

JANUARY 10, 2008
TOWN BOARD & ORGANIZATION MEETING

The Stuyvesant Town Board held its monthly and organizational meeting on January 10, 2008 at the Stuyvesant Town Hall. In attendance were Supervisor Valerie Bertram, Councilperson Edward Scott, Councilperson Ronald Knott, Councilperson Bradlee Webster, Councilperson Rosalind Gumaer, Highway Superintendent Bernie Kowalski, Town Clerk Melissa Naegeli and Attorney for the Town Tal Rappleyea.

Supervisor Bertram called the meeting to order at 7:05pm and the meeting began with the Pledge of Allegiance.

Supervisor Bertram began the meeting with reviewing the following Organization appointments:

STUYVESANT TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 2008

Official Depository – National Union Bank of Kinderhook, First Niagara Bank
Official Newspaper – The Independent, Alternate Paper: Register Star
Official Meeting Night – Second Thursday of each month/7:00 pm
Official Working Night – First Thursday of each month
Official Mileage - \$.50 per mile
Deputy Supervisor – Ronald Knott
Town Attorney – Tal Rappleyea
Building Inspector – Gerald Ennis
Zoning Enforcement Officer – Gerald Ennis
Fire Inspector – Donald Balint
Town Engineer – Morris Associates @ \$85.00 per hour
Budget Director – Supervisor Valerie Bertram
Deputy Highway Superintendent – Jeffrey Altomer
Deputy Town Clerk –
Registrar of Vital Statistics – Melissa Naegeli
Deputy Registrar of Vital Statistics – Catherine Knott
Record Management Officer – Melissa Naegeli
Town Historian – Juanita Knott
Sole Assessor – Howard Gleason, Jr. – Cathy Knott, Secretary
Dog Control Officer – Erin Carroll
Deputy Dog Control Officer –
Columbia County Traffic Safety Board – Frank Sacco
Columbia County Council of Aging Delegate – Mary Leighton
Assessment Board of Review –
Chairman Planning Board – Gale Bury
Member of Planning Board – Patricia Casey
Alternate Member of Planning Board –
Chairman Zoning Board – William Vick
Member of Zoning Board –
Alternate Member Zoning Board –
Secretary to Zoning and Planning Board – Shirley Narzinski
Custodian of the Town Office – George Knott
Emergency Coordinator – Frank Sacco & Tim Trowbridge
Town Accountant and Bookkeeper – Mark Fitzgerald
Highway Superintendent – Allowed to purchase tools and equipment under \$1000.00 w/o Town Board approval
Highway Superintendent - Allowed to purchase sand and gravel at prevailing rate
Highway Superintendent – Allowed to rent County Equipment at prevailing rate
Supervisor – Ability to invest idle funds in CD's and Money Market Accounts
Supervisor – Upon recommendation of Town Accountant, transfer funds between General and Highway Funds
Supervisor – Able to pay utility bills without approval from Town Board
Official Polling Places – St. Mary's Parish Hall, Stuyvesant Town Hall
Salaries – Elected and appointed officials to be paid as indicated in the budget
1) Sr. MEO \$***** \$
2) MEO – 1 \$*****
3) MEO – 2 \$*****
4) Per Diem \$per hour and substitute driver \$
Supervisor appointed Town Board Committee Chairpersons as Follows:
RECREATION – Rosalind Gumaer
HIGHWAY COMMITTEE — Bradlee Webster, Sr.
BEAUTIFICATION CHAIRPERSON – Rosalind Gumaer
PUBLIC SAFETY – Bradlee Webster Sr., Frank Sacco, Nancy Hadcock, Tim Trowbridge
TOWN HALL COMMITTEE – Edward Scott, Ronald Knott
CEMETARY COMMITTEE - Bradlee Webster, Sr.
Gasoline and Fuel Oil – County Bids
Rules of Procedure at the Board Meeting – policy as accepted by Resolution #2008-01.
Compensatory Time for the Highway Department – Not more that 120 hrs. can be accumulated per year

- Adoption of:**
- 1. Procurement Policy- policy as accepted by Resolution #2008-02.**
 - 2. Investment Policy**
 - 3. Code of Ethics**
 - 4. Standard Workday**
 - 5. Type Reserve – Highway**
 - 6. Special Reserve – Town Hall**
 - 7. Capitol Reserve Fund – Town Hall**

Supervisor Bertram asked everyone to review the proposed Procurement Policy and went over some additions and changes. There was a motion by Councilman Ronald Knott to accept the Procurement Policy with an addition under §3 of “K – Highway Superintendent is allowed to purchase tools and equipment up to \$1000.00 without Board approval”. The motion was seconded by Councilman Edward Scott. The vote was unanimous and the Procurement Policy was adopted as follows:

**Town of Stuyvesant
Procurement Policy
(Resolution #2008-02)**

§ 1. Applicability.

