

Town of Thurman

Resolution # 1 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution to Make Appointments, List Salaries, Establish Petty Cash, Authorize Yearly Contracts, Set Mileage Rate, Set Official Holidays, Establish Returned Check Fee, Establish Meeting Dates, Designate Official Newspapers, and Designate Opener of Sealed Bids.

WHEREAS it is necessary to establish certain offices, make various appointments, and authorize the Supervisor to sign certain yearly contracts as well as make various other appointments, establishments, and designations at the Town Board's Organizational meeting, be it

RESOLVED, that the Town Board of the Town of Thurman adopts the following for the year 2018, and be it further

RESOLVED, that the Town Board authorizes the Supervisor to sign any documents necessary to effectuate the contracts listed below for the year 2018 and conduct the day to day operation of the Town.

Town Engineer	Cedarwood Engineering	Per Diem By Contract
Health Officer	Dr. Bryan Smead	\$1550.00 paid by Con. Board of Health
Registrar of Vital Statistics	Susan Staples	\$1,040 per year
Deputy Town Clerk	Susan Baker	No Salary
Deputy Highway Superintendent	Jeff Ackley	.80 cents per hour
Animal Control Officer	SPCA of Warren County	Per Contract
Historian	Joan Harris	No Compensation
Sole Assessor	Thomas Birdsall	\$11,000 per year - monthly
Town Attorney	Miller, Mannix, Schachner & Hafner LLC	Per Contract

Elected Officials

Supervisor	Cynthia Hyde	\$10,800 per year	Weekly
Town Justice	Sheila Flanagan	\$5,500 per year	Monthly
Town Clerk	Susan Staples	\$18,384 per year	Weekly
Tax Collector	Jamie Ross	\$3,184 per year	Monthly
Superintendent of Highways	Patrick Wood	\$40,485 per year	Weekly
Town Councilperson	Brenda Ackley	\$3,196 per year	Quarterly
Town Councilperson	Joan Harris	\$3,196 per year	Quarterly
Town Councilperson	Doug Needham	\$3,196 per year	Quarterly
Town Councilperson	Gail Seaman	\$3,196 per year	Quarterly

Contracts

Foresight Electronics	Fire Alarm Services	\$20.00 per month
NYS DOT	Shared Service Agreement	No cost; one year
Warren County Snow & Ice Removal		per contract
Warren County Snowmobile		per contract
Warren County Occupancy Tax Agreement		per contract

Petty Cash

Town Clerk	\$25.00
Tax Collector	\$150.00
Town Justice	\$100.00
Supervisor	\$50.00

Mileage Allowance \$0.41 per mile

Official Newspapers The Post Star

OFFICIAL DEPOSITORY The Glens Falls National Bank

Official Holidays

New Year's Day

Martin Luther King Day

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

The opening of Competitive bids shall be done by the Town Clerk in the presence of the Town Board at the designated meeting and time.

Due to the increase in minimum wage base rates for the positions of wingman, cleaner, cemetery maintenance, and meal on wheels driver shall increase to \$10.40 per hour.

A returned check fee of \$25.00 shall be charged on all returned checks.

Meetings will be held on the second Wednesday of the month beginning immediately following the Audit of Claims which will start at 6:30pm. If a special or emergency meeting needs to be called the meeting will not start prior to 6pm.

Town of Thurman

Resolution # 2 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution to Establish Bonds for the Year 2017

WHEREAS, under Sec. 25 Town Law it requires the Town Board to set the amount of the Town Employees', Town Supervisor's, and Town Tax Collector's Bonds by resolution, be it

RESOLVED, that the amount of the Bond for Town Employees be set at \$10,000.00 for the year 2018, and be it further

RESOLVED, that the amount of the Bond for the Town Supervisor be set at \$60,000 for the year 2018, and be it further

RESOLVED, that the amount of the Bond for the Town Tax Collector be set at \$60,000 for the year 2018, and be it further

RESOLVED, that the Town Clerk for the Town of Thurman be hereby instructed to file a copy of this resolution with the Warren County Clerk before January 15, 2018.

