

Minutes of the Town Board Meeting held at Town Hall, 511 Route 32, Highland Mills, New York on January 7, 2010 at 7:30PM

Present: John Burke, Supervisor
Amidee Haviland, Carlton Levine, Frank Palermo and James Skoufis, Councilmen
Absent: None
Also Present: David Levinson, Town Justice; Carol Herb, Tax Collector; Maria Hunter, Village Planning Board; Sandra Capriglione, Village Zoning Board

I. Administration of Oath of Offices:

Clerk Potvin administered the Oath of Office to the elected official present.

II. Re-Organization Meeting:

Motion was offered by Supervisor Burke, seconded by Councilman Haviland, to appoint Carlton Levine as Deputy Supervisor.

ADOPTED	AYES	4	Burke, Haviland, Palermo, Skoufis
	ABSTAIN	1	Levine

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Motion was offered by Councilman Levine, seconded by Councilman Palermo, to accept the following:

1. That the Town Board hold regular meetings in the Town Hall on the first and third Thursdays of each and every month at 7:30PM; and that the Town Board will hold a worksession the Monday preceding each Town Board meeting at 7:30PM, and others as necessary.
2. That the Middletown Times Herald Record be designated as the official newspaper for the Town of Woodbury.
3. That members of the Town Government and employees, when on official business or duty for the Town, shall be paid at the rate of \$0.50 cents per mile for the use of their car (rate includes gas and wear/tear of vehicle). Forms are to be completed and filed with the Town Clerk before reimbursement is made.

4. The maximum food allowance per day when employees attend a conference is \$75.00.

5. That the Town of Woodbury Investment Policy be approved as follows:  
The objectives of the Investment Policy of the Town of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is authorized to invest Town funds which are in excess of current operating needs. Town investments are governed by applicable New York State Laws.

The Supervisor is authorized to make the following types of investments, for the present, until other types of investments are submitted to the Town Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Town. Such Certificates of Deposit are to be collateralized by obligations enumerated in Section "a" above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Town or those brokerage firms which are

primary United States Government dealers which report to the Federal Reserve Bank of New York.

- d. Time Deposit Accounts are designated depositories of the Town. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in Section "a" above.

The Supervisor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following banks are to be designated as official banks for the Town:

- Provident Bank, Highland Mills, NY 10930
Bank of America, Cornwall, NY 12518
OC Trust Company, Vails Gate, NY 12584

The Supervisor shall be authorized to invest funds of the Town in these banks during the 2010 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
b. Collateralization shall be in accordance with the Comptroller's guidelines.
c. All designated banks will be contacted for competitive rates on an ongoing basis.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

Motion was then offered by Councilman Haviland, seconded by Councilman Levine, to reappoint Patricia Reynolds and Dona Weyant to the Library Board with a term due to expire December 31, 2014.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

Motion was then offered by Councilman Skoufis, seconded by Councilman Palermo, to designate the following consultants:

- Richard Liberth Interim Legal Counsel for the Town of Woodbury
Dennis Lindsay Interim Engineer for the Town of Woodbury

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

Motion was then offered by Councilman Haviland, seconded by Councilman Levine, approve the following appointments, committees, and salary schedules effective January 1, 2010:

Appointments:

- Robert Kwiatkowski Woodbury Common BID Committee
Leslie Rose Town Historian
Desiree Potvin Marriage Officer/Registrar
Michele Zwicker Deputy Town Clerk/Deputy Registrar
Lorelei Pitt Budget Officer
John Burke Deputy Highway Superintendent
Sheila Beadle Confidential Secretary to the Highway Superintendent
Frances Huang Clerk to the Supervisor
Kasandre Herb/Josephine Califana Deputy Tax Collectors

Salary Schedules:

That the 2010 salaries for non-union employees and elected officials be as approved and adopted at the 2010 Budget Public Hearing.