The following policies and procedures shall hereafter apply to all acquisitions of goods and services by the Town of Stuyvesant which are not otherwise subject to competitive bidding under the provisions of the General Municipal Law of the State of New York.

§ 2. Evaluation of purchase; award to other than lowest bidder

- A. The Town Supervisor of Highways and the Town Board, being the only two agencies of the town empowered to make purchases with the use of public funds, shall, with regard to each such acquisition, decide as follows:
- (1) Whether competitive bidding is required by law.
 - (2) If competitive bidding is not required, whether alternative proposals or quotations are desirable and, if so, whether the same shall be in writing.
- B. If any such acquisition is awarded to any person or firm other than the lowest responsible vendor, specific justification and documentation shall set forth the reasons therefore. With regard to all such purchases, a certification shall be made by the Town Board or the Superintendent of Highways, attesting to the fact that the purchase in question has been made in the best interest of the taxpayers of the town.

§ 3. Purchases exempt from proposals or quotations.

The sections set forth above shall not be deemed to require the solicitation of proposals or quotations for goods or services required with regard to any of the following:

- A. Professional services.
- 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 governmental agencies.
- G. Goods purchased at an auction.
- H. Goods purchased for less than \$500.00.
- I. Public works contracts involving less than \$2,500.00.
- J. Equipment and vehicle repairs.
- K. Highway Superintendent is authorized to purchase tools and equipment without Board approval up to \$1000.00

§ 4. Annual review.

The Town Board shall annually review the foregoing policies and procedures.

§ 5. Unintentional failure to comply.

The unintentional failure of the town or any of its officers, districts, agents or employees to strictly comply with the policies and procedures set forth above shall not be grounds to void action taken or give rise to a cause of action against the town or any of its districts, officers or employees.

§ 6. Procedures.

- A. The Town of Stuyvesant purchasing documentation procedures shall be as follows:
 - (1) Call the Columbia County Administrator’s office to see if there is a county or state bid.
 - (2) If the purchase exceeds \$500 and is less than \$1,000, get at least three verbal quotes.
 - (3) If the purchase is greater than \$1,000 and less than \$2,500, get three written quotes and attach to voucher.
 - (4) If the purchase is greater than \$2,500, ask the Town Board what procedures to follow. If an emergency, obtain permission of the Town Supervisor.
 - (5) If part, service, etc., is a sole source, indicate vendor and reason.
- B. Equipment and vehicle repairs are exempt from above requirements. If there are any additional questions, refer to Article I of this chapter.

§ 7. Record of procedures followed.

- A. Did you call Columbia County to look for bids or possible vendors? _____
(yes or no)
- B. If the purchase is over \$500 and less than \$1,000, did you obtain at least three verbal quotes? (list below)

Vendor	Cost
_____	_____
_____	_____
_____	_____
_____	_____

- C. If the purchase is over \$1,000 and less than \$2,500, attach copies of three written quotes to voucher.
- D. If an emergency, note the date you contacted the Town Supervisor: _____
(date)
- E. If purchase is sole source, indicate the vendor and the reason why it is sole source.

Councilman Ronald Knott proposed a new “Rules of Procedure” guideline for Town Board meetings. Councilwoman Rosalind Gumaer asked for a clarification of item #7 – it was explained that as long as there was a quorum to vote or everyone was made aware of an upcoming motion at least 48 hours prior to a meeting a vote could be taken. A motion was made by Councilman Bradlee Webster to approve the proposed Rules of Procedure as read by Councilman Knott. The motion was seconded by Councilwoman Rosalind Gumaer and the motion was carried unanimously. The Rules of Procedure were accepted as follows:

Town of Stuyvesant
Rules of Procedure
(Resolution #2008-01)

Whereas, Town Law, 63 provides that the Town Board may determine the rules its procedure;

Now, Therefore be it resolved that the following Rules of Order be and the same are hereby adopted pursuant to Town Law 63:

Rules of order of the Town Board of the Town of Stuyvesant.

1. The supervisor shall preside at all meetings of the board and shall preserve order and decorum in debate.
2. The supervisor, immediately following the opening of every regular meeting of the board, shall proceed to the regular order of town business as follows: reception of communications addressed to the Town Board, reports of committees, reports of officers and departments and the introduction of resolutions and motions.
3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses. At such hearings, the Board may by special rules prescribe the time to be allotted to each speaker and the number of times a speaker may speak.
4. At the close of the public hearing as provided or during the comment period of any regularly scheduled meeting the Supervisor may grant any member of the general public in attendance at such meetings a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
5. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
6. The Supervisor may offer or second a resolution or motion and need not relinquish the chair for such purpose.

7. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
8. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
9. A majority vote of all the members of the board shall be required to suspend these rules of order.
10. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.
11. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
12. Any persons speaking to the board with the consent of the supervisor shall address their remarks to the board, not to other members of the audience in the form of a debate.

A motion to approve the Organization Plan as read was made by Councilman Bradlee Webster, seconded by Councilwoman Rosalind Gumaer. The motion was voted on and the Rules of Procedure was adopted unanimously.

A motion to accept the Organizational Appointments as printed was made by Councilman Bradlee Webster, seconded by Councilman Ronald Knott. The motion was voted on and the Organizational Appointments were carried unanimously.

A motion to approve the December minutes was made by Councilperson Edward Scott, seconded by Councilperson Ronald Knott and was carried unanimously.

A motion to approve the bills was made by Councilman Edward Scott, seconded by Councilwoman Rosalind Gumaer. The motion was voted on and carried unanimously.

COMMUNICATIONS

There were no new communications received since the December meeting.

REPORTS:

Town Clerk

Report is on file in the Clerk's Office.

Highway Department

Highway Superintendent Bernie Kowalski reported that they cleaned up around the cemetery and cleaning brush along the roads.

Building Inspector/Zoning Enforcement Officer

Supervisor Bertram read the report as filed by the Building Dept. The report is on file in the Town Clerk's Office.

Dog Control Officer

There was no report filed.

Planning Board & Zoning Board

No meeting since December report.

Greenway Committee

No meeting since the December report.

Agriculture Committee

A representative of the Agriculture Committee read a synopsis of their report submitted after meeting on December 28th to review the Animal Welfare Laws and Ag & Markets Laws. The full report is on file in the Town Clerk's Office

Town Hall Committee

Railroad Station Restoration Committee

Mesick & Cohen Architects will have an agreement prepared with the information necessary to move forward with the grant and work at the Railroad Station.

Cemetery Committee

No report.

Town Historian

In Mrs. Knott's absence, Supervisor Bertram read the Annual Report. A copy of the report is on file in the Clerk's Office. Historic Stuyvesant Day will be held on August 9th. The Ken Hummel Memorial 5K Run will also be held that day.

Assessor

Supervisor Bertram she, Assessor Howard Gleason, Suzette Booy of Columbia County Real Property and representatives of the State met with GAR regarding the upcoming re-evaluation of property in the Town. A timeline was agreed upon and a copy is on file in the Clerk's Office.

There will be a meeting on March 13th to discuss the process. Letters will be sent out as well as a press release issued. There will be public information workshops held throughout the year. Mr. Gleason also expressed how important it will be to allow the surveyors access to property to make sure the information is accurate.

Exemption forms are out and are due back to the office by March 1st.

Recreation Committee

Councilwoman Rosalind Gumaer reported that the Committee met on January 5th. Mrs. Gumaer gave the Board members a proposal to build an ice rink at the Stuyvesant Falls Playground (a copy of the proposal is on file in the Clerk's Office). The rink will be 30'x 40' and will be used predominantly by younger children. There is a sign-up list for volunteers to help on Saturday, January 12th at 2:00pm to start constructing the rink. The Stuyvesant Falls Fire Co. will flood the area. Supplies have been donated as well as tools and time. A total estimated cost is \$200.00.

A motion to approve the proposal was made by Councilwoman Rosalind Gumaer and seconded by Councilman Bradlee Webster. The motion was voted on and passed unanimously.

The Committee is gathering information and material together to present to the Board regarding the construction of a pavilion at the Sharptown Road site. Information is also being collected on lighting, grills, etc. A fact sheet has been prepared and is being distributed along with a petition to residents regarding ideas for use at the Sharptown Road site.

The Recreation Committee asked Councilman Edward Scott to get quotes for signs for the Sharptown Road property.

Mr. Gibbs has suggested a town wide snowman building contest to be held in February. The Committee will plan various events to be held at the new ice rink to encourage people to come and use it. The Recreation Committee meetings will be January 26th and February 9th.

Old Business

There has not been any correspondence from CSX regarding the bridge on Schoolhouse Road. Supervisor Bertram has received the inspection report from DOT and almost every aspect of the bridge was flagged. There is no report on the Ridge Road bridge yet.

