

AGENDA

JANUARY 04, 2018

ORGANIZATIONAL MEETING

CALL TO ORDER

PLEDGE

SWEARING IN CEREMONY

ROLL CALL

RESOLUTIONS

ADJOURN

DRAFT

Town of Thurman
RESOLUTION # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	YEA	NEW

Resolution to Establish Bonds for the Year 2018

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 # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	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 the town clerk will forward a copy of this resolution to the Warren County Board of Elections.

Town of Thurman
RESOLUTION # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	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 \$10,000in the fiscal year or b)public works contracts over \$20,000 shall be formally bid pursuant to GML §103.

Guideline 3.

All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 requires a written request for a proposal (RFP).
 - Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and written/fax quotes from 3 vendors.
 - Less than \$1,000 but greater than \$250 are left to discretion of the Purchaser.
- All estimated public works contracts of:
- Less than \$20,000 but greater than \$10,000 requires a bid or written RFP and sealed bid/RFP.
 - Less than \$10,000 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 advertised 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. Acquisition of professional services;

2. Emergencies;
3. Sole source situations;
4. Goods purchased from agencies for the blind or severely handicapped;
5. Goods purchased from correctional facilities;
6. Goods purchased from another governmental agency;
7. Goods purchased at auction;
8. Goods purchased for less than \$250;
9. 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.

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Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	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. All claims for these payments will be presented at the next regular meeting for audit.

Town of Thurman
RESOLUTION # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	YEA	NAY

The town board of the Town of Thurman approves the following:

REGULAR MEETING

RESOLVED, that the regular meeting of the Town Board of the Town of Thurman shall be held on the second _____ of each month at 6:30 p.m. at the Thurman Town Hall.

OFFICIAL DEPOSITORY

RESOLVED, that the Glens Falls National Bank is designated official depository for the Town funds.

OFFICIAL NEWSPAPERS

RESOLVED, that the Glens Falls Post Star is designated as official newspaper for legal advertisements.

RESOLUTION SETTING MILEAGE ALLOWANCE FOR 2017

RESOLVED, to set the mileage reimbursement allowance for 2017 at \$._____.

PETTY CASH

Town Clerk - \$100

Tax Collector - \$150.00

Town Justice - \$100.00

Supervisor's Clerk - \$50.00

SALARIES

RESOLVED, that the Town Board does hereby fix salaries of the Officers and Employees of the Town of Thurman as respectfully stated in the 2018 budget.

Town of Thurman
RESOLUTION # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	YEA	NAY

RESOLUTION FOR EMERGENCY CONTACTS TOWN OF THURMAN

The emergency contact for the Town of Thurman is Cynthia Hyde Supervisor 518-623-9649 ext 101 / 518- 623-3484 /518 -545-1750 thurmansupervisor@gmail.com In the event she is not available the emergency contact is

Joan Harris Councilwoman 518-623-2007 tbharris60@yahoo.com in the event she is not available the emergency contact is

Dougless Needham Councilman 518-623-2058 or 518-764 8713 in the event he is not available the emergency contact is

Gail Seaman Councilwoman 518-623- in the event she is not available the emergency contact is

Brenda Ackley Councilwoman 518-623-2967

Town of Thurman
RESOLUTION # 2018

Introduced By:

Secoded By:

Councilman Douglas Needham	YEA	NAY
Councilwoman Brenda Ackley	YEA	NAY
Councilwoman Gail Seaman	YEA	NAY
Councilwoman Joan Harris	YEA	NAY
Supervisor Cynthia Hyde	YEA	NAY

RESOLVED that the official holidays are

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

Town of Thurman

RESOLUTION # 2018

Introduced By:

Seconded By:

Councilman Douglas Needham YEA NAY

Councilwoman Brenda Ackley YEA NAY

Councilwoman Gail Seaman YEA NAY

Councilwoman Joan Harris YEA NAY

Supervisor Cynthia Hyde YEA NAY

RESOLUTION TO COVER ANIMAL CONTROL FOR 2018

The town board of the Town of Thurman approves using _____ for animal control services for 2018.

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