Town Board Committees:

|                                      |                   |
|--------------------------------------|-------------------|
| Media Relations Committee            | Burke, Skoufis    |
| Woodbury Day Liaison                 | Levine, Skoufis   |
| Cable Franchise                      | Haviland, Palermo |
| Court House/Town Hall Committee      | Burke, Haviland   |
| Fiscal Advisory Committee            | Burke, Haviland   |
| Environ. Conservation Committee      | Skoufis           |
| Records Management Liaison           | Burke             |
| Woodbury Library Liaison             | Palermo           |
| M-W School Board Liaison             | Haviland          |
| Cornwall School Board Liaison        | Levine            |
| Gatehouse Committee Liaison          | Skoufis           |
| Police Department Liaison            | Burke, Levine     |
| Building & Highway                   | Burke, Palermo    |
| Insurance                            | Burke, Haviland   |
| Senior Citizen Advisory Com.         | Palermo           |
| Beautification Commission Liaison    | Levine            |
| Business Improvement Dist. Committee | Burke, Haviland   |
| Refuse Committee                     | Burke, Palermo    |
| Parks Dept. Liaison                  | Palermo, Skoufis  |
| Employee Relations Committee         | Levine, Skoufis   |
| Pre-Disaster/Mitigation Planning     | Haviland          |
| Technology Committee                 | Skoufis           |
| Village Liaison                      | Burke, Skoufis    |

**ADOPTED**      AYES    5            Burke, Haviland, Levine, Palermo, Skoufis  
                          NOES    0



Procurement Policy:

Motion was offered by Councilman Skoufis, seconded by Councilman Levine, to adopt the Procurement Policy of the Town of Woodbury as follows:

WHEREAS, General Municipal Law (GML) 104-b 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 of Woodbury 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. "Purchaser" is defined as every Town official, board, department head or other personnel with the requisite purchasing authority

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$10,000 or (b) public works contracts over \$20,000 shall be formally bid pursuant to GML 103.

Guideline 3. Purchase of goods of a single item or purchase of multiple quantities of the same item shall follow the following:

|                                             |                                         |
|---------------------------------------------|-----------------------------------------|
| Less than \$10,000 but greater than \$5,000 | Three written quotes with documentation |
| Less than \$5,000 but greater than \$2,500  | Two verbal quotes with documentation    |
| Less than \$2,500                           | Left to discretion of the Purchaser     |

Purchase of public work/services contracts shall follow the following:

|                                              |                                         |
|----------------------------------------------|-----------------------------------------|
| Less than \$20,000 but greater than \$12,500 | Three written quotes with documentation |
|----------------------------------------------|-----------------------------------------|

|                                             |                                       |
|---------------------------------------------|---------------------------------------|
| Less than \$12,500 but greater than \$8,000 | Two written quotes with documentation |
| Less than \$8,000 but greater than \$3,000  | Two verbal quotes with documentation  |
| Less than \$3,000                           | Left to discretion of the Purchaser   |

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for that quotes have been received by using the form provided by the Town. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded 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.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of proposals/quotes 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 auction;
- (h) Goods purchased for less than \$2,500;
- (i) Public work/services for less than \$3,000.

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

**ADOPTED** AYES 5 Burke, Haviland, Levine, Palermo, Skoufis  
NOES 0

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Standard Work Day and Reporting Resolution:

Motion was then offered by Supervisor Burke, seconded by Councilman Levine, to resolve that the Town of Woodbury Town Board hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Town Clerk:

Title	Name	Standard Work Day (hrs/day)	Term Begins/Ends	Submits Time Sheets (of actual time worked)	Submits 3-month calendar (of actual time worked)	Average Days Reported (per month)

