

A Work Session of the Town Board of the Town of Williamson, County of Wayne and State of New York was held in the Town Complex Court Room located at 6380 Route 21, Suite II, at 7:00 PM on Tuesday, April 13, 2010. The following were

PRESENT: Supervisor James D. Hoffman
Councilman Gary Orbaker
Councilman Anthony Verno
Councilman Michael Bixby
Councilman Thomas D. Watson

ABSENT: None

The Board reviewed bills for payment.

The Regular Meeting of the Town Board of the Town of Williamson was held in the Town Complex Court Room located at 6380 Route 21, Suite II following the Worksession and was called to order at 7:30 PM on Tuesday, April 13, 2010, by Supervisor Hoffman with the Pledge of Allegiance. The following were

PRESENT: Supervisor James D. Hoffman
Councilman Gary Orbaker
Councilman Anthony Verno
Councilman Michael Bixby
Councilman Thomas D. Watson

ABSENT: None

Fedele Noto, Calvin Hood; Water Treatment Plant Operator, Nancy Jordan, Jon Fontaine; Wayne Co. Star, Phil Dean, Lisa Hosteling, Todd & Sue Brennessel, Wilma Young; Sun & Record, and the undersigned Town Clerk were also present.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to enter into Executive Session to discuss a personnel issue with Town Attorney, Art Williams at 7:12 PM. The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to return to Open Session at 7:28 PM. The motion was carried.

Public Comment: Fedele Noto asked The Board to look into changing two intersections on Bear Swamp Road, where Jersey Road and Brassier Road come into Bear Swamp Road. A new house is being built in that area and he feels as new homes are going up in that area, it will become more dangerous, especially for farm trucks. Mr. Noto also asked the Board to support having a Farmer's Market in Williamson. He spoke to the Chamber and didn't get much support. Nancy Jordan questioned the Highway's schedule of roadwork for the summer and was the Highway Dept. going to address specific problem areas. Lisa Hosteling who resides on Church Road gave a hard copy of her drainage problem presentation to The Board to review. Supervisor Hoffman agreed to meet with her to discuss it. Thus far she has not been satisfied with the Drainage Committee in correcting her problem.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to accept and/or file the letters and other forms of communication.

Letter from Joan Carey
Letter from Apple Blossom Committee
Application from Butler Minimum Correctional Facility
Correspondence from Wayne County Department of Aging & Youth
Letter from NYS DOS

The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to accept the Consent Agenda containing the following items:

- a. previous minutes: March 23, 2010
- b. presentation of the Town Clerk's & Tax Receiver's reports
- c. accept the Town Supervisor's report for March
- d. monthly departmental reports
- e. accept the following budgetary transfers

General Fund

From	Amount	To
A1990.400 Contingency	2000.00	A1440.400 Engineering
	1.00	A1920.400 Municipal Dues

f. pay the Library bills as audited by the Library Board of Trustees:
vouchers 581 - 598 total \$9,296.72

The motion was carried.

Councilman Bixby made a motion, seconded by Councilman Verno, to hire James Koudelka, as a temporary employee for lawn mowing at a rate of pay of \$8.45. His start date will be immediately. The motion was carried.

Supervisor Hoffman presented the following Resolution and moved its adoption. It was seconded by Councilman Verno.

WHEREAS: Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS: Comments have been solicited from all officers of the Town involved in the procurement process,

NOW THEREFORE BE IT RESOLVED: That the Town of Williamson does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman
Councilman Orbaker
Councilman Verno
Councilman Bixby
Councilman Watson

NAYES: None

The Resolution was declared adopted.

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PROCUREMENT POLICY FOR THE TOWN OF WILLIAMSON

General Policy and Procedures Guidelines:

1. The Town Supervisor, Town Clerk, Highway Superintendent, Justices, Chief Water Plant Operator, Chief Wastewater Treatment Plant Operator and Outside Working Foreman will be responsible for purchases for their departments which are not governed by competitive bidding regulations. It will be left to their discretion in designating who can purchase for their department.
2. All purchases will comply with all applicable laws of the State of New York.
3. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.
4. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law; purchase contracts under \$10,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another government entity.
5. In accordance with General Municipal Law Section 103, competitive bids will be sought for "purchase contracts" of \$10,000 or more and "public works contracts" of \$35,000 or more.
 - a. "Purchase Contracts" applies to procurement of commodities
 - b. "Contracts for Public Works" encompass contracts for services, labor or construction
 - c. When a contract involves acquisition of both goods and services such as a purchase that requires installation, the contract should be viewed as a goods purchase for the purpose of determining

the competitive bidding monetary threshold if the services are minor, incidental, or customarily provided by the vendor as a component of the purchase.

