevin Rarick, Peter Wilson, Mary Ford-Waterman, and Thomas Johnston

Members Absent: Gwen Kirkby

Others Present: Brian Kirkby, Steve Dulmage, Dale Raymo, Lee Shimel, Rob Company, and Alicia Dewey.

Deputy Supervisor Wilson called meeting to order at 7:00pm

1. Approval of minutes – A motion was made by Peter Wilson and seconded by Gwen Kirkby to Approval the December 2018 minutes as read.

Kevin Rarick, Late

Gwen Kirkby, Absent

Peter Wilson, Aye

Mary Ford-Waterman, Aye

Thomas Johnston, Aye 3 in favor motion carried

2. Brian Kirkby highway update- Truck plow had, transmission leak had to take to Syracuse to fix. Manlift is leaking oil. Going to get quotes to rebuild and go from there.

Landfill- Contractor construction debris discussion was held. Councilman Wilson would like to raise rates and continue to allow construction debris. Attorney Burrows stated we must have a public hearing for rate increase. Public hearing will be held on February 14th at 7:30PM. Would like to open to contractors for now and raise prices after public hearing.

3. Dale Raymo assessor update – Working on exemption paperwork. March 1st is taxable status date.

Dale gave update on Rte. 12 Water project Seaway Ave has another 10 people hooked up. Setting up Website for residents to receive information.

4. Lee Shimel – Supervisor Rarick gave yearend report for Lee Shimel. 17 new homes in 2018.

5. Rob Company – Resolutions for LA Sewer Treatment Facility

Town of Orleans
PO Box 103
LaFargeville, New York 13656
"This institution is an equal opportunity provider and employer"

Supervisor
Kevin Rarick 658-4411
Town Clerk
Tammy Donnelly 658-9950
Highway Superintendent
Brian Kirkby 658-9920
Town Assessor
Dale Raymo 658-4309

Zoning Officer
Lee Shimel

Town Council
Gwen Kirkby
Peter Wilson
Mary Ford-Waterman
Thomas Johnston

Board Resolution # 1
LaFargeville Sewage Treatment Facility Disinfection – SEQR Determination

At a regular meeting of the Town of Orleans, held at the Town offices, 20558 Sunrise Avenue, LaFargeville, New York, 13656, on January 10, 2019, there were:

Board Members:
Kevin Rarick, Supervisor
Peter Wilson
Mary Ford-Waterman
Thomas Johnston, Jr.
Gwendolyn Kirkby

WHEREAS, the Town of Orleans has received an Engineering Planning Grant from NYS Environmental Facilities Corporation for the LaFargeville Sewage Treatment Facility Disinfection Study; and

WHEREAS, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Orleans hereby determines that the proposed LaFargeville Sewage Treatment Facility Disinfection Project is a Type II Action in accordance with 6 NYCRR Section 617.5 (c)(18) which constitutes the "conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action;" and is therefore not subject to review under 6 NYCRR Part 617.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Town Board of Orleans during a regular scheduled board meeting.

Supervisor Kevin Rarick	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Peter Wilson	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Mary Ford-Waterman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>

Thomas Johnston, Jr.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Gwendolyn Kirkby	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>

CERTIFICATION:

I, Tammy Donnelly, Town Clerk of the Town of Orleans, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of Orleans held on January 10, 2019 and it is on file and of record and that said resolution has not been altered, amended or revoked and it is in full force and effect.


Tammy Donnelly, Town Clerk

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Thomas Johnston

Board Resolution # 2
LaFargeville Sewage Treatment Facility Disinfection – Local Match

At a regular meeting of the Town of Orleans, held at the Town offices, 20558 Sunrise Avenue, LaFargeville, New York, 13656, on January 10, 2019, there were:

Board Members:
Kevin Rarick, Supervisor
Peter Wilson
Mary Ford-Waterman
Thomas Johnston, Jr.
Gwendolyn Kirkby

WHEREAS, the Town of Orleans has received an Engineering Planning Grant from NYS Environmental Facilities Corporation for the LaFargeville Sewage Treatment Facility Disinfection Study; and

WHEREAS, the Town is required to provide a local share match.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Orleans authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Program for the LaFargeville Sewage Treatment Facility Disinfection project. Under the Engineering Planning Grant Program, this local match must be at least 20% of the grant award of \$30,000.00. The source of the local match and any amount in excess of the required match shall be provided from the general fund. The maximum local share shall not exceed \$6,000.00 based upon a total estimated maximum project cost of \$36,000.00. The Town Supervisor may increase this local match through the use of in-kind services without further approval from the Town of Orleans.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Town Board of Orleans during a regular scheduled board meeting.

