

REGULAR MEETING
WOLCOTT TOWN BOARD - July 21, 2020

A regular meeting of the Wolcott Town Board was held Tuesday, July 21, at 6:00 PM at the Town Hall with the following people present:

PRESENT - Supervisor - Lynn Chatfield
Councilman - Adam Ellis, Jr.
Councilman - Daniel Youngman
Councilwoman - Lori Furguson
Councilman - Derek Ceratt

OTHERS PRESENT - Jessica Freer, Town Clerk; Amber Roberts, Assessor/Supervisor's Clerk; Don Camp, Code Enforcement Officer; Zach Decker, Highway Superintendent; Dave Doyle and Dave Willard, MRB Group; Dan Smith, Village of Wolcott Councilmember.

Copies presented to the Town Board:

1. Minutes of June 16, 2020 (Regular Meeting)
2. General Fund Claims (Unaudited)
3. Highway Fund Claims (Unaudited)
4. Port Bay SD Fund Claims (Unaudited)
5. Senior Citizens Fund Claim (Unaudited)

The Supervisor's, Town Clerk's, Justices, Code Enforcement Officer's and Highway Superintendent's reports were presented to the Town Board.

Supervisor Chatfield called the meeting to order at 6:00 PM.

Pledge of Allegiance -

GENERAL BUSINESS -

GENERAL CORRESPONDENCE - No correspondence this month.

A motion was made by Derek Ceratt, seconded by Dan Youngman, to accept the minutes of June 16, 2020 and departmental reports.

VOTE - AYES 5 NAYS 0 .

ABSTRACT OF CLAIMS -

GENERAL ACCOUNT - Claims #227 thru #264 - total - \$10,777.25

HIGHWAY ACCOUNT - DA Town wide & DB Outside - total - \$70,978.95

PORT BAY SD - Claims #38 thru #44 - total - \$433,650.63

BROWN/WADSWORTH RD WD - Claims #1 thru #5 - total - \$228,615.56

SENIOR CITIZENS - Claim #1 - total - \$500.00

ABSTRACT OF CLAIMS - (cont'd)

A resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Derek Ceratt "Be it RESOLVED to pay General, Highway, Port Bay SD, Brown/Wadsworth Rd WD and Senior Citizens account claims as presented."

VOTE - AYES 5 NAYS 0 .

ASSESSOR/SUPERVISOR'S CLERK - Amber Roberts

1. RESOLUTION #33-20 AMENDING JUNE 2020 ABSTRACT DUE TO CLERICAL ERROR -

The following resolution was presented by Dan Youngman, moved by Derek Ceratt, seconded by Adam Ellis.

WHEREAS, due to a clerical error the June 2020 General Fund abstract had a Crown Electric voucher on the abstract in the amount of \$75.00; and

WHEREAS, that voucher was already on the May 2020 Highway Abstract for the amount of \$75.00; and

WHEREAS, the Crown Electric had returned the check from the June Abstract back to the Town and the Abstract needs to reflect the correct amount of claims;

NOW THEREFORE, BE IT RESOLVED, to amend the June Abstract by removing voucher #213 In the amount of \$75.00 for a corrected total of \$362,826.26 for the General Fund Abstract.

VOTE - AYES 5 NAYS 0 .

2. RESOLUTION #34-20 ALLOWING THE SUPERVISOR'S CLERK TO TRANSFER \$277,627.07 FROM GENERAL CD TO THE PORT BAY SEWER PROJECT ACCOUNT -

The following resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Lori Furguson.

WHEREAS, the Town is awaiting the closing of the BAN (Bond Anticipation Notes) for the Port Bay Sewer District; and

WHEREAS, July 2020 bills for the Port Bay Sewer District are \$277,627.07 over what will be reimbursed by EFC; and

WHEREAS, the Town will need to pay these bills before the closing of the BAN;

NOW THEREFORE, BE IT RESOLVED, to allow the Supervisor's Clerk to transfer \$277,627.07 from General CD to the Port Bay Sewer Project Account on July 30, 2020 to pay above bills;

FURTHER RESOLVED, that the above mentioned amount of \$277,627.07 be reimbursed back to General CD upon closing of BAN & renewal of CD.

