

TOWN OF FORESTPORT
ORGANIZATION MEETING MINUTES
FORESTPORT TOWN HALL
January 2, 2007

**Town of Forestport
Organization Meeting Minutes
Forestport Town Hall @ 7:25 P.M.
December 28, 2006**

PRESENT

Councilman-Brian Fox
Councilman-Frederick Ritter
Councilman-William Rockhill
Councilwoman-Maryanne Rubyor
Supervisor Joan Ingersoll

ABSENT

Highway Superintendent-William Gardner
Attorney-William Riley

1. CALL TO ORDER:

2. MIKE MAXWELL:

- Mike explains what and how the REVAL is going.
- The value are all done
- Carbone Property is all done now
- Cell tower are being work on
- The Town Board had asked if all town property had been visited
Mike said by one person or another of his team
- there are 15 to 20 parcels that had not because of locked gates
- parcel across the lakes that Mike cannot get to, and few that cannot be found yet. 98 to 99% has been seen
- Individual Meetings are going to begin soon
- They assess the property by Length, width and year of the parcel. Electric, water and sewer
- Councilman Frederick Ritter asked if the things that are wrong on the mailer will be a problem. Mike Maxwell said no not in his eyes
- John Whitaker said things are going real well. Lot of the mistakes are now corrected
- All new cards will be done
- Oneida County maps are bad. They do not always show the merges and splits
- All data will stay on the Computer not on all the property cards

***** A Motion was made by Councilman Frederick Ritter and seconded by Councilman William Rockhill to accept the General Rules for 2007. Roll call vote:**

- Councilman-Brian Fox-YES
- Councilman- Frederick Ritter-YES
- Councilman-William Rockhill-YES
- Councilwoman- Maryanne Rubyor-YES
- Supervisor-Joan Ingersoll-YES

***** A Motion was made by Councilman Frederick Ritter and seconded by Councilman Brian Fox to accept 2007 Code of Ethics. Roll call vote:**

- Councilman-Brian Fox-YES
- Councilman- Frederick Ritter-YES
- Councilman-William Rockhill-YES
- Councilwoman- Maryanne Rubyor-YES
- Supervisor-Joan Ingersoll-YES

***A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to accept the 2007 Procurement Policy. Roll call vote:

- Councilman-Brian Fox-YES
- Councilman- Frederick Ritter-YES
- Councilman-William Rockhill-YES
- Councilwoman- Maryanne Rubyor-YES
- Supervisor-Joan Ingersoll-YES

*** A Motion was made by Councilman Brian Fox and seconded by Councilman Frederick Ritter to accept the Citizens Notification Policy: Roll call vote:

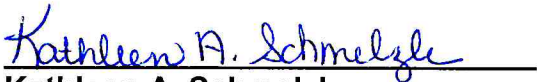
- Councilman-Brian Fox-YES
- Councilman- Frederick Ritter-YES
- Councilman-William Rockhill-YES
- Councilwoman- Maryanne Rubyor-YES
- Supervisor-Joan Ingersoll-YES

*** A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to accept the 2007 Appointments that will be attached. Roll call vote:

- Councilman-Brian Fox-YES
- Councilman- Frederick Ritter-YES
- Councilman-William Rockhill-YES
- Councilwoman- Maryanne Rubyor-YES
- Supervisor-Joan Ingersoll-YES

Meeting was Adjourned 8:13 p.m.

Respectfully Submitted:



Kathleen A. Schmelzle

Forestport Town Clerk

GENERAL RULES – TOWN OF FORESTPORT (2007)

Mileage will be at **\$.44.5** per mile for use of automobile by Town Officers and employees.

Regular meeting throughout the year shall be the **3rd Wednesday of every month at 6:30 P.M. at the Forestport Town Hall, Forestport.** The July meeting will be held in Woodgate and the August meeting will be held at the Otter Lake Fire Hall, unless otherwise set.

Requests to be put on the agenda must be received in writing 4 days (Thursday) prior to the meeting.

Computer Service – payroll, bills, and bookkeeping as required.