Town of Thurman

Resolution # 3 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution to Authorize Payment in Advance of Audit

WHEREAS, the Town Board may by resolution authorize the payment in advance of utility services, fuel, and postage as described by Town Law Sec. 118(2),

BE IT RESOLVED, that the Town Board of the Town of Thurman does hereby authorize the prepayment of utility bills, fuel, and postage only. All claims for these payments will be presented at the next regular meeting for audit.

Town of Thurman

Resolution # 4 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution of Investment Policy for the Town of Thurman

In accordance with this policy, the Supervisor, as Chief Financial Officer, is hereby authorized to invest all funds, including proceeds of obligations and reserve funds, in:

- Certificates of Deposits issued by a bank or trust company authorized to do business in New York State;
- Obligations of New York State;
- Obligations of the United States Government;

All funds except revenue funds may be invested in:

- Obligations of agencies of the Federal Government if principal and interest is guaranteed by the United States.
- With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in:

- Obligations of the Town of Thurman

All other Town Officials receiving money in their official capacity must deposit funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

Certificates of Deposit shall be fully secured by insurance of Federal Deposit Insurance Corporation or by obligations on New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Thurman or a Custodial Bank with which the Town of Thurman has entered into a Custodial Agreement. The market value of collateral shall at all times equal or exceed the principal amount of the Certificate or Deposit. Collateral shall be monitored, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by any other recognized pricing service.

Town of Thurman

Resolution # 5 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution to Designate a Polling Place in the Town of Thurman

WHEREAS, pursuant to Article 4-104 of the New York State Election Law, the Town Board of the Town of Thurman must submit to the Warren County Board of Elections, a listing of the polling places in the Town of Thurman in the Election District in which elections may be held. Therefore be it

RESOLVED, that the following locations are hereby designated as the respective polling place in the district as enumerated:

SOLE ELECTION DISTRICT: Thurman Town Hall and that such location is accessible to the physically handicapped voter, pursuant to Article 4-104A of the Election Law (unless otherwise noted) and be it further,

RESOLVED, that a copy of this resolution be forwarded to the Warren County Board of Elections

Town of Thurman

Resolution # 6 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution to Establish a Procurement Policy

WHEREAS, §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 requirement 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 Thurman 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. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereafter Purchaser) 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 \$20,000 in the fiscal year or b)public works contracts over \$40,000 shall be formally bid pursuant to GML §103.

Guideline 3.

All estimated purchases of:

- Greater than \$20,000 requires a bid or written request for a proposal (RFP) and sealed bid/RFP.
- Less than \$20,000 but greater than \$2,000 requires an oral request for the goods and written/fax quotes

from 3 vendors.

- Less than \$2,000 but greater than \$250 are left to discretion of the Purchaser.

All estimated public works contracts of:

- Greater than \$40,000 requires a bid or written RFP and sealed bid/RFP.
- Less than \$40,000 but greater than \$3,000 requires a written description of the desired work, and written/fax proposals from 3 contractors.
- Less than \$3,000 but greater than \$500 requires 3 written/fax quotes.

Any written bid/RFP shall describe the desired goods, quantity and the particulars of delivery, given a bid/RFP identifier, and shall be advertized in the official newspaper of the town. Sealed bids and/or RFPs received by the Town must be sealed and clearly marked with the bid/RFP number specified in the written bid/RFP. The Purchaser shall compile a list of all vendors from whom written/fax quotes have been requested and the written/fax 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.

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 bid. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. The Town shall retain the right to reject any and all bids, any rejected bids shall be returned to the bidder via signed certified receipt mail.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotes. If the Purchaser is unable to obtain the required number of proposals or quotes, the Purchaser will 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 quotes shall be required under the following circumstances:

1. Emergencies;
2. Sole source situations;
3. Goods purchased from agencies for the blind or severely handicapped;
4. Goods purchased from correctional facilities;
5. Goods purchased from another governmental agency;
6. Goods purchased at auction;
7. Goods purchased for less than \$250;
8. Public works contracts for less than \$500.

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

Town of Thurman

Resolution # 7 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Reaffirming the Town of Thurman's Ethics Policy

Whereas the Town Board recognizes the importance of having a comprehensive Ethics Policy,

Be It Resolved, that the Town Board reaffirms the current Ethics Policy and directs all employees require to fill out an ethics disclosure to do so in accordance with the policy.

