

**TOWN OF NEW SCOTLAND
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 1, 2018 - 12:00 PM
AGENDA**

1. **Call to Order** *Mr. LaGrange*
2. **Pledge of Allegiance**
3. **Organizational Resolutions:** *Mr. LaGrange*

Supervisor LaGrange announces the following unsalaried appointments:

- Deputy Supervisor Adam Greenberg
 - Fire Wardens: Chiefs of each respective fire district
 - Town Historian: Robert Parmenter
-

Supervisor LaGrange announces the following Board Members' liaison appointments:

- Doug LaGrange: Highway, Assessing, Building, Inter-Municipal Relations, Senior Outreach.
 - William Hennessy, Jr: Water Committee, Youth & Recreation, Parks, Highway.
 - Patricia Snyder: Planning Board, Zoning Board, Senior Outreach, Schools, Libraries, Village of Voorheesville.
 - Adam Greenberg: Zoning Board, Public Safety, Town Properties, Building Department.
 - Daniel Leinung: New Scotland Historical Association, Clarksville Historical Society, Onesquethaw-Coeymans Watershed Council, Water Committee.
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RESOLUTION NO. 18-

Supervisor Douglas LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby make the following appointments:

- Crystal Peck as counsel to the Planning Board and Zoning Board of Appeals, with a term to expire December 31, 2018.
- Peter Richards as Member of the Planning Board, for a term to expire December 31, 2022.
- Amy Schallop as Member of the Planning Board, for a term to expire December 31, 2020.
- Charles Voss as Chairman of the Planning Board, for a term to expire December 31, 2018
- Robert Davies as Alternate Member of the Planning Board, for a term to expire December 31, 2018
- _____ as Member of the Zoning Board of Appeals, for a term to expire December 31, 2022
- _____ as Chairman of the Zoning Board of Appeals with a term to expire December 31, 2018.

- Douglas Miller as Town Constable for a term to expire December 31, 2018.
- Kevin Demarest as Town Constable for a term to expire December 31, 2018.
- Robert Markel as Town Constable for a term to expire December 31, 2018.
- Douglas Miller as Public Safety Commissioner, and Chairman of the Public Safety Committee, to serve without remuneration, for a term to expire December 31, 2018.
- Kenneth Guyer as Deputy Public Safety Commissioner to serve without remuneration for a term to expire December 31, 2018.
- Cary Patak as Ethics Board member with a term 1/1/2018 through 12/31/2020.
- Lyon M. Greenberg, M.D. as Ethics Board member with a term 1/1/2018 through 12/31/2020.
- Lyon M. Greenberg, M.D. as Chairman of the Board of Ethics to serve without remuneration for a term to expire December 31, 2018.
- Kevin Schenmeyer as Dog Warden Captain and James Duncan as Dog Warden, both for a term to expire December 31, 2018.

RESOLUTION NO. 18-

Supervisor Douglas LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby appoint J. Michael Naughton as Town Attorney, for a term to expire December 31, 2019.

Seconded by _____

RESOLUTION NO. 18-

Supervisor Douglas LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby appoint Jeremy Cramer as Town Constable to serve without remuneration.

Seconded by _____

RESOLUTION NO. 18-

Supervisor LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby appoint Darryl Purinton, Councilperson Greenberg and Councilperson Snyder to the Audit and Finance committee.

Seconded by _____

RESOLUTION NO. 18-

Supervisor Douglas LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby resolve that the members of the following Town Committees are not required to file annual disclosure statements:

- Senior Outreach Advisory Committee
- Public Safety Committee
- Parks and Recreation Committee

Seconded by _____

RESOLUTION NO. 18-

Supervisor Douglas LaGrange offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby resolve that the members of the following Town Committees are required to file annual disclosure statements:

- Water Committee

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Daniel Leinung offers the following resolution and moves its adoption:

RESOLVED, pursuant to Section 64, subdivision 11 of the Town Law, *The Altamont Enterprise* newspaper, regularly circulated in the Town of New Scotland, County of Albany, and entered as second-class mail matter, be and are hereby designated as the official newspaper of the Town of New Scotland.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Daniel Leinung offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland will pay dues or reimbursement of same to Town Justices for N.Y. Magistrate Association and Tri-County Magistrate Association Membership.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Daniel Leinung offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland establish the third Monday of each month as the 2018 regular Water Committee meeting at 6:00 p.m. at Town Hall.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Daniel Leinung offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby establish the second Wednesday of each month at 7:00 p.m. at the Town Hall as the day, time, and place of the regular Town Board meetings for 2018.

