

**State of New York  
County of Fulton  
Town of Stratford REORGANIZATIONAL MEETING MINUTES  
Municipal Building, 120 Piseco Road  
January 3<sup>rd</sup>, 2019**

Present:

Alicia Rice	Supervisor
Richard Fogarty	Councilman
Allan Perkins	Councilman
Joan Ploss	Councilwoman
Lorraine Rumrill	Councilwoman
Heather VanDenburgh	Town Clerk

Absent:

Charles Goodwin	Highway Superintendent
Leigh Anne Loucks	Assessor
Michael Sokira	BTI Director
Norman Wright	Code Enforcement Officer

Number of Residents in Attendance: 1 (See attached attendance sheet)

Supervisor Rice called the Reorganizational Board Meeting to order at 6:30pm with the Pledge of Allegiance.

**RESOLUTION #1-19 NAMING APPOINTED POSITIONS FOR THE YEAR 2019**

**WHEREAS**, the Stratford Town Board held its Reorganizational Meeting on January 3<sup>rd</sup>, 2019, and

**WHEREAS**, the following information was examined and reviewed by the Stratford Town Board (as amended), now therefore be it

**RESOLVED**, that the following persons are hereby appointed as officials in the Town of Stratford for the year 2019:

Code Enforcement Officer	Norman Wright
Registrar of Vital Statistics	Heather VanDenburgh
Dog Control Officer	Karen Jaquay
Health Officer	Dr. Glenn
Budget Officer/Bookkeeper to Supervisor	Kelly Wilder
Historian	Moirra Marshall
BTI Director	Michael Sokira
Building Maintenance Staff	Leo Aubin
Building Janitorial Staff	Emma Baulch
Sole Assessor	Leigh Anne Loucks (Term ends 9/30/2019)
Attorney to the Town	Nicholas Macri
Deputy Town Supervisor	Alan Perkins
Deputy Town Superintendent	William Pollard
Deputy Town Clerk/Tax Collector/Sub-Registrar	Diana Massicotte

Stratford Town Board Confirms the New York State Appointment of Town Justice Dominic Arena.

**Offered by: Councilwoman Rumrill, Seconded by Councilwoman Ploss**

**Adopted: 5 AYES      Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

**RESOLUTION #2-19 NAMING ELECTED POSITIONS FOR THE YEAR 2019**

**WHEREAS**, the Stratford Town Board held its Reorganizational Meeting on January 3<sup>rd</sup>, 2019 and

**WHEREAS**, the Stratford Town Board did examine and review the list of the elected officials and their titles, now therefore be it

**RESOLVED**, that the following persons are hereby listed as the elected officials, in the Town of Stratford for the year 2019:

Supervisor	Allicia Rice
Highway Superintendent	Charles Goodwin
Town Clerk/Tax Collector/Registrar/ Records Management Officer	Heather VanDenburgh
Councilman	Richard Fogarty
Councilman	Alan Perkins
Councilwoman	Joan Ploss
Councilwoman	Lorraine Rumrill

**Offered by: Councilwoman Ploss, seconded by Councilman Perkins**

**ADOPTED: 5 AYES      Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

**RESOLUTION #3-19 STATING ORGANIZATIONAL BUSINESS – MISCELLANEOUS FOR THE YEAR 2019**

**WHEREAS**, the Stratford Town Board held its Reorganizational meeting on January 3<sup>rd</sup>, 2018, and

**WHEREAS**, the following information is hereby offered for the purpose of conducting business in the Town of Stratford for the year 2019:

**FINANCIAL INSTITUTION:**

**Supervisor: Adirondack Bank, Little Falls, NY**

**Town Clerk/Tax Collector: M&T Bank, Little Falls, NY**

That the Regular meeting of the Town Board of the Town of Stratford will be held on the second Thursday of each month at 6:30pm at the Town Hall, located at 120 Piseco Road.