- d. Conversely, if the services are extensive, substantial or involve specialized skills so that the acquisition of the goods is incidental to the work, the contract should be treated as a contract for public works.
 - e. Competitive bidding is required when it is known or reasonably anticipated that the amount to be spent on purchases of an item will exceed the dollar threshold over the course of a fiscal year.
6. The following method of purchase will be used in order to achieve the highest savings, except purchase contracts under \$10,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; or purchases pursuant to subdivision 6 of this policy.
 7. All estimated Purchase Contracts of:
 - a. \$999 or less Left to discretion of purchaser
 - \$1,000 - \$2,999 2 verbal/fax quotations
 - \$3,000 - \$9,999 3 written/fax quotations or documented requests for a proposal
 8. All estimated Public Works Contracts of:
 - a. \$2,999 or less Left to the discretion of purchaser
 - \$3,000 - \$ 9,999 2 written/fax quotations
 - \$10,000 - \$34,999 3 written/fax quotations or documented requests for a proposal
 9. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written, fax or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or a memo from the purchaser detailing the circumstances which led to an emergency purchase.
 10. All goods and services, except those goods and services purchased through a county or state contract, from agencies for the blind or severely handicapped, from correctional institutions or purchases pursuant to subdivision 6 of this policy will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
 11. A good faith effort shall be made to obtain the required number of alternate proposals. If the purchaser is unable to obtain the required number of alternate proposals, the purchaser will document the attempt made at obtaining the proposals. But, in no event shall the failure to obtain the proposals be a bar to the procurement.
 12. Documentation and an explanation are required whenever a contract is awarded to other than the lowest possible offer. This documentation will include an explanation of how the award will achieve savings. The purchaser will be responsible for determining if the offer is responsible.
 13. In the following circumstances it is not in the best interests of the Town of Williamson to solicit quotations or document the basis for not accepting the Lowest bid. In these circumstances, the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, moral worth, and the ability to have a close relationship with the governing body. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures. The citizens of the municipality deserve the benefit of expertise in these types of services as it may ultimately save the taxpayers money.
 - a. services of an attorney
 - b. services of a physician

- c. technical services of an engineer engaged to prepare plans, maps, and estimates
- d. securing insurance coverage and/or services of an insurance broker
- e. services of a certified public accountant
- f. investment management services
- g. printing services involving extensive writing, editing or art work
- h. management of municipally owned property
- i. computer software or programming services for customized programs, or services involved in substantial modification and customizing or prepackaged software.

14. In addition, the following situations are not in the best interest of the municipality to secure alternate proposals because of the time required and the type of purchase.

- a. emergency purchases (pursuant to section 103(4) of the General Municipal Law
- b. purchases of surplus and second-hand goods pursuant to Section 103(6) of the General Municipal Law

15. Adequate documentation of all action taken in connection with each method of procurement as outlined herein will be maintained. Such documentation shall include but not be limited to any and all Board resolutions, memoranda, written/fax quotes, verbal quotes, requests for proposals, proposals, contracts and any other appropriate form of documentation.

16. Any and all procurement procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

This policy shall become effective upon adoption by the Town Board and will be reviewed annually.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman
 Councilman Orbaker
 Councilman Verno
 Councilman Bixby
 Councilman Watson

NAYES: None

The Resolution was declared adopted.

Supervisor Hoffman presented the following Resolution and moved its adoption. It was seconded by Councilman Orbaker.

WHEREAS: A Green Innovation Grant has been awarded for the Williamson Wastewater Treatment Plant Green Innovation project, and
 WHEREAS: Expenses will be incurred and grant monies will be received,
 NOW, THEREFORE, BE IT RESOLVED: That a capital project be established to be known as H-17, Williamson WWTP Green Innovation Grant Program.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman
 Councilman Orbaker
 Councilman Verno
 Councilman Bixby
 Councilman Watson

NAYES: None

The Resolution was declared adopted.

Councilman Verno made a motion, seconded by Councilman Bixby, to authorize the Account Clerk to attend the Tenth Annual Town Finance School to be held at the Woodcliff Hotel, in Rochester, New York on May 6 & 7, 2010. The registration fee is \$200.00 with all other necessary and actual expenses being a Town charge. The motion was carried.

Councilman Watson made a motion, seconded by Councilman Bixby, to approve the attendance of Zoning Board members to the Spring 2010 Regional Local Government Workshop to be held on Friday, May 14, 2010 at the Burgundy Basin Inn in Pittsford. The registration fee is \$50.00 per member with all other necessary and actual expenses as a Town charge. The motion was carried.

Councilman Watson made a motion, seconded by Councilman Orbaker, to authorize John Ferrante and Tom Watson to attend the 24th Annual Preservation Conference to be held at the Palmyra-Macedon High School on Saturday, April 24, 2010. The registration fee per person is \$65.00 with all other necessary and actual charges to be a Town charge. The motion was carried.

Councilman Watson made suggestions regarding projects in the 0-2 year time frame now that the Comprehensive Plan has been approved. He would like the Town to pursue the following items:

1. Zoning: Quality of Life & Residential Living [form a Steering Committee]
2. Williamson Central School: Quality of Life [community]
3. Preservation: Quality of Life [historical resources]
4. Marketing Plan: Commerce & Industry [benefits of Williamson]
5. Farmers Market: Agriculture & Open Space [hosting]

The Board agreed to review these suggestions and revisit them at the next Board meeting.