Seconded by _____

Note: Board members to reserve the fourth Wednesday of each month for second meeting, if needed.

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby approves the Holidays for 2018, as stated in the Employees Policy Manual, as follows:

- New Year's
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby authorizes the Supervisor to determine closure of Town facilities, excluding highway and parks departments, due to inclement weather and other emergencies.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby authorizes the continuance of Bonds for all Town Officials and the notice of same to be filed in the Town Clerk's Office.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby authorize the Supervisor to pay the following claims and to be empowered to take advantage of all available discounts on bills, prior to audit: payroll, electric bills, telephone bills, postage (including the mailing for property tax bills), express and freight charges and heating fuel.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, pursuant to Sections 29, 35 and 64 of the Town Law, that Ballston Spa National Bank be and hereby is designated as the depository for funds of the Town of New Scotland, and Citizens Bank, Pioneer Bank, Berkshire Bank, Key Bank, and M&T Bank are alternates, and that all Town Officials be and are hereby required to deposit money coming to their hands by virtue of their offices into the depositories named.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby authorizes the Highway Superintendent to prepare notice for bids for the purchase of equipment and supplies for Highway purposes in quantities needed or to obtain the same under State contract.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, pursuant to Section 116, subdivision 1 of New York State Town Law that in lieu of allowing the claim of the Town Officers or employees for actual and necessary expenses for travel, this Board allows and pays such officer or employee the amount established by IRS for the use of his/her own automobile for each mile actually and necessarily traveled by his/her office or position or as otherwise provided in said law, section and subdivision.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby establish petty cash funds for the following: tax collection - \$500.00; Town Clerk - \$200.00; Building Inspector - \$50.00; Supervisor - \$200.00; Town Justices - \$200.00; Highway Superintendent - \$200.00; and Senior Outreach - \$200.00

Seconded by _____

RESOLUTION NO. 18-

Town Board Member William Hennessy, Jr. offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby continue the offices and the salaries for Town Officials and employees for calendar year 2018 at the amount stated on the attached 2018 Fiscal Year Salaries and Wages sheet and these salaries so set shall be payable at the time specified according to the Town's Employee Policy Manual. *Attachment #1*

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Adam Greenberg offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby affirm its approval of the Salary/Pay Grade Schedule as amended to include a 2.0% Cost of Living Adjustment for fiscal year 2018.

Attachment #2

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Adam Greenberg offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland hereby authorizes the Town Clerk to collect water payments and sewer rents and bonded indebtedness and to post and apply the collected money according to the warrant.

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Adam Greenberg offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby reaffirm its approval of the Town's Procurement Policy.

Attachment #3

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Adam Greenberg offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby reaffirm its approval of the Town's Investment Policy.

Attachment #4

Seconded by _____

RESOLUTION NO. 18-

Town Board Member Adam Greenberg offers the following resolution and moves its adoption:

RESOLVED, that the Town Board of the Town of New Scotland does hereby authorize the Deputy Town Supervisor to sign checks that the Supervisor would otherwise be authorized to sign, but for his absence.