**OFFICIAL NEWSPAPERS:**

**Times Telegram, Little Falls NY**

**Leader-Herald, Gloversville NY**

That the Supervisor is authorized to do the following: Invest money anytime that there is money to invest, pay fixed bills (SEE RESOLUTION 34-18), pay monthly salaries of elected officials on the Thursday of the regular Board meeting.

The gas mileage reimbursement rate for the year 2019 will be .58/per mile.

**Offered by: Councilwoman Perkins, seconded by Councilwoman Rumrill**

**ADOPTED: 5 AYES      Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

**RESOLUTION #4-19 TO SET YEARLY SALARIES AND HOURLY RATES FOR THE YEAR 2019**

**WHEREAS**, the Stratford Town Board held its Reorganizations meeting on January 3<sup>rd</sup>, 2019 and

**WHEREAS**, the town board desires to set the salaries of the elected and appointed officials in the Town of Stratford, now therefore be it

**RESOLVED**, that the following yearly salaries and hourly rates (as amended) for elected and appointed officials, in the Town of Stratford for the year 2019:

**SALARY OF ELECTED AND APPOINTED OFFICIALS TO BE PAID MONTHLY:**

(1) Supervisor	\$ 12,000.00
(1) Town Clerk/Tax Collector	\$ 12,000.00
(4) Town Board Members	\$ 1,600.00 ea. (\$6,400.00 TOTAL)
(1) Town Justice	\$ 5,000.00
(1) Dog Control Officer	\$ 4,250.00
(1) Code Enforcement Officer	\$ 11,500.00
(1) Budget Officer/Bookkeeper/ Payroll Clerk to Supervisor	\$ 6,483.00

**SALARY OF APPOINTED OFFICIALS TO BE PAID BI-ANNUALLY:**

(1) Attorney to the Town (paid by voucher)	\$ 7,000.00
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**SALARY OF APPOINTED OFFICIALS TO BE PAID ANNUALLY:**

(1) Historian (paid by voucher)	\$ 200.00
(1) Assessment Review Board Chairman (paid by voucher)	\$ 235.00
(4) Assessment Review Board Members (paid by voucher)	\$ 165.00 ea.
(1) Deputy Superintendent of Highways	\$ 1,000.00
(1) Registrar of Vital Statistics	\$ 250.00
(1) Deputy Town Supervisor	\$ 700.00

**SALARY OF ELECTED & APPOINTED OFFICIALS TO BE PAID WEEKLY:**

(1) Sole Assessor (Term 1/1/2019-9/30/2019)	\$11,782.29
(1) Sole Assessor (Term 10/1/2019-12/31/2019)	\$ 2,500.00
(1) Superintendent of Highways	\$35,505.00

**APPOINTED EMPLOYEES TO BE PAID HOURLY:**

Motor Equipment Operators (Highway; Full-Time)	\$ 17.07/hr
Laborers Per Hour (Highway; Full-time)	\$ 11.31 /hr
Senior Mechanic	\$ 18.86/hr
Senior Equipment Operator	\$ 18.86/hr
(1) Deputy Town Clerk- Not to exceed \$1,200.00 per year	\$ 15.00/hr
(1) Laborer (Janitorial & Maintenance Staff)	\$ 11.10/hr

**Offered by: Councilwoman Ploss, seconded by Councilwoman Rumrill**

**ADOPTED: 5 AYES     Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

**2019 PROCUREMENT POLICY:**

**After reviewing the current procurement policy in place, Resolution 23-18, passed on June 12, 2018, the Town Board moved to pass the same procurement policy for fiscal year 2019.**

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**Resolution 5-19, to Adopt the Town of Stratford 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, Section 103 or any other law: and

**Whereas,** previous resolutions regarding procurement of goods and services have been researched and complied with;

**Now, therefore, be it**

**Resolved:** that the Town of Stratford does hereby adopt the following procurement policies and procedures that comply with General Municipal Law and supersede any previous policy:

**Guideline 1:** The Supervisor must initially review all potential expenditures as to whether it is a purchase contract or a public works contract and whether competitive bidding (applicability of the GML) is required. Every Town Officer, Board Member and Department Head with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment in a given fiscal year to determine if it is subject to competitive bidding.

