**MINUTES**

Minutes of the Month End Town Board Meeting held January 28, 2020 in the “upstairs meeting room”, commencing at 5:00 PM located at 14-16 Mill St. Sodus, NY 14551.

Sodus Town Board Meetings are open to the public.

Roll Call/Present: Scott Johnson, Supervisor

David LeRoy, Councilperson/Deputy Supervisor

John Faulks, Councilperson

Chris Tertinek, Councilperson

Recording Secretary: Lori Diver, Sodus Town Clerk

Absent: Don Ross, Councilperson

Others Present: N/A

Supervisor Scott Johnson called the Month End Town Board Meeting to order commencing at 5:00 PM.

***GREEN SPARK SOLAR***

 ***RESOLUTION***

***(04 01-2020)***

**NOW BE IT RESOLVED**, Councilperson Chris Tertinek motioned authorizing Supervisor Scott Johnson to notify Green Spark Solar they can start work on project at 6502 N Geneva Rd. without decommissioning bond. Note: this will be the only solar project that will be allowed to proceed without a decommissioning bond was seconded by Councilperson John Faulks. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, absent; Chris Tertinek, aye; and John Faulks, aye. Resolution adopted.

***Town of Sodus Credit Cards -LNB***

***Resolution***

**(05 01-2020)**

**WHEREAS,** the Town of Sodus has a new Town Supervisor effectively January 1, 2020, and

**WHEREAS,** the Town of Sodus wants the Town of Sodus credit cards to be through LNB Bank, and

**NOW BE IT RESOLVED,** Supervisor Scott Johnson has authority on behalf of the Town Board and the Town of Sodus to open the following credit cards at LNB bank for the Town of Sodus individuals and departments:

**FURTHER BE IT RESOLVED,** the credit limit for each employee shall be set at $4,000.00.

**Scott E. Johnson**, Sodus Town Supervisor

**Breynn Crandell**, Supervisor Clerk

**Lori Diver**, Sodus Town Clerk

**Nathan Mack**, Assessor

**Craig Schwartz,** Code Enforcement Officer

**Robert Fratangelo**, Honorable Town Justice

**Thomas Putnam**, Honorable Town Justice

**Michelle Dolan**, Court Clerk

**Dale Pickering**, Highway Superintendent

**RESOLVED,** theTown of Sodus Board hereby adopts resolution ***(05 01-2020).***

Councilperson John Faulks motioned to adopt this resolution was seconded by Councilperson David LeRoy. Upon roll call the following votes were heard, Johnson, aye; LeRoy, aye; Ross, absent; Tertinek, aye; and Faulks, aye. Resolution adopted.

Motion by Councilperson Tertinek motioned to amend procurement policy was seconded by David LeRoy. Upon roll call the following votes were heard, Scott Johnson, aye; LeRoy, aye; Ross, absent; Faulks, aye, Tertinek; aye, Motion carried *(amended policy see below).*

Procurement Policy for the Town of Sodus

January 2020

 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 bidding requirement of GML, §103 or any other law, in order to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the town; and

 WHEREAS, comments have been solicited from those officers of the town involved in procurement;

NOW THEREFORE, be it

 RESOLVED: That the Town of Sodus 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 (hereinafter Purchaser) shall estimate the cumulative amount of 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 purchase activity.

 Guideline 2. All purchases of a) supplies or equipment which will exceed $10,000. in 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 require a written request for proposal (RFP) and written/fax quotes from three vendors.

 Less than $3,000 but greater than $1,000 requires an oral request for the goods and oral/fax quotes from two vendors. Any purchase over $1,000 shall be approved by the Town Board.

 Less than $1,000 but greater than $50 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and particulars of delivery.

The Purchaser shall compile a list of vendors from whom written/fax/oral quotes have been requested and the written/fax/oral 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 of public works contract, including the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

 Guideline 4: All bids, quotes or proposals shall include the name and address of the bidder, its qualifications, a description of the work to be completed and an itemization of costs if appropriate, together with any other information necessary. Bids, quotes and proposals without sufficient information to allow the Purchaser to properly evaluate them will be rejected.

 Guideline 5: 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 bidder. If the bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

 Guideline 6: 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 proposals or quotes be a bar to procurement.

 Guideline 7: Except when directed by the town board, no solicitation of written proposals or quotations 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 another governmental agency
6. Goods purchased at auction
7. Goods purchased for less than $50
8. Public works contract for less than $500
9. Purchases under State or County contracts.

Guideline 8: This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Guideline 9: The unintentional failure to fully comply with the provisions of this section shall not be grounds to void action taken or give rise to a cause of action against the Town, District, or any officer or employee thereof.

Motion to raise Dayna Fisher’s hourly rate from $11.80 to $12.00 per hour was seconded by Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; LeRoy, aye; Ross, absent; Faulks, aye, Tertinek; aye, Motion carried.

Motion by Don Ross to enter into Executive Session regarding a personnel issue with a particular person was seconded by Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; LeRoy, aye; Ross, absent; Faulks, aye, Tertinek; aye, Motion carried.

Motion by John Faulks to exit out of Executive Session and enter back into regular session was seconded by David LeRoy. Upon roll call the following votes were heard, Scott Johnson, aye; LeRoy, aye; Ross, absent; Faulks, aye, Tertinek; aye, Motion carried.

There was discussion on re-appointing Dennis Grabb to Planning Board Chair. This will be tabled.

Interviews were held for the Zoning and Planning Board. A motion by Councilperson David LeRoy to hire John G. Bernhard as Ad-Hoc to the Planning Board, David Johnson as Ad Hoc to Zoning Board, Sal Vittozzi as Ad Hoc to Zoning Board and Chris Hoot as Ad Hoc to Planning Board was seconded by Councilperson John Faulks. Upon roll call the following votes were heard, Scott Johnson, aye; LeRoy, aye; Ross, absent; Faulks, aye, Tertinek; aye, Motion carried.

Councilperson David LeRoy motioned to increase Michelle Dolan’s hourly wage to $17.00 per hour was seconded by Councilperson Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, absent; Chris Tertinek, aye; and John Faulks, aye. Motion carried.

Councilperson John Faulks motioned to adjourn the meeting was seconded by Councilperson Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, absent; Chris Tertinek, aye; and John Faulks, aye. Motion carried.

Meeting adjourned: 6:25 PM

Recording Secretary,

Lori Diver

Sodus Town Clerk, RMC