VOTE - AYES 5 NAYS 0 .

ASSESSOR/SUPERVISOR'S CLERK - (cont'd)

3. RESOLUTION #35-20 ALLOWING THE SUPERVISOR'S CLERK TO TRANSFER \$395,000.00 FROM GENERAL CD TO GENERAL CHECKING FOR THE BROWN/WADSWORTH RD WATER DISTRICT -

The following resolution was presented by Derek Ceratt, moved by Dan Youngman, seconded by Lori Furguson.

WHEREAS, the General Checking Account currently up fronted the funding for the Brown/Wadsworth Rd. Water District; and

WHEREAS, Town is awaiting the closing of RD (Rural Development) Loans in the amount of \$395,000.00; and

WHEREAS, bills for the Brown/Wadsworth Water District will need to be paid by the Town before the closing of the RD Loans;

NOW THEREFORE, BE IT RESOLVED, to allow the Supervisor's Clerk to transfer \$395,000.00 from General CD to General Checking on July 30, 2020 to pay the bills for the Brown/Wadsworth Rd Water District;

FURTHER RESOLVED, to reimburse the General CD the above mentioned \$395,000.00 upon closing of the RD Bond & renewal of CD.

VOTE - AYES 5 NAYS 0 .

4. RESOLUTION #36-20 AUTHORIZING THE SUPERVISOR'S CLERK TO CLOSE THE FEMA CHECKING ACCOUNT -

The following resolution was presented by Adam Ellis, moved by Derek Ceratt, seconded by Lori Furguson.

WHEREAS, the FEMA Checking account for emergency repairs is no longer necessary and there are funds in that account in the amount of \$13,361.90; and

WHEREAS, it is necessary to close the aforementioned accounts and transfer any remaining amounts;

NOW THEREFORE, BE IT RESOLVED, to authorize the Supervisor's Clerk to close the FEMA Checking and transfer funds into the General Checking account;

FURTHER RESOLVED, to increase budget line item B8760.4 Emergency Disaster by the above mentioned amount of \$13,361.90.

VOTE - AYES 5 NAYS 0 .

5. Amber said she had ordered a new scanner and is now scanning all of the exemption files and other things, she said she will now have digital records for those.

6. Amber said the 2021 Final Assessment Roll is done.

7. Amber is getting things ready for an update for 2022, the work for that would be done in the summer of 2021.

HIGHWAY - Zach Decker

1. Zach said he signed a contract with Wayne County for weed spraying on roadsides, signs, and etcetera. The company that was supposed to spray did it very sparingly; Kevin Rooney will be in contact with the company to re-spraying, Zach will not be paying a bill he received unless they return.
2. Zach said they are replacing culvert pipes.
3. Zach would like to declare three items as surplus and sell them at auction; the items are a dozer, a utility trailer and a blade buddy.

A motion was made by Adam Ellis, seconded by Derek Ceratt, to declare 1975 D-5 Bulldozer, 2006 Hurst Utility Trailer and Blade Buddy Lift as surplus.

VOTE - AYES 5 NAYS 0.

4. Zach said his truck was delivered.

CODE ENFORCEMENT OFFICER - Don Camp

1. Don asked if the public can attend meetings as he will have 2 special permits soon, Lynn said "Yes".
2. Don said NYS has still made the 24hrs of training mandatory, will the schools cancelled for the year training can be done on the computer. Don has been doing the training; he has tried to be in contact with NYS to allow some leeway with the required training as he is extremely busy with work.

TOWN CLERK - Jessica Freer

1. Jessica said the new DECALS system for selling licenses is working and she has been selling things, she said Hunting Licenses start going on sale August 1st.
2. Jessica had some questions and information about opening the Town Hall to the public and complying with NYS mandatory guidelines. Discussion. It was determined by the Board that the Town Hall keep the doors locked Monday-Wednesday still continue to do business but residents must call before they enter and unlock the doors on Thursdays. It was suggested to place an ad in the paper advertising that you can still do business more specifically sell hunting licenses. Jessica said she will do that.

