

**TOWN OF NEW SCOTLAND  
TOWN BOARD ORGANIZATIONAL MEETING  
JANUARY 1, 2019 - 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
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**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: Planning Board, New Scotland Historical Association, Clarksville Historical Society, Onesquethaw-Coeymans Watershed Council, Water Committee.
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**RESOLUTION NO. 19-**

**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, 2019.
- Thomas Hart as Member of the Planning Board, for a term to expire December 31, 2023.
- Charles Voss as Chairman of the Planning Board, for a term to expire December 31, 2019
- Robert Davies as Alternate Member of the Planning Board, for a term to expire December 31, 2019.
- Edith Abrams as Member of the Zoning Board of Appeals, for a term to expire December 31, 2023.
- Jeff Baker as Chairman of the Zoning Board of Appeals with a term to expire December 31, 2019.

- Douglas Miller as Town Constable for a term to expire December 31, 2019.
- Richard Wescott as Town Constable for a term to expire December 31, 2019.
- Robert Markel as Town Constable for a term to expire December 31, 2019.
- Douglas Miller as Public Safety Commissioner, and Chairman of the Public Safety Committee, to serve without remuneration, for a term to expire December 31, 2019.
- Kenneth Guyer as Deputy Public Safety Commissioner to serve without remuneration for a term to expire December 31, 2019.
- Lyon M. Greenberg, M.D. as Chairman of the Board of Ethics to serve without remuneration for a term to expire December 31, 2019.
- Kevin Schenmeyer as Dog Warden Captain and James Duncan as Dog Warden, both for a term to expire December 31, 2019.

**RESOLUTION NO. 19-**

**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 Leinung and Councilperson Snyder, to the Audit and Finance committee and Councilperson Greenberg as Alternate to the Audit and Finance committee.

Seconded by \_\_\_\_\_

**RESOLUTION NO. 19-**

**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. 19-**

**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. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 2019 regular Water Committee meeting at 6:00 p.m. at Town Hall.

Seconded by \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 2019.

Seconded by \_\_\_\_\_

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

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**RESOLUTION NO. 19-**

**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 2019, 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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**Town Board Member Patricia Snyder 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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**Town Board Member Patricia Snyder 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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**Town Board Member Patricia Snyder 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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**Town Board Member Patricia Snyder 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 2019 at the amount stated on the attached 2019 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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**Town Board Member Patricia Snyder 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 2019.  
*Attachment #2*

Seconded by \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 Schedule of Fees.

