

Minutes of the Regular Town Board Meeting of the Town of Arietta held January 4th, 2020 at the Piseco Town Offices and a Zoom webinar located at the Piseco Common School building commencing at 5:00pm.

Others present: Craig Small – Highway Superintendent, Mel LaScola – Zoning Officer, Chris Rhodes, Steve Woehrle

Supervisor Wilt opened the meeting at 5:00pm.

Roll Call:

Jacqui Grier present
Sarah Rudes present
Doug Stobo present
Christy Wilt present
Richard Wilt present

Motion was offered by: S. Rudes

To accept the minutes of the December 7th and 21st, 2020 Town Board meetings as submitted by the Town Clerk.

Second was offered by: D. Stobo

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

TOWN OF ARIETTA

At a ZOOM meeting of the Arietta Town Board for the Town of Arietta, Hamilton County, New York on January 4 2021 at 5:00pm

Resolution #

Subject: **Organizational Meeting of the Arietta Town Board for the year 2021**

Resolution Offered By: _____ D. Stobo _____

WHEREAS: the Town Board of Arietta will make the following appointments and designations:

Richard Wilt-----Purchasing Agent
Richard Wilt-----Budget Officer
Mel LaScola -----Code Enforcement Officer
Mel LaScola-----Building/Safety Inspector
Ken Parslow-----Animal Control Officer
Ken Parslow-----Registrar of Vital Statistics
Bryan Rudes-----Town Historian
Joyce Page-----Justice Clerk
Craig Small-----Refuse & Recyclable Foreman @ \$4,250 / year
Craig Small-----Safety Coordinator @ \$2,550.00 / year

Dr. Robert Brandis of Nathan Littauer - will be appointed as Health Officer for the Town of Arietta

All town employees, elected and appointed officials will be paid on a bi-weekly basis.

All town equipment and property will be identified and labeled as such.

The regular monthly meeting of the Town Board will be held on the first Monday of each month at 5:00pm, unless otherwise noted, and all bills will be submitted by the Friday prior to the Board meeting

NBT, or any commercial bank designated by the Board in resolution will be the official bank of the Town of Arietta

The Hamilton County Express and the Leader Herald of Gloversville will be designated as the official newspapers of the Town of Arietta

The Town Board will review the financial books of the Supervisor, Justices, Town Clerk, and Tax Collector at the January 18th, 2021 meeting

The Supervisor is authorized to invest idle town funds in NBT Bank Certificates of Deposit or Money Market Accounts

Any Town Official (authorized by the Town Board) may attend the Association of Towns Meetings in New York City as well as attending other meetings & training that pertain to Town business and the town will reimburse any official charges.

The Supervisor is authorized to pay utility bills, postage and payroll prior to audit of the Town Board and these bills will be audited at the following Town Board Meeting

The reimbursable mileage rate for approved charges is \$.57.5 ? per mile.

Salaries for Elected Officials and Appointed Personnel are set forth as established in the 2021 Town Budget

1 1/2 % increase in the Wage and Salary Structure adopted by the Town Board (see attached) in 2021 for the following Grade 1-8 positions:
Laborers (General, Highway & Airport)
Account Clerk, Account Clerk/Typist

Motor Equipment Operator
Heavy Equipment Operator
Automotive Mechanic

THEREFORE, LET IT BE RESOLVED: the Town Board, Town of Arietta approves the above appointments, salaries, wages and standards.

Seconded by: J. Grier and put to a vote, which resulted as follows:

AYES: 5 NOES: 0

AYES:	NOES:	ABSENT:
Jacquelyn Grier <u>X</u>	Jacquelyn Grier _____	Jacquelyn Grier _____
Sarah Rudes <u>X</u>	Sarah Rudes _____	Sarah Rudes _____
Douglas Stobo <u>X</u>	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt <u>X</u>	Christy Wilt _____	Christy Wilt _____
Richard Wilt <u>X</u>	Richard Wilt _____	Richard Wilt _____

_____, Town Clerk Date January 4th, 2021

TOWN OF ARIETTA

At a ZOOM meeting of the Arietta Town Board for the Town of Arietta, Hamilton County, New York on:

January 4, 2021 at 5:00pm

Resolution # 21-01-02

Subject: **Procurement Policy**

Resolution Offered By: S. Rudes

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~103 or any other law; and

WHEREAS: comments have been solicited from those officers of the Town involved with procurement, and

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta 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 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 \$35,000 shall be formally bid pursuant to GML ~ 103.

All estimated purchases of:

~ Less than \$20,000 but greater than \$10,000 requires a written **request for a proposal** (RFP) and written/fax/email quotes from three vendors.

~ Less than \$10,000 but greater than \$6,000 requires an oral request for the goods and written/fax/email quotes from three vendors.