SUPERVISOR - Lynn Chatfield

OLD BUSINESS -

1. Highway Department Sewer System - Lynn asked if Dan Smith had any questions/concerns from the Village. Dan said he was looking to take information back to his Board for discussion. Derek said the Town is just looking to hook up the toilet at the Highway Department not floor drains. Zach said in the future floor drains will need to be added to the system in order to accommodate DEC mandates. Discussion. Dan said he will take information discussed back to the Village to speak about at their meeting on August 11th; Dan also invited anyone to the Town to attend the Village meeting to discuss the issue further.

SUPERVISOR - (cont'd)
OLD BUSINESS - (cont'd)

2. Port Bay Sewer District - Dave Willard & Dave Doyle from MRB Group spoke about the Port Bay Sewer Project. Dave Willard said the project is wrapping up; Blue Heron is doing restoration he said around the 1st week of August they will begin to demobilize. Dave also said all the grinder pumps are installed and inspections are being done at resident's houses. Mr. Willard said there is work still to be done with the Phase II Project and the contractors are on schedule. Dave Willard said one reason they attended the meeting tonight was to have the Town Board approve a no cost budget modification to Port Bay Sewer District. Amber had some questions about the BAN (Bond Anticipation Notes) for the Port Bay SD Project and why the BAN was needed so quickly without notification prior. Dave Willard assumes that COVID-19 might have something to do with it. There were a few questions about easements as well.

RESOLUTION #37-20 AUTHORIZING THE SUPERVISOR TO SIGN NO COST BUDGET AMENDMENT -

The following resolution was presented by Lori Furguson, moved by Derek Ceratt and seconded by Adam Ellis.

WHEREAS, MRB Group has decided it is necessary to adjust the Port Bay Sewer District Budgets at no cost for the Town; and

WHEREAS, MRB Group decided it is necessary to adjust the Phase II Observation budget and puts that adjusted amount into Phase I Observation and Administration and Phase II Construction Administration Budget at no cost to the Town.

NOW THEREFORE, BE IT RESOLVED, to authorize the Town of Wolcott Supervisor to sign this no cost budget modification from MRB Group.

VOTE - AYES 5 NAYS 0 .

3. Blind Sodus Bay Water District - Dave Willard & Dave Doyle presented a draft map of the district for Blind Sodus Bay WD that outlined the area of the district. Mr. Doyle discussed different options available and costs. Dave gave an estimate of \$700-\$800 per year for the cost to residents for the project. Dave also discussed the financing of the project. Dave had questions about water unit charges for residents specifically campgrounds and usage, Amber said she will search around for more information from other places with a similar situation. Dave said he would like the Town to discuss different factors that would affect the project like adding more residents to the project and properties along West Bay Rd. Dave said if the plans get finalized there would be a potential to start construction in 2022.

Dave Willard, Dave Doyle and Dan Smith left the meeting at 7:15pm

4. Building Maintenance - Zach was kind enough to allow a couple highway employees do repairs/maintenance at the Town Hall. The Basement stairwell light is fixed, the Town Hall was power washed and Zach said soffit will be fitted at a future point as well as the removal of the landscape. Zach also said there is crack in the foundation of the Town Hall that will need to be repaired at some point. Amber said the door sweep on the front door needs to be replaced. Jessica said she has spoken to Mike Carpenter about doing landscape at the building as soon as the bushes are removed.

SUPERVISOR - (cont'd)
OLD BUSINESS - (cont'd)

5. Old Highway Truck - Zach said he received the new truck for the Highway he is requesting to keep the old one for use at the Highway Department instead of selling it. Zach reasoning for wanting to keep it is he splits the workers into 2 crews and it give them an extra vehicle to drive when doing work; Zach would also like to put a lift gate on the back of the old pickup to even expand the use of the truck, he had a quote for one to be installed for \$2,800.00.

RESOLUTION #38-20 AUTHORIZING THE HIGHWAY SUPERINTENDENT TO HAVE A LIFT GATE INSTALLED ON A HIGHWAY VEHICLE -

The following resolution was presented by Adam Ellis, moved by Dan Youngman, seconded by Derek Ceratt.