Elected Officials						
Supervisor	John Burke	8	1/1/2010 - 12/31/2011	N/A	N/A	N/A
Town Clerk	Desiree Potvin	8	1/1/2010 - 12/31/2013	Yes	No	20
Council	Amidee Haviland	8	1/1/2008 - 12/31/2011	N/A	N/A	N/A
Council	Carlton Levine	8	1/1/2008 - 12/31/2011	N/A	N/A	N/A
Council	Frank Palermo	8	1/1/2010 - 12/31/2013	N/A	N/A	N/A
Council	James Skoufis	8	1/1/2010 - 12/31/2013	N/A	N/A	N/A
Superintendent	Peter Stabile	8	1/1/2010 - 12/31/2011	Yes	No	20
Tax Collector	Carol Herb	8	1/1/2010 - 12/31/2013	No	Yes	8.67
Justice	David Hasin	8	1/1/2010 - 12/31/2013	No	Yes	20
Justice	David Levinson	8	1/1/2010 - 12/31/2013	No	Yes	20

Appointed Officials						
Historian	Leslie Rose	8hrs/month	1/1/2010 - 12/31/2011	N/A	N/A	N/A
Assessor	Laura Breslin	8	11/13/2007 - 09/30/2013	Yes	N/A	20
Deputy Town Clerk	Michele Zwicker	8	1/1/2010 - 12/31/2013	Yes	N/A	20
Deputy Tax Collector	Kasandre Herb	7.88hrs/year	1/1/2010 - 12/31/2013	Yes	N/A	12.88/yr
Deputy Tax Collector	Josephine Califana	7.88hrs/year	1/1/2010 - 12/31/2013	N/A	N/A	N/A
Clerk to the Supervisor	Frances Huang	5	1/1/2010 - 12/31/2011	N/A	N/A	N/A
Confidential Secretary to the Superintendent	Sheila Beadle	8	1/1/2010 - 12/31/2011	Yes	N/A	20

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
 NOES 0

III. Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Councilman Levine, seconded by Councilman Skoufis, to accept the minutes of the regular meeting held December 17, 2009.

ADOPTED AYES 4 Burke, Haviland, Levine, Skoufis
 ABSTAIN 1 Palermo

Motion was then offered by Supervisor Burke, seconded by Councilman Haviland, to accept the minutes of the special meeting held December 28, 2009.

ADOPTED AYES 4 Burke, Haviland, Levine, Skoufis
 ABSTAIN 1 Palermo

b. Approval of Abstract:

Motion was offered by Councilman Levine, seconded by Councilman Palermo, to approve Abstract 1, Vouchers #20100001 - #20100062, totaling \$128,849.24.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis

NOES 0

c. Acceptance of Resignation – Library Board:

Motion was offered by Supervisor Burke, seconded by Councilman Skoufis, to accept, with regrets, the resignation of John O’Friel from the Library Board effective immediately.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

IV. Old Business:

There was no old business to discuss.

V. New Business:

a. Eagle Scout Proclamation:

Motion was offered by Councilman Skoufis, seconded by Councilman Palermo, to recognize the accomplishments of David Ciccone Quigley as he receives his Eagle Scout honor on January 17, 2010.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

b. Designation of Delegates – Associations of Towns:

Motion was offered by Supervisor Burke, seconded by Councilman Palermo, to designate the following named persons to attend the Annual Business Session of the Association of Towns of the State of New York, to be held in New York City, on February 17, 2010, and to cast the vote of the Town, pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association: Town Clerk Desiree Potvin, Delegate; Tax Collector Carol Herb, Alternate.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

c. Authorize to File – Town Engineer:

Motion was offered by Supervisor Burke, seconded by Councilman Levine, to authorize Dennis Lindsay, as the Interim Engineer for the Town, to file applications to all regulatory agencies, as required, on behalf of the Town of Woodbury for those projects authorized by the Town Board.

ADOPTED AYES 4 Burke, Levine, Palermo, Skoufis
ABSTAIN 1 Haviland

VI. Public Comment:

The Board members wished all a Happy and Healthy New Year. Councilmen Palermo and Skoufis thanked the public that voted at the last General Election and stated they look forward to working with the public and the Board for the next four years.

VII. Adjournment:

With no further business to discuss or comments received, a motion was offered by Supervisor Burke, seconded by Councilman Palermo, to adjourn the meeting at 8:10PM.

ADOPTED AYES 5 Burke, Haviland, Levine, Palermo, Skoufis
NOES 0

Desiree Potvin, Town Clerk