~ Less than \$6,000 but greater than \$1,000 requires an oral request for the goods and oral/written/fax/email quotes from two vendors.

~ Less than \$1,000 is left to the discretion of the Purchaser.

All estimated public works contracts of:

~ Less than \$35,000 but greater than \$15,000 requires a written RFP and written/fax/email proposals from three contractors.

~ Less than \$15,000 but greater than \$3,000 requires a written RFP and written/fax/email proposals from two contractors.

~ Less than \$3,000 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors/contractors from whom written/fax/email/oral quotes have been requested and the written/fax/email/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 or public works contract.

Guideline 3 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. (For example: the second low bidder is a business in town, paying property taxes and their quote was within 5% of the low bidder which is an out of state business or supplier.). If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 4 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 proposals or quotes be a bar to the procurement.

Guideline 5 Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a). Acquisition of 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 another governmental agency
- g). Goods purchased at auction
- h). Goods purchased for less than \$1,000
- i). Public works contracts for less than \$3,000

Guideline 6 This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by: C. Wilt and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier <u> X </u>	Jacquelyn Grier <u> </u>	Jacquelyn Grier <u> </u>
Sarah Rudes <u> X </u>	Sarah Rudes <u> </u>	Sarah Rudes <u> </u>
Douglas Stobo <u> X </u>	Douglas Stobo <u> </u>	Douglas Stobo <u> </u>
Christy Wilt <u> X </u>	Christy Wilt <u> </u>	Christy Wilt <u> </u>
Richard Wilt <u> X </u>	Richard Wilt <u> </u>	Richard Wilt <u> </u>

_____, Town Clerk Date January 4th, 2021

Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, or provided by General Municipal Law, ~10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION - Eligible securities used for collateralizing deposits shall be held by NBT Bank and The Bank of New York Mellon (BNY Mellon) and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the custodial bank. The custodial agreement shall provide that securities held by the bank or trust company or agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation or eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS – As authorized by General Municipal law ~11, the Town of Arietta authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following investments:

- Special time deposit accounts
- Certificates of deposit
- Obligations of the United States of America
 - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 - Obligations of New York State
 - Obligations of issued pursuant to LFL~24.00 or 25.00 with approval of the State Comptroller by any municipality, school district or district corporation other than the Town of Arietta;
 - Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
 - Certificates of Participation (COP) issued pursuant to GML ~6-c,6-d,6-e,6-g,6-h,6-j,6-k,6-l,6-m, or 6-n;

All investment obligations shall be payable or redeemable at the option of the Town of Arietta within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Arietta within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS – The Town of Arietta shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition at the request of the Town of Arietta. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS - The Supervisor is authorized to contract for the purchase of investments:

1. Directly,

including through a repurchase agreement, from an authorized trading partner.

2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion #88-46, and the specific program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be held pursuant to a written custodial agreement as described in General Municipal Law ~10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS – Repurchase agreements are authorized subject to the following restrictions: All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.

No substitution of securities will be allowed. The custodian shall be a party other than the trading partner.

Seconded by: D. Stobo and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier <u> X </u>	Jacquelyn Grier _____	Jacquelyn Grier _____
Sarah Rudes <u> X </u>	Sarah Rudes _____	Sarah Rudes _____
Douglas Stobo <u> X </u>	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt <u> X </u>	Christy Wilt _____	Christy Wilt _____
Richard Wilt <u> X </u>	Richard Wilt _____	Richard Wilt _____

_____, Town Clerk Date January 4th, 2021

TOWN OF ARIETTA

At a Zoom meeting of the Arietta Town Board for the Town of Arietta, Hamilton County, New York on:

January 4, 2021 at 5:00pm

Resolution # 21-01-04

Subject: **Adirondacks Speculator Chamber of Commerce Agreement**

Resolution Offered By: S. Rudes

WHEREAS: the Town of Arietta in the past has had an agreement with the Adirondacks Speculator Chamber of Commerce, and

WHEREAS: the Arietta Town Board feels that the Town of Arietta should review the scope of services that the Chamber provides for the Town and amount of monetary support stated in the agreement in return for said services, and

WHEREAS: at this time the Town of Arietta Town Board will enter into a one year agreement as outlined in the attachment beginning on January 1, 2021 and ending December 31, 2021 and agrees to pay the Chamber the sum of \$8,000.00 for services during this time frame, and

WHEREAS: during this time frame the Town will review said agreement with the Adirondacks Speculator Chamber of Commerce and make any changes or to continue on with said agreement, and

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta, Town Board does hereby authorize the Town of Arietta Supervisor to execute all necessary documents on behalf of the Town to enter into a one-year agreement with the Adirondacks Speculator Chamber of Commerce.