**Guideline 2:** The following procedure will be followed for non-highway purchases or contracts:

<u>Estimated Amount of Purchase</u>	<u>Procedure</u>
\$0 - \$249.00 for equipment (non-consumables)	2 quotes written on request form
\$250.00 - \$499.99	2 quotes written on request form
\$500.00 - \$999.99	2 written quotes attached to request form
\$1000.00 – \$9999.99	3 responses to Request for Proposal (RFP) pursuant to GML, Section 103
\$10,000.00 or more	Competitive bidding pursuant to GML, Section 103
<u>Estimated Amount of Public Works Contract</u>	<u>Procedure</u>
\$0 - \$999.99	Discretion of municipality
\$1000.00 - \$19,999.99	2 written quotes attached to request



\$20,000.00 - \$34,999.99  
\$35,000.00 or more

3 written RFPs  
Subject to competitive bidding

All written requests shall describe the desired goods, quantity, and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been received.

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.

**Guideline 3:** The following procedure will be followed for highway purchases or contracts:

Estimated Amount of Purchase

\$2500.00 - \$4999.99  
\$5000.00 - \$9999.99  
\$10,000.00 - \$19,999.99  
\$20,000.00 or more

Procedure

2 quotes written on request form  
2 written quotes attached to request form  
3 written RFPs  
Competitive bidding pursuant to GML, Section 103

Estimated Amount of Public Works Contract

\$0 - \$4999.99  
\$5000.00 - \$19,999.99  
\$20,000.00 - \$34,999.99  
\$35,000.00 or more

Procedure

Discretion of municipality  
2 written quotes attached to request  
3 written RFPs  
Subject to competitive bidding

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

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.

**Guideline 4:** At the discretion of the town board, the solicitation of bids may not be necessary in the following circumstances:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from qualified charitable agencies for the blind or severely handicapped
- e) Goods purchased or contracts awarded through another Government agency (Fulton County, Office of General Services of the State of New York, the Federal General Services Administration)
- f) Goods purchased at auction
- g) Goods purchased for less than \$250.00
- h) Goods purchased by the highway department for less than \$2500.

**Guideline 5:** When applicable, transportation and delivery costs will be used in making decisions regarding purchases.

**Guideline 6:** Solicitation of bids is assigned to the department head unless designated by the board to a board member.

**Guideline 7:** The lowest responsible proposal or quote shall be awarded the purchase of Public Works contracts unless the Town Board/Purchaser sees reason 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. To be awarded a Public Works contract, the bidder must provide documentation of insurance coverage that specifies Town of Stratford and has a "hold harmless" clause.

**Guideline 8:** 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 required number of proposals or quotations change the circumstances.

**Guideline 9:** This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

**Offered by Councilwoman Rumrill, seconded by Councilman Ploss**

**ADOPTED: 5 AYES**                      **Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

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**2019 FIRE CONTRACT:**

The 2019 Fire Contract was reviewed by all Board Members. Councilwoman Rumrill requested that the Stratford Fire Department provide a monthly written report summarizing the monthly calls they respond to, including ones involving mutual aid. Supervisor Rice will make this suggestion at the next Fire Department meeting on January 8<sup>th</sup>, 2019.

**A motion was made by Councilman Fogarty and seconded by Councilwoman Ploss to adopt the "Contract for Fire and/or Emergency Protection" between the Town of Stratford and the Stratford Volunteer Fire Company for 2019.**

**ADOPTED: 3 AYES**                      **Fogarty, Ploss, Rumrill**  
**0 NAYS**  
**2 ABSTAIN**                      **Rice, Perkins**

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With no further business, a motion was made by Councilwoman Ploss, seconded by Councilwoman Rumrill, to adjourn the 2019 Reorganization Meeting at 7:03pm.

**5 AYES**                                      **Rice, Fogarty, Perkins, Ploss, Rumrill**  
**0 NAYS**

*-Heather VanDenburgh, Town Clerk*