Seconded by _____

4. Adjourn

2018 SALARIES and WAGES

As Of 1/1/18

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TOWN BOARD (A 1010)				
Councilperson	Daniel Leinung	12/31/2021	\$9,093.50	Annual/Monthly
Councilperson	Adam Greenberg	12/31/2021	\$9,093.50	Annual/Monthly
Councilperson	William Hennessy	12/31/2019	\$9,093.50	Annual/Monthly
Councilperson	Patricia Snyder	12/31/2019	\$9,093.50	Annual/Monthly
JUSTICE COURT (A 1110)				
Justice	Robert Johnson, III	12/31/2021	\$27,632.27	Annual/Monthly
Justice	David Wukitsch	12/31/2019	\$27,632.27	Annual/Monthly
Clerk to the Justice	Patty Thompson	N/A	\$19.43	Hourly/Bi-Weekly
Clerk to the Justice	Juli Turner	N/A	\$18.07	Hourly/Bi-Weekly
Constable PT (Courts)	Douglas Miller	12/31/2018	\$21.59	Hourly/Bi-Weekly
Constable PT (Courts)	Robert Markel	12/31/2018	\$21.59	Hourly/Bi-Weekly
Constable PT (Courts)	Kevin Demarest	12/31/2018	\$21.59	Hourly/Bi-Weekly
SUPERVISOR (A 1220)				
Supervisor	Douglas LaGrange	12/31/2019	\$61,227.49	Annual/Bi-Weekly
Clerk to Supervisor	Lisa Boehlke	N/A	\$28.09	Hourly/Bi-Weekly
Conf Sec'y	Sarah Kavanaugh	N/A	\$28.09	Hourly/Bi-Weekly
Clerk I PT	Samantha Miller	N/A	\$15.38	Hourly/Bi-Weekly
ASSESSOR (A 1355)				
Assessor	Deborah Corbari	9/30/2019	\$34,542.72	Annual/Bi-Weekly
Assessment Clerk	Jessica Latham	N/A	\$17.28	Hourly/Bi-Weekly
ASSESSMENT BOARD OF REVIEW (A 1356)				
Chairperson	Paul Nichols	9/30/2018	\$1,421.96	Annual/Annual
Member	Gary MacDonald	9/30/2020	\$710.22	Annual/Annual
Member	Sarita Winchell	9/30/2021	\$710.22	Annual/Annual
Member	Roselyn Robinson	9/30/2022	\$710.22	Annual/Annual
Member	Christopher McCarthy	9/30/2019	\$710.22	Annual/Annual
TOWN CLERK (A 1410)				
Town Clerk	Diane Deschenes	12/31/2019	\$57,253.27	Annual/Bi-Weekly
Deputy Town Clerk	Patricia Barber	N/A	23.22+1.07 for registrar=\$24.29	\$24.29 (includes Registrar pay \$1.07 per hr)
Clerk I - PT	Arlene Herzog	N/A	\$16.85	Hourly/Bi-Weekly

2018 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TOWN ATTORNEY (A1420)				
Town Attorney	Michael Naughton	12/31/2019	\$46,822.59	Annual/Monthly
PUBLIC WORKS ADMINISTRATION (A1490)				
Director Public Works	Wayne LaChappelle	N/A	\$34,869.00	Annual/Bi-Weekly
SHARED SERVICES (A1610)				
Internal Ctrl Officer-PT	Darryl Purinton	N/A	\$112.29	Hourly/Bi-Weekly
BUILDINGS (A1620-A1622-A1624-A5132)				
Janitorial - PT	Gitta Engl	N/A	\$12.93	Hourly/Bi-Weekly
Laborer - PT	Manfred Engl	N/A	\$12.93	(\$16.20 for labor work)
DOG WARDEN (A 3510)				
Dog Warden Captain	Kevin Schenmeyer	N/A	\$10,562.64	Annual/Bi-Weekly
Dog Warden	James Duncan	N/A	\$9,957.48	Annual/Bi-Weekly
HIGHWAY SUPERINTENDENT (A 5010)				
Highway Superintendent	Kenneth Guyer	12/31/2019	\$72,676.53	Annual/Bi-Weekly
Clerk I	Teresa Campana	N/A	\$19.43	Hourly/Bi-Weekly
SENIOR OUTREACH (A 6772)				
Sr. Citizen Coordinator	Susan Kidder	N/A	\$19.43	Hourly/Bi-Weekly
PARKS DEPARTMENT (A 7110)				
Park&Bldg Maint Person	Jamie Duncan	N/A	\$22.94	Hourly/Bi-Weekly
Seasonal	N/A	N/A	\$24,000.00	Hourly/Bi-Weekly

2018 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TRANSFER STATION (A 8160)				
Laborer - PT	Bill Tesch	N/A	\$17.82	Hourly/Bi-Weekly
SAFETY INSPECTION (B 3620)				
Dpty Code Enforce P/T	Jeremy Cramer	N/A	\$30,667.74	\$61,335.46 Annual
Building Inspector P/T	Jeremy Cramer	N/A	\$30,667.72	
(B1840)	Jeremy Cramer	N/A	\$3,160.58	Annual/Bi-Weekly
Code Enfor. Officer	Jeffry Pine	N/A	\$49,499.66	Annual/Bi-Weekly
Clerk 1 - PT	Elizabeth Glath	N/A	\$18.07	Hourly/Bi-Weekly
REGISTRAR (B 4020)				
Registrar	Patricia Barber	12/31/2019	see Depy Town Clerk	
ZONING BOARD OF APPEALS (B 8010)				
Chairperson (Member)		12/31/2018 (12/31/2022)	\$4,060.79	Annual/Monthly
Member	Michael Barton	12/31/2020	\$2,030.84	Annual/Monthly
Member	Lance Moore	12/31/2021	\$2,030.84	Annual/Monthly
Member	Edith Abrams	12/31/2018	\$2,030.84	Annual/Monthly
Member	Steven Crookes	12/31/2019	\$2,030.84	Annual/Monthly
Alternate Member	VACANT		\$2,030.84	Annual/Monthly
PLANNING BOARD (B 8020)				
Chairperson (Member)	Charles Voss	12/31/2018 (12/31/2021)	\$4,632.50	Annual/Monthly
Member	Amy Schallop	12/31/2020	\$2,316.26	Annual/Monthly
Member	Peter Richards	12/31/2022	\$2,316.26	Annual/Monthly
Member	Tom Hart	12/31/2018	\$2,316.26	Annual/Monthly
Member	Christine Galvin	12/31/2019	\$2,316.26	Annual/Monthly
Alternate Member	Robert Davies	12/31/2018	\$2,316.26	Annual/Monthly
Asst Town Atty - PT	Crystal Peck	12/31/2018	\$15,872.86	Annual/Monthly
Clerk I - PT	Lori-Ann Saba	N/A	\$16.43	Hourly/Monthly