Supervisor Kevin Rarick,	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Peter Wilson	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Mary Ford-Waterman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Thomas Johnston, Jr.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>

Gwendolyn Kirkby

YES

NO

Absent

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Thomas Johnston

Board Resolution # 3
LaFargeville Sewage Treatment Facility Disinfection – Authorized Representative

At a regular meeting of the Town of Orleans, held at the Town offices, 20558 Sunrise Avenue, LaFargeville, New York, 13656, on January 10, 2019, there were:

Board Members:
Kevin Rarick, Supervisor
Peter Wilson
Mary Ford-Waterman
Thomas Johnston, Jr.
Gwendolyn Kirkby

WHEREAS, the Town of Orleans has received an Engineering Planning Grant from NYS Environmental Facilities Corporation for the LaFargeville Sewage Treatment Facility Disinfection Study; and

WHEREAS, the Town Board needs to designate an authorized representative to execute the Grant Agreement to satisfy the requirements for NYS Environmental Facilities Corporation.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Orleans Supervisor, Kevin Rarick is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project for the LaFargeville Sewage Treatment Facility Disinfection and to fulfill the Town of Orleans' obligations under the Engineering Planning Grant Agreement.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Town Board of Orleans during a regular scheduled board meeting.

Supervisor Kevin Rarick,	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Peter Wilson	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Mary Ford-Waterman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Thomas Johnston, Jr.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Absent <input type="checkbox"/>
Gwendolyn Kirkby	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>

CERTIFICATION:

I, Tammy Donnelly, Town Clerk of the Town of Orleans, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of Orleans held on January 10, 2019 and it is on file and of record and that said resolution has not been altered, amended or revoked and it is in full force and effect.


Tammy Donnelly, Town Clerk

6. UV Bulb purchase for DPW- Councilman Johnston spoke and stated Steve requested to purchase UV Bulbs from Koester for \$3,048 which is Sole provider. Discussion was held. A motion was made by Peter Wilson and seconded by Mary Ford-Waterman to purchase UV bulbs in the amount of \$3,048.

Kevin Rarick, Aye

Gwen Kirkby, Absent

Peter Wilson, Aye

Mary Ford-Waterman, Aye

Thomas Johnston, Aye 4 in favor motion carried

7. Jim Burrows update - RPTL 487 need to schedule public hearing to update and amend what we currently have from 2004. Public Hearing will be on February 14, at 8:00PM.

8. TIERS- Discussion was held. Town board would like Jim Burrows to put recommendation in contract. Jim will contact Joe Russell.

9. Dog License contract with county- County will modify to a 3-year term and send to town for signing.

10. Annual Designations

Resolution #4

Budget Officer- Kevin Rarick

Deputy Supervisor- Peter Wilson

Bank- Citizens Bank of Cape Vincent

Newspaper- Thousand Island Sun and Watertown Daily Times (either or)

Polling Places

District 1-LaFargeville Municipal Building

District 2 & 3-Fishers Landing Fire Hall

Web site- North Shore Solutions/Matt Turcotte

Payroll- BI-Weekly-Highway, General employment, Supervisor, Town Clerk, Clerk to Supervisor, Justice Clerk, Deputy Clerks, Zoning Officer, Assessor, Town Justice Hardy, Town Justice Morse, Building Maintenance, and Crossing Guard.

Quarterly- Councilman, Historian and Health officer

Annually- Zoning Board, Planning Board and Assessment Review board.

Attorney for the Town of Orleans- Conboy & McKay, Bachman & Kendall Law Firm, Attorney Burrows.

Town board meetings will be held every 2nd Thursday of each month

Town board meeting for the month of June will be held at Thousand Island Park and the August board meeting will be held at the Fishers Landing Fire Hall.

Tax Collector will refund any tax payment of \$5.01 more than the total tax amount due and town will retain overpayment of \$5.00 or less.