Town of Thurman

Resolution # 8 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Selecting Accounting Software for the Town

WHEREAS it is vital for the town close out its finances monthly to avoid errors and give an accurate financial picture to the town board so that they can confidently manage the finances,

BE IT RESOLVED that the Town Board directs the Supervisor to use Williamson Law Book Software exclusively for the town's accounting software and that the 2018 budget be loaded into the software and used.

Town of Thurman

Resolution # 9 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Directing Preparation& Presentation of Reports to the Board

WHEREAS it is necessary for the Board to be fully aware of the financial activities during each month, and

WHEREAS it is also beneficial for the public to have access to this financial information,

BE IT RESOLVED that the Board directs the Supervisor to prepare the following reports to be provided to the Board prior to the commencement of the payment of claims:

Detail of Expenses to Date for each Fund individually

Detail of Revenue of Each Fund individually

Balance Sheet for each individual Fund

Supervisor’s Monthly report

Copies of all Bank Statements and Monthly Bank Reconciliation

BE IT FURTHER RESOLVED that the Town Board directs the Supervisor to resume the reading of the bills at the monthly payment of claims and every Friday the Supervisor shall send a list of every check printed prior to the Board Meeting and a copy of the print out of the check and any and all voided check reports.

Town of Thurman

Resolution # 10 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Regarding Town Clerk

WHEREAS the Town Clerk plays a pivotal roll in the town's financial process,

BE IT RESOLVED that the Town Board directs the Town Clerk to resume the preparation of the abstract as required by Town Law 30(9),

BE IT FURTHER RESOLVED that the Town Board directs the Town Clerk to commence the sale of DEC licenses,

AND FUTHER RESOLVED that due to the difficulty in the previous year with timely FOIL responses the Town Board directs the Town Clerk to provide the Board with weekly updates detailing the number of FOILs, how many have been completed and how soon the pending FOILs are expected to be completed. These reports are to be sent to each board member by their preferred method.

Town of Thurman

Resolution # 11 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Adjusting & Deleting Positions

WHEREAS the Town is experiencing severe financial stress, and

WHEREAS the Town Board recognizes the importance of being conservative with the tax dollar,

The following positions will be changed as of the date of this resolution:

The Supervisor's Secretary position will be 15 hours a week only, at \$12.50 per hour, no benefits and the Secretary shall punch the time clock in the same manner as the highway worker.

The Clerk to the Assessor position shall be deleted.

The Deputy Town Clerk will be an unpaid position.

BE IT FURTHER RESOLVED that copies of the time cards and payroll summaries shall be provided and sent to each town board member weekly by their preferred method.

Town of Thurman

Resolution # 14 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Making Appointments

BE IT RESOLVED that the Town Board appoints the following for 2018 events:

Children’s Parties: Bob Shepler, Sue Shepler and Nancy Decker- organizers

Jack Wax: The TSA will sponsor the fund raiser again for 2018

Summer Concert Series: Joe Groff – organizer of the Bands for Summer concerts, planning with a budget of between \$400 to a maximum \$750 per Band, concessions to be covered in part by TSA, Youth Commission and Christmas Basket & Bazaar.

Christmas Bazaar and Baskets: Will be sponsored by the TSA and its volunteers

Town of Thurman

Resolution # 13 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution Amending Bank Transfer Policy

BE IT RESOLVED that the Supervisor shall deliver a copy of the confirmation of any bank transfer to each board member, by their preferred method, the same day the transfer takes place.

Town of Thurman

Resolution # 12 of 2018

Introduced By:

Seconded By:

Supervisor	Cynthia Hyde	Yea___	Nay___
Councilwoman	Brenda Ackley	Yea___	Nay___
Councilwoman	Joan Harris	Yea___	Nay___
Councilman	Douglas Needham	Yea___	Nay___
Councilman	Gail Seaman	Yea___	Nay___

Resolution for Moratorium on All Spending

WHEREAS the Town Board recognizes the serious nature of the fiscal problems facing the town,

BE IT RESOLVED that any and all unnecessary or discretionary purchases or spending are hereby prohibited until such time as this resolution is rescinded. The Board further advises the employees and officers, should any unnecessary purchases be made the Board reserves the right to hold the purchaser personally responsible for the purchase.