WHEREAS, the Highway Superintendent has determined a lift gate on a highway vehicle would greatly expand his use of equipment as well as the safety of the highway employees; and

WHEREAS, the Highway Superintendent has attained a estimate in the amount of \$2,800.00 for the work to be done to the vehicle; and

WHEREAS, the Town Board has found that quote to be an acceptable amount for the installation to be done;

NOW THEREFORE, BE IT RESOLVED, to allow the Highway Superintendent to have a lift gate installed on a Highway vehicle for an estimated cost of \$2,800.00.

VOTE - AYES 5 NAYS 0.

6. Policies - Councilman Derek Ceratt had sent an email making changes to the draft procurement policy spoken about at previous meetings. The Board has overlooked the changes.

RESOLUTION #39-20 PROCURMENT POLICY -

The following resolution was presented by Lori Furguson, moved by Adam Ellis seconded by Derek Ceratt.

Town of Wolcott Procurement Policy

Policy Section-1 Evaluation of prospective purchases.

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law S 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.

Policy Section-2 Purchasing on State or Municipal Contract

If the Town is purchasing off a State contract (or purchasing off any properly let municipal contract), the Town is not required to engage in competitive bidding.

SUPERVISOR - (cont'd)

OLD BUSINESS - (cont'd)

RESOLUTION - (cont'd)

Policy Section-3 **Purchases requiring formal bid.**

All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid pursuant to S 103 of the General Municipal Law.

S Policy Section-4 **Purchases requiring written or oral quotes or proposals.**

A. All estimated purchases of;

- (1) Less than \$20,000 but greater than \$5,000 require a written/fax quote from three vendors.
- (2) Five thousand dollars or less, but greater than \$500, require an oral/fax quote from two vendors.

B. All estimated public works contracts of:

- (1) Less than \$35,000 but greater than \$10,000, require a written proposal from three contractors.
- (2) Ten thousand dollars or less, but greater than \$3,000, require a written proposal from two contractors.
- (3) Three thousand dollars or less are left to the discretion of the purchaser.

C. Unless previously approved by Resolution of the Town Board, all purchases of Goods in excess of \$5,000 or Public Works Contracts in excess of \$3,000 require written approval by the Town Manager or Clerk (Finance) prior to ordering the Goods or entering into agreement for the Public Works Contract. Written approval will not be provided if budgetary lines are not created, or if the balance of the account is not sufficient to pay for the proposed expenditure.

D. Blanket purchase orders of amounts not to exceed may be utilized for purchases that are of a contractual nature or related to ongoing operational expenditures such as vehicle fuel delivery, routine contracts for services provided by other entities such as insurance, and other maintenance service contracts.

E. 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.

S Policy Section-5 **Lowest responsible proposal to be awarded contract.**

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 lowest bidder. If a bidder is not deemed responsible. Facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

S Policy Section-6 **Obtaining required number of proposals.**

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

SUPERVISOR - (cont'd)
OLD BUSINESS - (cont'd)
RESOLUTION - (cont'd)

S Policy Section-7 **Exceptions.**

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.

S Policy Section-a **Annual review of policy.**

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

This Policy shall become effective July 21, 2020, with its adoption by the Town of Wolcott Town Board.

VOTE - AYES 5 NAYS 0 .

NEW BUSINESS -

Executive Session -

A motion was made by Dan Youngman, seconded by Derek Ceratt, to move into executive session at 7:25 PM to discuss pending litigation. VOTE - AYES 5 NAYS 0 .

Close Executive Session -

A motion was made by Derek Ceratt, seconded by Lori Furguson, to close executive session at 7.37 PM. VOTE - AYES 5 NAYS 0 .

The next regular meeting of the Wolcott Town Board will be held August 18, 2020 at 6:00 PM at the Town Hall.

A motion was made by Lori Furguson, seconded by Dan Youngman, to adjourn the meeting at 7:40 PM.

Respectfully submitted,

Jessica Freer
Town Clerk