*Attachment #5*

Seconded by \_\_\_\_\_

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**RESOLUTION NO. 19-**

**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 \_\_\_\_\_

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**4. Adjourn**

2019 SALARIES and WAGES

As Of 1/1/19

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TOWN BOARD (A 1010)				
Councilperson	Daniel Leinung	12/31/2021	\$9,785.37	Annual/Monthly
Councilperson	Adam Greenberg	12/31/2021	\$9,785.37	Annual/Monthly
Councilperson	William Hennessy	12/31/2019	\$9,785.37	Annual/Monthly
Councilperson	Patricia Snyder	12/31/2019	\$9,785.37	Annual/Monthly
JUSTICE COURT (A 1110)				
Justice	Robert Johnson, III	12/31/2021	\$28,184.92	Annual/Monthly
Justice	David Wukitsch	12/31/2019	\$28,184.92	Annual/Monthly
Clerk to the Justice	Patty Thompson	N/A	\$19.82	Hourly/Bi-Weekly
Clerk to the Justice	Juli Turner	N/A	\$18.43	Hourly/Bi-Weekly
Constable PT (Courts)	Douglas Miller	12/31/2019	\$22.02	Hourly/Bi-Weekly
Constable PT (Courts)	Robert Markel	12/31/2019	\$22.02	Hourly/Bi-Weekly
Constable PT (Courts)	Richard Wescott (eff 6-13-18)	12/31/2019	\$22.02	Hourly/Bi-Weekly
SUPERVISOR (A 1220)				
Supervisor	Douglas LaGrange	12/31/2019	\$62,962.04	Annual/Bi-Weekly
Clerk to Supervisor	Lisa Boehlke	N/A	\$28.65	Hourly/Bi-Weekly
Conf Sec'y	Sarah Kavanaugh	N/A	\$28.65	Hourly/Bi-Weekly
Clerk I PT	Samantha Miller	N/A	\$18.43	Hourly/Bi-Weekly
ASSESSOR (A 1355)				
Assessor	Michael McGuire	9/30/2019	\$32,640.00	Annual/Bi-Weekly
Assessment Clerk	Jessica Latham	N/A	\$17.63	Hourly/Bi-Weekly
ASSESSMENT BOARD OF REVIEW (A 1356)				
Chairperson	Christopher McCarthy	9/30/2019	\$1,450.00	Annual/Annual
Member	Gary MacDonald	9/30/2020	\$724.42	Annual/Annual
Member	Sarita Winchell	9/30/2021	\$724.42	Annual/Annual
Member	Roselyn Robinson	9/30/2022	\$724.42	Annual/Annual
Member	VACANT as of 9-30-18	9/30/2023	\$724.42	Annual/Annual
TOWN CLERK (A 1410)				
Town Clerk	Diane Deschenes	12/31/2019	\$58,398.34	Annual/Bi-Weekly
Deputy Town Clerk	Patricia Barber	N/A	23.68+1.09 for registrar= <b>\$24.77</b>	Annual/Bi-Weekly
Clerk I - PT	Arlene Herzog	N/A	\$17.19	Hourly/Bi-Weekly



2019 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TOWN ATTORNEY (A1420)				
Town Attorney	Michael Naughton	12/31/2019	\$47,759.04	Annual/Monthly
PUBLIC WORKS ADMINISTRATION (A1490)				
Director Public Works	Wayne LaChappelle	N/A	\$35,561.25	Annual/Bi-Weekly
SHARED SERVICES (A1610)				
Internal Ctrl Officer-PT	Darryl Purinton	N/A	\$114.54	Hourly/Bi-Weekly
BUILDINGS (A1620-A1622-A1624-A5132)				
Janitorial - PT	Gitta Engl	N/A	\$14.24	Hourly/Bi-Weekly
Laborer - PT	Manfred Engl	N/A	\$14.24	(\$16.52 for labor work)
DOG WARDEN (A 3510)				
Dog Warden Captain	Kevin Schenmeyer	N/A	\$10,747.27	Annual/Bi-Weekly
Dog Warden	James Duncan	N/A	\$10,182.19	Annual/Bi-Weekly
HIGHWAY SUPERINTENDENT (A 5010)				
Highway Superintendent	Kenneth Guyer	12/31/2019	\$74,130.06	Annual/Bi-Weekly
Clerk I	Teresa Campana	N/A	\$19.82	Hourly/Bi-Weekly
SENIOR OUTREACH (A 6772)				
Sr. Citizen Coordinator	Susan Kidder	part time during transition	\$19.82	Hourly/Bi-Weekly
Sr. Citizen Coordinator	Deborah Engel	N/A	\$18.72	Hourly/Bi-Weekly
PARKS DEPARTMENT (A 7110)				
Park&Bldg Maint Person	Jamie Duncan	N/A	\$23.40	Hourly/Bi-Weekly
Seasonal	N/A	N/A	\$24,000.00	Hourly/Bi-Weekly