Councilman Watson discussed putting out a new "Town of Williamson" pamphlet. Organization financially supporting this project are the Rotary, Business Improvement District, Pultneyville Historical Society, Chamber of Commerce and the Town of Williamson. Councilman Watson suggested the pamphlet is generic and focus on history, recreation, speedway, farm markets ect. due to businesses coming and going.

Councilman Watson made a motion, seconded by Councilman Verno, to authorize the Town Clerk to advertise in the Sun & Record the week of April 11, 2010 and the Wayne County Times the week of April 18 for a presentation to be held at Gates Hall in Pultneyville on Thursday April 22, at 7:00 PM The presentation will be conducted by Henry Kelsey, District Manager of the Wayne County Soil & Water Conservation District regarding options to address issues created by the geese population along the shores of Lake Ontario and in Wayne County. Admission is free and open to the public. The motion was carried.

Councilman Watson made a motion, seconded by Councilman Orbaker, to authorize the Town Supervisor to sign an amendment to Agreement T006895, Genesee-Finger Lakes Regional Historic Waterfront Planning Program with the State of New York Department of State. This amendment is to extend the funding for this Agreement. The motion was carried.

Councilman Watson made a motion, seconded by Councilman Bixby, to authorize the Town Clerk to advertise in the appropriate papers the week of April 18, 2010 to receive applications from individuals interested in being on a Steering Committee to update the Zoning Code for the Town of Williamson. The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Bixby, to authorize the Town Supervisor to sign an agreement with the Williamson Volunteer Ambulance Service, Inc. The term of the agreement will be for five years. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Bixby, to authorize the Town Clerk to advertise in the appropriate papers the week of April 18, 2010 for bids from contractors for pavement restoration of driveways and road crossings as a result of watermain installations and repairs. Bids will be received by the Town Clerk until May 6, 2010 at 2:00 p.m. at which time the bids will be publicly opened and read. Bid specs will be available in the Town Clerk's office. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Bixby, to authorize the attendance of two water department personnel to attend the Western Water Works Association training classes to be held May 24 through May 28 with a registration fee of \$599.00/person and June 22 through June 25, 2010 with a registration fee of \$500.00/person. All other actual and necessary expenses are to be a Town charge. The motion was carried.

The Board agreed capital improvements were needed at the Wastewater Treatment Plant this year as it is a thirty year old plant and needed to be updated. They will be reviewing the proposed improvement costs and will discuss at a future time.

Councilman Verno made a motion, seconded by Councilman Orbaker, to declare the 1998 Kubota F3060 Mower/Snow Blower as surplus. The WWTP Operator, John Manahan is authorized to take the Kubota to the municipal action to be held in May in Palmyra. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Bixby, to authorize the Town Supervisor to sign a Water System Operator Intermunicipal Agreement with the Town of Ontario. The motion was carried.

The Town Board received correspondence from Labella Associates regarding a reservoir and agreed they needed more time to review the material. They are planning to address this material at the next Town Board meeting.

Public Comment: Nancy Jordan questioned the due date on the utility bills and also mentioned there is an organization called the “Scarlet Thread” at the Williamson Reform Church on Bennett Street. She stated she also supports Williamson having a Farmer’s Market and also would like to see the new Williamson brochure be more specific about what businesses are offered in Williamson. Fedele Noto also supported having the a Farmer’s Market and asked the Board to move quickly on this if there was going to be one this year. He also agreed with Mrs. Jordan regarding the Williamson brochure. Jon Fontaine from Marion also supports having a Farmer’s Market. Phil Dean reported the drainage project south of Ridge Road up behind the High School is completed and open, and has made a huge difference in that area. As far as the drainage problem on Church Road, they are still waiting for an easement to be signed before that can be started.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to pay the following bills as audited:

ABSTRACT # 8		
	<u>VOUCHER #</u>	<u>AMOUNT</u>
GENERAL FUND	474 - 509	\$ 19,342.20
YOUTH	510 - 515, 579	
HIGHWAY	516 - 540	\$170,623.25
WATER	541 - 557	\$ 10,709.26
SEWER	558 - 576	\$ 34,275.74
BID	577	\$400.00
CAPITAL H-16	578	\$468.79
<u>CAPITAL H - 17</u>	<u>580</u>	<u>\$8,075.00</u>
GRAND TOTAL		\$ 243,894.24

The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to adjourn the meeting at 8:16 PM. Supervisor Hoffman made a motion, seconded by Councilman Verno, to reopen the meeting at 8:17 PM. The motion was carried.

Supervisor Hoffman announced the next Town Board meeting will start at 6:30 PM instead of 7:00 PM and authorized the Town Clerk to advertise the change.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to adjourn the meeting at 8:18 PM. The motion was carried.

Respectfully Submitted,

Marlene A. Gulick
Town Clerk