Town Attorney Tal Rappleyea has drafted a letter to CSX for Supervisor Bertram's signature regarding the status of the bridges on Schoolhouse Road and Ridge Road. The Board has approved the letter and it will be sent to CSX as soon as possible.

Supervisor Bertram will make the DOT Inspection Report available to Board members.

Councilman Ronald Knott asked about the Planning Board and Zoning Board of Appeals vacancies. He said that new standards can be adopted for using alternate members to make it a more attractive position. Supervisor Bertram agreed that the position of alternate can be unappealing to people. She asked Town Clerk Melissa Naegeli to put an advertisement in the newspapers announcing the vacancies on the two boards and ask for letters of interest to be submitted.

Carl Williams has notified the Agriculture Committee and Supervisor Bertram that he can no longer serve as Chair for that committee. The Committee has asked Brian Chittenden be named the new chair. A motion was made by Councilman Ronald Knott to make Brian Chittenden the Chair of the Agriculture Committee. The motion was seconded by Councilwoman Rosalind Gumaer and passed unanimously.

The Agriculture Committee also asked that Lisa Lafferty be added to the Committee. A motion was made by Councilman Bradlee Webster to make the appointment. The motion was seconded by Councilman Ronald Knott and passed unanimously.

Councilwoman Rosalind Gumaer asked if there was something we could do with the Agriculture Committee's report to get it out to the public (i.e., put it on the webpage). Supervisor Bertram said that we would look into it.

Councilwoman Rosalind Gumaer asked what could be done about the hunting issue at the Sharptown Road site. Supervisor Bertram said something could be put in the paper about the site being closed to hunting. Councilwoman Gumaer will have the hunting sign removed from the property.

New Business

Councilman Edward Scott reported that he had gotten one estimate for a sign at the Sharptown Road site. Supervisor Bertram said that we need to decide on a name before any signs could be designed.

Supervisor Bertram will attend a meeting with the County Board of Supervisors and Congresswoman Gillibrand.

Public Comment

- Can the DOT Report on the Bridges be put on the webpage?
- Can the Planning Board & Zoning Board of Appeals vacancies be put on the webpage?
- Thanks to the Board for taking action on the bridges.
- Why can't the Board do something about the LaFarge Tire Burning Plant, i.e., another resolution in opposition?
Supervisor Bertram and Councilman Ronald Knott reminded the audience that a resolution in opposition to the tire burning plant was done in the previous year.
- A question regarding the public hearing held in August on the Stuyvesant Fire District redistricting.
- A question regarding the large percentage increase in the tax bills and whether any other Town in the County had similar increases. It was requested that Supervisor Bertram look into the increases of other Towns.
- Fire Chief Steven Montie asked that the residents of Riverview St. park in their driveways during snowstorms.
- An article regarding CSX and the Railroad bridge conditions all over the County was in the Register Star and Independent newspapers.

A motion to adjourn the meeting was made by Councilman Bradlee Webster and seconded by Councilman Ronald Knott. The motion was voted on and carried unanimously. The meeting adjourned at 8:10pm.

JANUARY 2008 ABSTRACTS

THE FOLLOWING BILLS WERE PRESENTED FOR AUDIT:

<i>Leftover Bills from December 2007</i>					
458	National Grid	2404.49	459	Fairpoint Communications	306.78
460	Sunnyside Garage	589.38	461	Mooradian Hydraulics	13.50
462	Unifirst Corp.	93.20	463	Colarusso Quarry Co.	5548.13
464	Northeast Automotive	30.98	465	CarQuest of Valatie	194.90
466	Ben Funk, Inc.	2484.31	467	Mario's Home Center	234.28
468	Rainbow Distributors	48.93	469	Main Care Energy	3332.50
470	Culligan	27.00	471	CJ Miner, Inc.	56.30
472	Col. Co. Solid Waste	217.51	473	NexTel Partners	46.69
474	George Knott	183.00	475	Carrie O'Hare	102.83
476	Col. Co. Sheriff's Office	48.60	477	Empire Alarms	21.95
478	Hudson Valley Tree Svc	600.00	479	Xerox Corp	191.85
480	Tal Rappleyea	48.00	481	Joseph Bruno	177.99
482	Kosco	940.62	483	Melissa Naegeli	97.00
<i>January 2008</i>					
1	NYS Assessor's Assoc	85.00	2	Karen Roach (NYSATRC)	25.00
3	B.A.S.	260.00	4	United State Postal Svc.	4.00
5	Col Co Treasurer	4882.30			

Recorded this 10th Day of January 2008

Approved this 14th Day of February 2008

TOWN CLERK

SUPERVISOR

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON

COUNCILPERSON