2019 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
TRANSFER STATION (A 8160)				
Laborer - PT	Bill Tesch	N/A	\$18.18	Hourly/Bi-Weekly
SAFETY INSPECTION (B 3620)				
Dpty Code Enforce P/T	Jeremy Cramer	N/A	\$31,281.09	\$61,335.46 Annual
Building Inspector P/T	Jeremy Cramer	N/A	\$31,281.08	
(B1840)	Jeremy Cramer	N/A	\$3,223.79	Annual/Bi-Weekly
Code Enfor. Officer	Jeffrey Pine	N/A	\$50,489.65	Annual/Bi-Weekly
Clerk 1 - PT	Elizabeth Glath	N/A	\$18.43	Hourly/Bi-Weekly
REGISTRAR (B 4020)				
Registrar	Patricia Barber	12/31/2019	see Depy Town Clerk	
Deputy Registrar- P/T	Diane Deschenes	12/31/2019	\$484.50	Annual/Bi-Weekly
ZONING BOARD OF APPEALS (B 8010)				
Chairperson (Member)	Jeff Baker	12/31/2019 (12/31/2022)	\$4,142.01	Annual/Monthly
Member	Bridget Burke	9/12/18-12/31/2020	\$2,071.46	Annual/Monthly
Member	Lance Moore	12/31/2021	\$2,071.46	Annual/Monthly
Member	Edith Abrams	12/31/2023	\$2,071.46	Annual/Monthly
Member	Steven Crookes	12/31/2019	\$2,071.46	Annual/Monthly
Alternate Member	VACANT		\$2,071.46	Annual/Monthly
PLANNING BOARD (B 8020)				
Chairperson (Member)	Charles Voss	12/31/2019 (12/31/2021)	\$4,725.15	Annual/Monthly
Member	Amy Schallop	12/31/2020	\$2,362.59	Annual/Monthly
Member	Peter Richards	12/31/2022	\$2,362.59	Annual/Monthly
Member	Tom Hart	12/31/2023	\$2,362.59	Annual/Monthly
Member	Christine Galvin	12/31/2019	\$2,362.59	Annual/Monthly
Alternate Member	Robert Davies	12/31/2019	\$2,362.59	Annual/Monthly
Asst Town Atty - PT	Crystal Peck	12/31/2019	\$16,190.32	Annual/Monthly
Clerk I - PT	Lori-Ann Saba	N/A	\$16.76	Hourly/Monthly

2019 SALARIES and WAGES

TITLE	NAME	TERM	RATE	PAY TYPE/CYCLE
HIGHWAY SUMMER & WINTER ACCOUNTS (DB 5110 & DB 5142)				
Operator #2	Timothy Banahan	N/A	\$23.11	Hourly/Bi-Weekly
Operator #2	Kenneth Beattie	N/A	\$23.11	Hourly/Bi-Weekly
Operator #1	Jason Bylsma	N/A	\$22.02	Hourly/Bi-Weekly
Operator #1 w Class A	William Crouse	N/A	\$22.36	Hourly/Bi-Weekly
Operator #2 Maint. Mechanic	Adam Duncan	N/A	\$23.46	Hourly/Bi-Weekly
Operator #1 w Class A	Jim Kendall	N/A	\$22.36	Hourly/Bi-Weekly
Operator #2	Kevin Mabie	N/A	\$23.11	Hourly/Bi-Weekly
Operator #1 w Class A	Robert Quick	N/A	\$22.36	Hourly/Bi-Weekly
Operator #1	Kevin Schenmeyer	N/A	\$22.02	Hourly/Bi-Weekly
Deputy Hwy Superintendent	Christopher VanPraag	N/A	\$25.69	Hourly/Bi-Weekly
Operator #1	George Ward	N/A	\$22.02	Hourly/Bi-Weekly
Operator #2	Christopher Zautner	N/A	\$23.11	Hourly/Bi-Weekly
Seasonal	Seasonal Employees	N/A	\$13,000.00	Hourly/Bi-Weekly
MECHANIC (DB 5130)				
Auto.Mechanic Foreman	Joe Klink	N/A	\$24.79	Hourly/Bi-Weekly
WATER & SEWER				
Eq. Op. I/Water&Sewer	John Hensel	N/A	\$24.78	Hourly/Bi-Weekly
Eq. Op. I/Water&Sewer	Ryan Green	N/A	\$22.29	Hourly/Bi-Weekly
Eq. Op. I/Water&Sewer PT	Lawrence Salvagni	N/A	\$24.78	Hourly/Bi-Weekly

