

October 16, 2018

State of New York
County of Fulton
Town of Oppenheim

Minutes of the Oppenheim Board Budget workshop meeting held on October 16, 2018 at the Oppenheim Town Hall located at 110 Route 331, St. Johnsville, NY 13452.

Present

Cynthia Breh	--	Supervisor
Patricia Haberek	--	Councilwoman
Kathleen Montana	--	Councilwoman
John Houle	--	Councilman
Dennis Yost	--	Councilman
Gloria Brys	--	Town Clerk
Joanne Capek-Young	--	Bookkeeper

Absent

Scott DeNinno	--	Highway Superintendent
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Supervisor Cynthia Breh called the budget workshop to order at 5:30 pm with the Pledge to the Flag.

Bookkeeper JoAnne Young had a tentative budget for the board members. She went through all of the accounts and explained if there was an increase or decrease for each line item on the Budget.

Patricia Haberek made a motion to adjourn the budget workshop at 6:15 pm and Dennis Yost seconded it and Kathleen Montana and John Houle was in favor.

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Cynthia Breh	--	Supervisor
Patricia Haberek	--	Councilwoman
Kathleen Montana	--	Councilwoman
John Houle	--	Councilman
Dennis Yost	--	Councilman
Gloria Brys	--	Town Clerk
Scott DeNinno	--	Highway Superintendent
Billie Jo Getman	--	Dog Control Officer

Absent

Joanne Capek-Young	--	Bookkeeper
Dave Rackmyre	--	Codes Enforcement Officer

Supervisor Cynthia Breh called the regular meeting to order at 6:30 pm with Pledge to the Flag.

Bookkeepers Report

JoAnne Capek-Young had a written report for the board members.

Dennis Yost made a motion to accept the Bookkeepers Report and Patricia Haberek seconded it and John Houle and Kathleen Montana was in favor.

Dog Control Officer

Supervisor Breh tabled it

Codes Enforcement Officer

Dave Rackmyre handed in reports for September and October. The total permit fees for the year is \$2,353.80.

John Houle made a motion to accept the Codes Enforcement Officers report and Patricia Haberek seconded it and Kathleen Montana and Dennis Yost were in favor.

October 16, 2018 (cont)

Highway Report

Scott DeNinno stated that they have put the plows on. Beldons Corners road is in the works and next year he would like to widen and pave it.

Mr. DeNinno said that we need to give Certificates of Insurance to the property owners that the town uses their property to turn the plow around.

Mr. DeNinno said that we should get the new pick-up that the town ordered from Main Motor Car in Johnstown sometime in November or December.

The parts for the salt shed should be here on 10-17-18 and the cost is \$2,172.75

Mr. DeNinno said that we are spending a lot of money for repairs on our equipment. He has been getting quotes on an excavator and loader.

Supervisor Breh wanted Mr. DeNinno to put together a package of prices for new equipment for the next meeting.

John Houle made a motion to accept the Highway Report and Patricia Haberek seconded it and Kathleen Montana and Dennis Yost were in favor.

Town Clerks Report

Town Clerk Brys gave the board members a monthly report.

Kathleen Montana made a motion to accept the Town Clerks Report and Dennis Yost seconded it and John Houle and Patricia Haberek was in favor.

Hilltop Fire Company

The Hilltop Fire Company handed in a report of the calls they answered for the month of October. The drills for the month were hose bowling, pump training, ladder training and jaws training.

Executive Session

Patricia Haberek made a motion to have an executive session at 7:20 pm on personnel and Kathleen Montana seconded it and Dennis Yost and John Houle was in favor.

Patricia Haberek made a motion to call the meeting back to order at 8:15 pm and Dennis Yost seconded it and Kathleen Montana and John Houle was in favor.

Motions

Motion made by Patricia Haberek and seconded by Dennis Yost to appoint Lisa Holton to the Board of Assessment Review.

Adopted

Ayes - 5 Haberek, Yost, Montana, Houle, Breh

Nays - 0

October 16, 2018 (cont)

Procurement Policy for the Town of Oppenheim

Motion made by Dennis Yost and seconded by John Houle to accept Resolution #48
This is the Procurement Policy for the Town of Oppenheim

Adopted

Ayes - 5 Yost, Houle, Montana, Haberek and Breh

Nays - 0

The policy is as follows:

Town of Oppenheim

110 State Highway 331
St. Johnsville, NY 13452

**PROCUREMENT POLICY FOR THE TOWN OF OPPENHEIM
RESOLUTION #48**

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing the procurement of goods and services not subject to bidding requirements of GML § 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement; 1

NOW, THEREFORE, be it

RESOLVED, that the Town of Oppenheim 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 § 1 03. 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.

The Town hereby identifies the officials listed below as responsible for purchasing, as of the date of the last annual review of this Policy:"

Town Supervisor'
Highway Superintendent"

(The Town does not maintain a separate and distinct purchasing department or purchasing commission)

Guideline 2. This Policy shall NOT apply to all purchases of (a) supplies or equipment which will exceed \$20,000 in the fiscal year or, (b) public works contracts over \$35,000, which shall be formally put to bid pursuant to GML §103.

Guideline 3. All estimated purchases of:

- A. Less than \$20,000 but greater than \$3,000, require a written request for a proposal (RFP) and written/faxed quotes from at least three (3) vendors;
- B. Less than \$3,000 but greater than \$1000 require an oral request for the goods and oral/faxed quotes from at least two (2) vendors;
- C. Less than \$1000 are left to the discretion of the Purchaser.

All estimated public works contracts of:

- A. Less than \$35,000 but greater than \$10,000 require a written RFP and written/faxed proposals from at least three (3) contractors;
- B. Less than \$10,000 but greater than \$3,000 require a written RFP and written/faxed proposals from at least two (2) contractors;
- C. Less than \$3,000 but greater than \$1000 require an oral request for the goods and oral/faxed quotes from at least two (2) vendors;
- D. Less than \$1000 are left to the discretion of the Purchaser.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentations 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 bidder on the basis of "best value". If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the Record supporting the procurement.

Motion made by Kathleen Montana and seconded by Patricia Haberek to accept the On-Site Drug and Alcohol Testing.

Adopted

Ayes - 5 Montana, Haberek, Yost, Houle, Breh

Nays - 0

October 16, 2018 (cont)

Motion made by John Houle and seconded by Kathleen Montana to accept the Tentative Budget as the Preliminary Budget.

Adopted

Ayes - 5 Houle, Montana, Haberek, Yost, Breh

Nays - 0

Approval of Minutes

Motion made by Kathleen Montana and seconded by Patricia Haberek to accept the minutes of September 18, 2018.

Adopted

Ayes - 5 Montana, Haberek, Houle, Yost, Breh

Nays - 0

Motion made by Patricia Haberek and seconded by Dennis Yost to authorize payment of the vouchers.

Adopted

Ayes – 5 Haberek, Yost, Houle, Montana, Breh

Nays - 0

With no further business on a motion by Councilwoman Haberek and seconded by Councilman Yost the meeting was adjourned at 8:35 pm

Respectfully submitted,
Gloria J. Brys, Town Clerk