2018 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
HIGHWAY SUMMER & WINTER ACCOUNTS (DB 5110 & DB 5142)				
Operator #2	Timothy Banahan	N/A	\$22.66	Hourly/Bi-Weekly
Operator #2	Kenneth Beattie	N/A	\$22.66	Hourly/Bi-Weekly
Operator #1	Jason Bylsma	N/A	\$20.24	Hourly/Bi-Weekly
Operator #1 w Class A	William Crounse	N/A	\$21.92	Hourly/Bi-Weekly
Operator #2 Maint. Mechanic	Adam Duncan	N/A	\$21.64	Hourly/Bi-Weekly
Operator #1 w Class A	Jim Kendall	N/A	\$21.92	Hourly/Bi-Weekly
Operator #2	Kevin Mabie	N/A	\$22.66	Hourly/Bi-Weekly
Operator #1 w Class A	Robert Quick	N/A	\$21.92	Hourly/Bi-Weekly
Operator #1	Kevin Schenmeyer	N/A	\$21.59	Hourly/Bi-Weekly
Deputy Hwy Superintendent	Christopher VanPraag	N/A	\$25.19	Hourly/Bi-Weekly
Operator #1	George Ward	N/A	\$21.59	Hourly/Bi-Weekly
Operator #2	Christopher Zautner	N/A	\$22.66	Hourly/Bi-Weekly
Seasonal	Seasonal Employees	N/A	\$13,000.00	Hourly/Bi-Weekly
MECHANIC (DB 5130)				
Auto.Mechanic Foreman	Joe Klink	N/A	\$24.30	Hourly/Bi-Weekly
WATER & SEWER				
Eq. Op. I/Water&Sewer	John Hensel	N/A	\$24.29	Hourly/Bi-Weekly
Eq. Op. I/Water&Sewer PT	Lawrence Salvagni	N/A	\$24.29	Hourly/Bi-Weekly