Petty Cash Funds – Town Clerk (\$150.00), Bookkeeper to the Supervisor (\$150.00), Water Billing Clerk (\$75.00), Water Rent Collector (\$50.00), Tax Collector (\$150.00), Assessors (\$150.00), Water Treatment Plan Operator (\$50.00), Sewer Treatment Plan Operator (\$50.00), Sewer Billing Clerk (\$75.00) Sewer Rent Collector (\$50.00) Planning Department Clerk & Codes Enforcement Officer (\$150.00). Highway Clerk (\$50.00)

The Superintendent of Highways can purchase equipment and tools up to \$2,000.00 without Town Board approval.

The Supervisor shall submit to the Town Clerk within 60 days after close of the Fiscal Year, a copy of the report to be sent to the State Comptroller and to cause a notice to be published that a copy of such report is on file and available for inspection and copying.

The Clerk to the Assessors Hours: To Be Announced

The Assessor's Hours: to **be set by Assessor's with Town Board approval** (unless otherwise posted).

The Town Clerk Hours: **Monday – Thursday 9:00 a.m. to Noon 1:00 p.m. 3:00 p.m.** (unless otherwise posted).

Bookkeeper to the Supervisor: **Monday - Friday 9:00 a.m. to 4:00 with ½ hour for lunch.** (Unless otherwise posted).

Building and Grounds Maintenance: **Monday - Friday 9:00 a.m. to 4:00 with ½ hour for lunch.** (Unless otherwise posted).

Tax Collector: **Tuesday, Wednesday and Thursday 10:00 a.m. to 4:00 p.m.** for the Month of January. February and March hours will be **Tuesday and Wednesday 10:00 a.m. to 4:00 p.m.** (unless otherwise posted).

Planning Board Clerk: **Monday and Thursday 8:00 a. m. to 4:00 p.m. with Town Board approval.** (Unless otherwise posted).

The minutes of the Town Board meetings are to be sent to the Town Board Members within 10 days of the Board Meeting. After additions and corrections, they can be accepted as written.

The Official mandatory cut-off date and time to accept claims for the payment of monthly bills is the 2nd Thursday of each month at noon.

Special Water District #1 and Special Sewer District meetings will be held immediately following the Town Board Meetings unless otherwise posted.

CODE OF ETHICS

TOWN OF FORESTPORT

BE IT RESOLVED, that the Town Board of the Town of Forestport, Oneida County, New York as follows:

Section 1. Pursuant to the provisions of section eight hundred six of the general municipal law, the Town Board of the Town of Forestport recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local law to promulgate these rules of ethical conduct for the officers and employees of the Town of Forestport. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Forestport. The rules of ethical conduct of this local law as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definition. “Municipal Officer or Employee” means an officer or employee of the Town of Forestport, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer. “Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct. Every officer or employee of the Town of Forestport shall be subject to and abide by the following standards of conduct:

(a) Gifts. He/she shall not directly or indirectly, solicit any entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could gift; or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

(b) Confidential Information. He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

(c) Representation Before One's Own Agency. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

(d) Representation Before Any Agency For A Contingent Fee. He/she shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(e) Disclosure Of Interest In Legislation. To the extent that he/she knows thereof, a member of the Town Board and any officer or employee of the Town of Forestport, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town

Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.

(f) Investments In Conflict With Official Duties. He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial.

(g) Private Employment. He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

(h) Future Employment. He/she shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Forestport in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Forestport, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 5. Distribution of Code of Ethics. The Supervisor of the Town of Forestport shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Forestport within thirty days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

The Town Clerk shall file a copy of this resolution with the State Comptroller within 30 days after its adoption.

Section 6. Penalties. In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in manner provided by law.

Section 7. Effective Date. This resolution shall take effect immediately.

Adopted October 7, 1970

Revised January 2, 2006

PROCUREMENT POLICY
TOWN OF FORESTPORT (2007)

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, Section 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 Forestport 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, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchase) 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 purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year of b) public works contracts over \$20,000 shall be formally bid pursuant to GML, Section 103. The Town Board shall have the right to accept or reject and or all bids.