Policies for 2019 Investment, procurement, drug and alcohol testing, smoking, computer, sexual harassment/discrimination, code of ethics, and conduct at meetings.

Mileage reimbursement for 2019- State Rate .58 cents.

Paynter Center Board- Janice Davis and Virginia Hawkins

Town Historian- Kelly Orvis

Health Officer- Marcel Thibert

Vital Registrar- Tammy Donnelly

Deputy Vital Registrar- Amy Davis

Zoning Officer – Lee Shimel

Board of Assessment Review

Fred Duffany- Term expires 10/1/2019

Stacy Snyder-Morse- Term expires 10/1/2022

Frank Shortt- Term expires 10/1/2018

Vacant- Alicia Dewey – Term expires 10/1/2024

Vacant-

Town of Orleans Zoning Board

Ben Timerman- Co Chairman – Term expires 1/1/2020

Brett Robbins- Term expires 1/1/2022

Jeff Robinson- Term expires 1/1/2023

Larry Walldroff- Chairman- Term expires 1/1/2024

Richard Green- 1/1/2021

Alternate -Donna Dutton

Planning Board

Brian Eckert - Term expires 1/2020

Terry Brown- Term expires 1/2021

Chris LaBow – Term expires 1/2024

Matt Duffany – Term expires 1/2023

Damon Kirkby – Term expires 1/2022

Secretary- Renee McConnell

Youth Commission Board

Danielle Jobson
Patty Sourwine
Nate Kellar
Tyler Lashomb
All terms expire 1/2020 (will appoint on a yearly basis)

Orleans Public Library Board

Kelly Orvis – Librarian
Dan Timerman - Term expires 2023
Stacey Morse- Term expires 2020
Lucy Kahnt- Term expires 2021
Rosan Whitmore- Term expires 2022
Sylvia Carter- Term expires 2024

Amendment to town procurement policies as follows:

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Highway Superintendent Brian Kirkby 658-9920	
Town Assessor Dale Raymo 658-4309	

**RESOLUTION
AMENDMENT TO TOWN PROCUREMENT POLICIES**

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, comments have been solicited from those officers of the Town involved with procurement;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Orleans does hereby amend its “Town of Orleans Procurement Policy” as most recently adopted on January 8, 2015 as follows:

“Guideline 1” shall remain the same.

“Guideline 2” is amended in its entirety to state as follows:

- a) All purchases of supplies and equipment which will exceed \$20,000.00 or
- b) Public works contracts over \$35,000.00 shall be formally bid pursuant to GML Section 103.”

“Guideline 3” is amended in their entity to state as follows:

“*Not more than \$20,000.00 but greater than \$10,000.00 require a written request for a proposal (RFP) and written/faxed quotes from three (3) vendors.

*Not more than \$10,000.00 but greater than \$2,000.00 require an oral request for the goods and oral/faxed quotes from two (2) vendors; with the exception of parts for the highway department, where in the discretion of the highway superintendent, it would be impractical or contrary to standardization policies of the highway department.

*Not more than \$2,000.00 are left to the discretion of the purchaser.

All estimated public works contracts of:

*Not more than \$35,000.00 but greater than \$15,000.00, require a written RFP and/or faxed proposal from three (3) contractors.

*Not more than \$15,000.00 but greater than \$3,500.00 require a written RFP and/or faxed proposals from two (2) contractors.

*Not more than \$3,500.00 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 all vendors from whom written/faxed/oral quotes have been requested and the written/faxed/oral quotes offered. 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.

Any written RFP may be delivered by mail, facsimile, email, or such other similar means provided that such delivery creates an easily documentable record of communication and shall describe the desired goods, quantity, and particulars of delivery. Such records shall be kept by the purchaser.

"Guideline 4" is amended in its entirety to state as follows:

"The "best value" proposal or quote shall be awarded the purchase contract pursuant to GML §103(1) and NY State Finance Law §163(1)(j). The award of any purchase contract must be supported by objective and quantifiable analysis evidencing the optimization of quality, cost and efficiency, among responsive and responsible offerors.

The lowest responsible proposal or quote shall be awarded the 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 lower 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" shall remain the same.