2018 Town of New Scotland Salary/Pay Grade Schedule-2% COLA applied eff. 1/1/2018

Title	# of employees	Classific.	5 Level Pay Grade Scale					
			1	2	3	4	5	
Dog Warden	1	NC						
Dog Warden/Administrator	1	NC						
Automotive Mechanic Foreman/E.O. II	1	NC	\$17.81	\$19.43	\$21.04	\$22.66	\$24.30	
Equipt. Op. I	4	NC	\$16.20	\$17.53	\$18.89	\$20.24	\$21.59	
Equipt. Op I w/Class A	1	NC	\$16.51	\$17.86	\$19.21	\$20.56	\$21.92	
Equipt. Op. II	4	NC	\$17.28	\$18.62	\$19.96	\$21.31	\$22.66	
Equipt Op. II w/Class A	1	NC	\$17.59	\$18.93	\$20.30	\$21.64	\$23.00	
Equipt Op.II/Maintenance Mechanic w/Class A	1	NC	\$17.59	\$18.93	\$20.30	\$21.64	\$23.00	
Eq. Op.I/Water Sewage Maint.	1	NC	\$21.04	\$21.85	\$22.66	\$23.48	\$24.29	
Parks & Building Maintenance Person	1	NC	\$17.54	\$18.88	\$20.43	\$21.59	\$22.94	
Laborer FT	1	L	\$15.12	\$16.20	\$17.28	\$18.35	\$19.43	
Laborer PT	2	L	\$15.12	\$16.20	\$17.28	\$18.35	\$19.43	
Assess. Clerk	1	C	\$14.57	\$15.91	\$17.28	\$18.62	\$20.25	
Clerk I	1	C	\$14.04	\$15.38	\$16.73	\$18.07	\$19.43	
Clerk I PT	4	NC	\$14.04	\$15.38	\$16.73	\$18.07	\$19.43	
Clerk II	0	C	\$15.38	\$16.73	\$18.07	\$19.43	\$21.31	
Clerk II PT	0	NC	\$15.38	\$16.73	\$18.07	\$19.43	\$21.31	
Admin. Asst.	0	C	\$16.20	\$17.53	\$18.89	\$20.24	\$21.59	
Building Inspector	0	C						
Build Inspector PT	1	NC						
Code Enfor. Off.	1	C						
Sen. Ser. Coord.	1	C	\$15.12	\$16.20	\$17.28	\$18.35	\$19.43	
Internal Control Officer	1	C						
Clerk to the Supervisor	1	EX	\$20.51	\$21.85	\$23.22	\$26.16	\$28.09	
Confidential Sec/Payroll/ Human Resources	1	EX	\$20.51	\$21.85	\$23.22	\$26.16	\$28.09	
Clerk to the Justice	1	EX	\$14.04	\$15.38	\$16.73	\$18.07	\$19.43	
Deputy T. Clerk	1	EX	\$17.82	\$19.17	\$20.51	\$21.85	\$23.22	
Deputy Highway Superintendent	1	EX	\$19.96	\$21.16	\$23.17	\$25.19	\$27.21	

**TOWN OF NEW SCOTLAND
PROCUREMENT POLICY
RESOLUTION 12-82
Adopted 2/29/2012**

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 building requirement of GML, section 103 or any other law; and

NOW THEREFORE BE IT RESOLVED that the Town of New Scotland does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Department Head) 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 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 shall exceed \$20,000 in the fiscal year; or
 - b) public works contracts over \$35,000
- shall be formally bid pursuant to GML, Section 103

Guideline 3.

All estimated purchases of:

- a) Less than \$20,000, but greater than \$5,000 require a written request for a proposal (RFP) and written / fax quotes from three (3) vendors.
- b) Less than \$5,000, but greater than \$2,000 require written/fax quotes from two (2) vendors.
- c) \$2,000 or less, are left to the discretion of the department head.

All estimated public works contracts of:

- a) Less than \$35,000, but greater than \$10,000 require a written RFP and written/fax proposal from three (3) contractors.
- b) Less than \$10,000, but greater than \$3,000 require a written RFP and written/fax proposal from two (2) contractors.
- c) \$3,000 or less, are left to the discretion of the Department Head.

Any written RFP shall describe the desired goods, quality and the particulars of delivery. The Department Head shall compile a list of all vendors from whom written/fax quotes have been requested and the written/fax quotes offered.

**TOWN OF NEW SCOTLAND
PROCUREMENT POLICY
RESOLUTION 12-82
Adopted 2/29/2012**

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. At the end of each fiscal year a copy of each

Department's register of "requests for proposals/quotes" shall be filed with the Town Supervisor.

All estimated public works contracts or purchases exceeding \$3,000.00 shall be reviewed and approved by the Town Board before a commitment is made.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Department Head 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 a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Department Head is unable to obtain the required number of proposals or quotations, the Department Head 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 6. Except when directed by the Town Board, no solicitations of written proposals or quotations shall be required under the following circumstances:

- a) Emergencies
- b) Sole source situations
- c) Goods purchased from agencies for the blind or severely handicapped
- d) Goods purchased from correctional facilities
- e) Goods purchased from another governmental agency
- f) Goods purchased at auction
- g) Goods purchased for less than \$1,000
- h) Public works contracts for less than \$3,000
- i) All purchases under NY State Contracts

Guideline 7. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

TOWN OF NEW SCOTLAND
Investment Policy

I. SCOPE

This investment policy applies to all Town of New Scotland moneys and other financial resources available for investment.

II. OBJECTIVES

The primary objectives of the **TOWN'S** investment activities are, in priority order:

- To adequately safeguard principal;
- To conform with all applicable federal, state and other legal requirements;
- To provide sufficient liquidity to meet all operating requirement; and
- To obtain a reasonable rate of return

III. DELEGATION OF AUTHORITY

The **TOWN BOARD'S** responsibility for administration of the investment program is delegated to the **TOWN SUPERVISOR**, who shall provide the **TOWN BOARD** with periodic reports on the status of all investment undertaken in accordance with this policy. Proper accounting and other records required by statute and / or the Office of the State Comptroller shall be maintained and be available for examination

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the **TOWN OF NEW SCOTLAND** to govern effectively.