Guideline 3. All estimated purchase of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- Less than \$1,000 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 fax/proposals from 3 contractors

- Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 2 contractors
- Less than \$3,000 but greater than \$500 are left to discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of deliver. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of the 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 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 circumstances;
- 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 \$250.00;
- i) Public works contracts for less than \$500.00.

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

Adopted Dec. 13, 2000

BY THE ORDER OF THE TOWN BOARD

Supervisor William Hasenauer

Councilman, Brian Fox

Councilwoman, Joan Ingersoll

Councilman, John Norton

Councilman, Frederick Ritter

Amended Jan. 3, 2007

BY ORDER OF THE TOWN BOARD

Supervisor, Joan Ingersoll

Councilman, Brian Fox

Councilman, Frederick Ritter

Councilman, William Rockhill

Councilwoman, Maryanne Rubyor

2007 APPOINTMENTS – TOWN OF FORESTPORT

- | | | |
|--|---|----------------------------------|
| 1. Bookkeeper/Clerk to the Supervisor | - | <u>Dawn Campbell</u> |
| 2. Budget Officer | - | <u>Joan Ingersoll</u> |
| 3. Building Maintenance Worker | - | <u>Donald Pfendler</u> |
| 4. Chairperson of Assessors | - | <u>Kathy Gydesen</u> |
| 5. Clerk to the Assessors | - | <u>Elizabeth Graff</u> |
| 6. Code Enforcement Officer | - | <u>Bradley Smith</u> |
| 7. Blue Line Coordinator | - | <u>Bradley Smith</u> |
| 8. Well-Head Protection Coordinator | - | <u>Bradley Smith</u> |
| 9. Assistant to Code Enforcement Officer | - | <u>Joe Pfeiffer</u> |
| 10. Court Clerk | - | <u>Mary Ritter</u> |
| 11. Animal Control Officer | - | <u>Charlene Sege</u> |
| 12. Town Historian | - | <u>John Isley</u> |
| 13. Election Custodian | - | <u>Jack Tompkins</u> |
| 14. Fair Housing Officer | - | <u>Bradley Smith</u> |
| 15. Fire Code Inspector | - | <u>Joe Pfeiffer</u> |
| 16. Flood Insurance Program Coordinator | - | <u>Bradley Smith</u> |
| 17. Registrar of Vital Statistics | - | <u>Kathy A. Schmelzle</u> |
| 18. Planning Board Secretary/Clerk | - | <u>Kim Kratzenberg</u> |
| 19. Senior Recreation Director | - | <u>Joan Ingersoll</u> |
| Leader | - | <u>Sonja Skimore</u> |

20. Sewer Treatment Plant Operator - **John Combs**
21. Water Treatment Plant Operator - **John Combs**
22. Assistant Sewer Treatment Plant Operator - **Donald Pfendler**
23. Assistant Water Treatment Plan Operator - **Donald Pfendler**
24. Sewer Billing Clerk - **Dawn Campbell**
25. Sewer Rent Collector
Per Sewer District Law - **Kathy A. Schmelzle**
26. Town Attorney - **William Riley**
27. Town's Engineer - **Jack Dodson**
27. Water Billing Clerk - **Dawn Campbell**
28. Water Rent Collector
Per Water District Law - **Kathy A. Schmelzle**
29. Youth Recreation Director - **Joan Ingersoll**
30. Official Town Bank (General & Highway) **Adirondack Bank**
31. Official Town Bank (Special Sewer District #1
And Special Water District #1) **Adirondack Bank**
32. Official Town Newspapers - **OD**
and or
Rome Sentinel

The Town Board Liaisons are as follows:

- | | | |
|-----------------------------------|---|--|
| 1. Deputy Supervisor | - | <u>Frederick Ritter</u> |
| 2. Highway and Buildings | - | <u>William Rockhill &
Maryanne Rubyor</u> |
| 4. Fire Departments and Assessors | - | <u>Brian Fox &
William Rockhill</u> |
| 5. Water and Sewer | - | <u>Frederick Ritter &
Joan Ingersoll</u> |
| 6. Recreation | - | <u>Maryanne Rubyor</u> |