"Guideline 6" shall be amended in its entirety to state as follows:

"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 situation;

RESOLUTION-Solar Array

- d) Surplus/second-hand materials, supplies, equipment from, federal government, State of NY or any other political subdivision, district or public benefit corporation;
- e) Goods purchased at auction but not including purchases from private sources;
- f) Insurance;
- g) Goods purchased for not more than \$2,000.00; and
- h) Public works contracts for not more than \$3,500.00.

Requests for proposals may be required for acquisition of professional services."

"Guideline 7" shall be amended in its entirety to state as follows:

"Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2009, as required under Section 104 of the NYS General Municipal Law, the Town is including the municipal officials responsible for purchasing decisions, as follows:

- 1) Town Supervisor
- 2) Deputy Town Supervisor
- 3) Town Clerk
- 4) Highway Superintendent

"Guideline 8" shall be added and shall state as follows

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

This resolution shall take effect immediately.

The foregoing Resolution was offered by Board Member, Peter Wilson and seconded by Board Member, Mary Ford-Waterman, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Kevin Rarick	Yes <u>X</u>	No _____
Thomas Johnston, Jr.	Yes <u>X</u>	No _____
Gwendolyn Kirkby	Yes _____	No _____ <u>Absent</u>
Peter Wilson	Yes <u>X</u>	No _____
Mary Ford-Waterman	Yes <u>2</u>	No _____

Dated: 11/19, 2019

Tammy Donnelly
Tammy Donnelly, Town Clerk

**TOWN OF ORLEANS
PROCUREMENT POLICY**

Guideline 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. The 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. a) All purchases of supplies and equipment which will exceed \$20,000.00 or
b) Public works contracts over \$35,000.00 shall be formally bid pursuant to GML Section 103.

Guideline 3. All estimated purchases of:

*Not more than \$20,000.00 but greater than \$10,000.00 require a written request for a proposal (RFP) and written/faxed quotes from three (3) vendors.

*Not more than \$10,000.00 but greater than \$2,000.00 require an oral request for the goods and oral/faxed quotes from two (2) vendors; with the exception of parts for the highway department, where in the discretion of the highway superintendent, it would be impractical or contrary to standardization policies of the highway department.

*Not more than \$2,000.00 are left to the discretion of the purchaser.

All estimated public works contracts of:

*Not more than \$35,000.00 but greater than \$15,000.00, require a written RFP and/or faxed proposal from three (3) contractors.

*Not more than \$15,000.00 but greater than \$3,500.00 require a written RFP and/or faxed proposals from two (2) contractors.

*Not more than \$3,500.00 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 all vendors from whom written/faxed/oral quotes have been requested and the written/faxed/oral quotes offered. 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.

Any written RFP may be delivered by mail, facsimile, email, or such other similar means provided that such delivery creates an easily documentable record of communication

and shall describe the desired goods, quantity, and particulars of delivery. Such records shall be kept by the purchaser.

Guideline 4. The "best value" proposal or quote shall be awarded the purchase contract pursuant to GML §103(1) and NY State Finance Law §163(1)(j). The award of any purchase contract must be supported by objective and quantifiable analysis evidencing the optimization of quality, cost and efficiency, among responsive and responsible offerors.

The lowest responsible proposal or quote shall be awarded the 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 lower 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 situation;
- d) Surplus/second-hand materials, supplies, equipment from, federal government, State of NY or any other political subdivision, district or public benefit corporation;
- e) Goods purchased at auction but not including purchases from private sources;
- f) Insurance;
- g) Goods purchased for not more than \$2,000.00; and
- h) Public works contracts for not more than \$3,500.00.

Requests for proposals may be required for acquisition of professional services.

Guideline 7. Pursuant to Chapter 402 of the Laws of 2007, effective January 1, 2009, as required under Section 104 of the NYS General Municipal Law, the Town is including the municipal officials responsible for purchasing decisions, as follows:

- 1) Town Supervisor
- 2) Deputy Town Supervisor
- 3) Town Clerk
- 4) Highway Superintendent

Guideline 8. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

A motion was made by Thomas Johnston and seconded by Mary Ford-Waterman to accept the 2019 annual designations.

11. Court Audit – Pete and Mary will do audits

12. Union Contract was signed effective 1/1/2019

13. Bills Audited in the amount of \$324,392.14

14. Town Clerk Report

Respectfully submitted

Tammy Donnelly

Town Clerk