Seconded by: D. Stobo and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier <u> X </u>	Jacquelyn Grier _____
Sarah Rudes <u> X </u>	Sarah Rudes _____	Sarah Rudes _____
Douglas Stobo <u> X </u>	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt <u> X </u>	Christy Wilt _____	Christy Wilt _____
Richard Wilt <u> X </u>	Richard Wilt _____	Richard Wilt _____

_____, Town Clerk Date January 4th, 2021

Mrs. Rudes said she will contact the Chamber and have them send the board an updated Schedule A referenced in the agreement as some of the events in the old one aren't being done anymore.

TOWN OF ARIETTA

At a ZOOM meeting of the Arietta Town Board for the Town of Arietta, Hamilton County, New York on:

January 4, 2021

Resolution # 21-01-05

Subject: **Annual Agreement with the Lake Pleasant Senior Citizens Group Inc.**

Resolution Offered By: C. Wilt

WHEREAS: the Town of Arietta has to review the annual agreement with the Lake Pleasant Senior Citizens Group Inc., and

WHEREAS: after reviewing the agreement no changes were made for the term of the lease for the period from January 1, 2021 through December 31, 2021 and the sum of \$1,500.00 requested still remained the same, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does authorize the Town Supervisor to sign the necessary papers to execute the agreement with the Lake Pleasant Senior Citizens Group Inc.

Seconded by: S. Rudes and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier <u> X </u>	Jacquelyn Grier <u> </u>	Jacquelyn Grier <u> </u>
Sarah Rudes <u> X </u>	Sarah Rudes <u> </u>	Sarah Rudes <u> </u>
Douglas Stobo <u> X </u>	Douglas Stobo <u> </u>	Douglas Stobo <u> </u>
Christy Wilt <u> X </u>	Christy Wilt <u> </u>	Christy Wilt <u> </u>
Richard Wilt <u> X </u>	Richard Wilt <u> </u>	Richard Wilt <u> </u>

_____, Town Clerk Date January 4th, 2021

Committee reports:

Snowmobile Trails: Mrs. Grier reported there isn't much going on due to lack of snow. Mr. Wilt reported that there was work done on the Powley road groomer. He said the board will need to start looking into replacing it in the next couple of years. Mr. Small said if it is treated gently it should last a couple of years. Mr. Wilt said there aren't any grants out there right now for groomers. Christy said they cost around \$100,000 or more for a used groomer.

Town Buildings & Grounds: Mr. Stobo had nothing to report. Mr. Wilt reported that the FAA received money from the Heroes Act but doesn't know if any will filter down to small airports. If it does and the grant is 100% funded, he will see if the siding for the SRE building can be included in it.

Website & Chamber: Mrs. Wilt had nothing to report.

Airport & Financial: Mr. Wilt had nothing to report.

Lake/ Dam/ Invasive: Mrs. Rudes reported that she talked with Mr. Wilt about getting a meeting with the dam engineers to catch up on where the permitting is for the fence and buoy system. Also to discuss the future of the dam. She will try to get a zoom meeting set up.

Old Business:

Mr. Wilt would like to make some modifications to the existing proposal so the board will go over it at the January 18th, 2021 meeting

Mr. Wilt reported they haven't heard anything from the architect about the highway garage.

Mr. Wilt reported he thinks watching for and reporting streetlights that aren't working is something that should be given to the new parks and recreation director.

Mr. Wilt asked if anyone has any issues with appointing someone now with out a written job description. Mrs. Rudes said she didn't mind but would like to know what the salary would be. She also thought the job description received from the Town of Lake Pleasant was spot on for our position. Mr. Wilt said he would draft a job description for the January 18th, 2021 meeting.

Motion was offered by: J. Grier

To hold a special Town Board meeting on January 18th, 2021 at 5:00pm so the board can go over the Town books and any other Town business that comes up.

Second was offered by: S. Rudes

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

Motion was offered by: S. Rudes

To pay the bills as follows:

General Fund: no. 7 to no. 26 for a total: \$87,260.24

Utilities General fund no. 701 for a total: \$20.88

Highway Fund: no. 1 to no. 6 for a total: \$30,888.48

Second was offered by: J. Grier

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

Motion was offered by: C. Wilt

To accept the financial statement of the Supervisor for the month of December 2020 as submitted.

Second was offered by: D. Stobo

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

Motion was offered by: D. Stobo

To accept the new building and zoning fees as presented by the Zoning Officer.

Second was offered by: C. Wilt

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

Mr. LaScola – Zoning Officer read his report on the permits he gave out during the year 2020.

Motion was offered by: D. Stobo

To adjourn the meeting at 6:25pm.

Second was offered by: J. Grier

Ayes: Grier, Rudes, Stobo, C. Wilt and R. Wilt. **Nays:** none

Entered by:

Kenneth Parslow, Town Clerk