Investments shall be made with judgment and care, under circumstances the prevailing, which persons of prudent discretion and intelligence exercise in the management of their own affairs, considering the safety of the principal as well as probable income to be derived.

All persons involved in the investment process shall refrain from personal business activity that could conflict with and / or impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the **TOWN OF NEW SCOTLAND** to diversify its deposits and investments by financial institutions, by investment instrument and by maturity scheduling, as it is deemed appropriate by the **TOWN SUPERVISOR**.

VI. INTERNAL CONTROLS

It is the policy of the **TOWN** that all moneys collected by any officer or employee of the **TOWN** be transferred to the **TOWN SUPERVISOR** within the time period specified by law.

The **TOWN SUPERVISOR** is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investment are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the **TOWN BOARD'S** authorization, are properly recorded and comply with applicable laws and regulations.

VII. DESIGNATION OF OFFICIAL DEPOSITORY

SEE RESOLUTION APPROVED AT ANNUAL ORGANIZATIONAL MEETING is designated as the official bank for deposit of all monies received by the **TOWN** officers and employees, and for the investment of **TOWN** funds by the **TOWN SUPERVISOR**. **SEE RESOLUTION APPROVED AT ANNUAL ORGANIZATIONAL MEETING** are designated as alternate depositories.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of GML, sec. 10, all deposits of the **TOWN**, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate "market value", or as provided by GML, sec. 10, an amount equal to the aggregate amount of deposits from the categories designated in **APPENDIX A** to this policy.

IX. SAFEKEEPING OF COLLATERALIZATION

Eligible securities used for collateralization deposits shall be held by:

SEE RESOLUTION APPROVED AT ANNUAL ORGANIZATIONAL MEETING

subject to security and custodial agreements.

The security agreement shall provide that such securities are being pledged to secure the **TOWN'S** deposits together with agreed upon interest, if any, and costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions, which the securities may be sold, presented for payment, substituted or released and the events, which will enable the **TOWN** to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the **TOWN**, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the **TOWN OF NEW SCOTLAND** or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the **TOWN** 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 a part of the backing for any other deposits 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 of 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 TOWN with a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by GML, sec. 11, the **TOWN BOARD** authorized the **TOWN SUPERVISOR** to invest money not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Interest bearing checking accounts;
- Obligations of the United State of America;
- Obligations of the State of New York State
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML Provisions governing a legally established reserve fund.

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

XI. AUTHORIZED FINANCIAL INSTITUTIONS

The **TOWN BOARD** shall stipulate, by board resolution, the Banks that the **TOWN SUPERVISOR** is authorized to deposit and invest TOWN funds within. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the **TOWN**. The **TOWN SUPERVISOR** is responsible for evaluating the financial position and maintaining a list of proposed depositories and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The **TOWN SUPERVISOR** is authorized to contract directly for the purchase of investment and / or the deposit of TOWN monies in interest bearing checking or savings accounts.

All passbooks shall be retained in the custody of the **TOWN SUPERVISOR**. All other investment obligations, unless registered or inscribed in the name of the **TOWN**, 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

individual authorized to make such deposit or investment. All such transactions shall be confirmed in writing to the **TOWN** by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML, sec. 10.

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

XIII. REPURCHASE AGREEMENTS AND CERTIFICATES OF PURCHASE

Under no circumstances is the **TOWN SUPERVISOR** authorized to enter into either an investment in repurchase agreements or the issuance of certificates of purchase without prior approval of the **TOWN BOARD**.

XIV. INVESTMENTS PURSUANT TO ARTICLE 5-G (GML)

The **TOWN BOARD** has approved investment of town moneys in C.L.A.S.S., which is a municipal cooperation investment vehicle. All required agreements have been signed, and ratified by Town Board resolution. **EXHIBIT A** pertains to investment and collateralization under this program.

C.L.A.S.S. APPENDIX A

Categories of securities designated as acceptable to secure town deposits, other than in C.L.A.S.S., are:

- Obligations of the United States of America;
- Obligations of the State of New York;
- Obligations of any municipal corporation, school district or district corporation of the State of New York;
- Such other instruments or securities as may from time to time be legally permissible collateral for deposits for municipal corporations of the State of New York.