2019 Town of New Scotland Salary/Pay Grade Schedule-2% COLA applied eff. 1/1/2019

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	\$18.17	\$19.82	\$21.46	\$23.11	\$24.79	
Equipt. Op. I	4	NC	\$16.52	\$17.88	\$19.27	\$20.64	\$22.02	
Equipt. Op I w/Class A	1	NC	\$16.84	\$18.22	\$19.59	\$20.97	\$22.36	
Equipt. Op. II	4	NC	\$17.63	\$18.99	\$20.36	\$21.74	\$23.11	
Equipt Op. II w/Class A	1	NC	\$17.94	\$19.31	\$20.71	\$22.07	\$23.46	
Equipt Op.II/Maintenance Mechanic w/Class A	1	NC	\$17.94	\$19.31	\$20.71	\$22.07	\$23.46	
Eq. Op.I/Water Sewage Maint.	1	NC	\$21.46	\$22.29	\$23.11	\$23.95	\$24.78	
Water-Sewer Maintenance Foreman								
Parks & Building Maintenance Person	1	NC	\$17.89	\$19.26	\$20.84	\$22.02	\$23.40	
Laborer FT	1	L	\$15.42	\$16.52	\$17.63	\$18.72	\$19.82	
Laborer PT	2	L	\$15.42	\$16.52	\$17.63	\$18.72	\$19.82	
Assess. Clerk	1	C	\$14.86	\$16.23	\$17.63	\$18.99	\$20.66	
Clerk I	1	C	\$14.32	\$15.69	\$17.06	\$18.43	\$19.82	
Clerk I PT	4	NC	\$14.32	\$15.69	\$17.06	\$18.43	\$19.82	
Clerk II	0	C	\$15.69	\$17.06	\$18.43	\$19.82	\$21.74	
Clerk II PT	0	NC	\$15.69	\$17.06	\$18.43	\$19.82	\$21.74	
Admin. Asst.	0	C	\$16.52	\$17.88	\$19.27	\$20.64	\$22.02	
Building Inspector	0	C						
Build Inspector PT	1	NC						
Code Enfor. Off.	1	C						
Sen. Ser. Coord.	1	C	\$15.42	\$16.52	\$17.63	\$18.72	\$19.82	
Internal Control Officer	1	C						
Clerk to the Supervisor	1	EX	\$20.92	\$22.29	\$23.68	\$26.68	\$28.65	
Confidential Sec/Payroll/ Human Resources	1	EX	\$20.92	\$22.29	\$23.68	\$26.68	\$28.65	
Clerk to the Justice	1	EX	\$14.32	\$15.69	\$17.06	\$18.43	\$19.82	
Deputy T. Clerk	1	EX	\$18.18	\$19.55	\$20.92	\$22.29	\$23.68	
Deputy Highway Superintendent	1	EX	\$20.36	\$21.58	\$23.63	\$25.69	\$27.75	

**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**.

**ATTACHMENT #4**

## 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.

**PERMIT APPLICATIONS**

**RESIDENTIAL BUILDINGS**

**New**

- \*Up to 3,000 Sq. ft. in floor area                      \$20.00 per 100 SF (or fraction thereof)
- \*Over 3,000 sq. ft. in floor area                      \$600.00 plus \$25.00 per 100 SF over 3,000 SF (or fraction thereof)

- \*Unfinished basements and attics are not included in floor area.
- \*Attached garages are included.

**Additions, Alternations, Accessory Buildings & Repairs**  
(by total cost of work to be done)

- Up to \$1,000.00    \$20.00
- \$1,001 to 15,000                                         \$20.00 plus \$8.00 per additional \$1,000 over \$1,000 (or fraction thereof)
- \$15,001 to \$50,000                                     \$132.00 plus \$5.00 per additional \$1,000 over \$15,000 (or fraction thereof)
- Over \$50,000.....                                      \$307.00 plus \$4.00 per additional \$1,000 over \$50,000 (or fraction thereof)

**STRUCTURES OTHER THAN BUILDINGS**

i.e. Decks, Porches, Tanks, Signs, Pools, Tennis Courts, Ponds, etc.

**New, Additions, Alterations & Repairs (by total cost of work to be done)**

- Up to \$1,000.....                                         \$30.00
- \$1,001 to \$50,000.....                                 \$30.00 plus \$6.00 per additional \$1,000 over \$1,000 (or fraction thereof)
- \$50,001 to \$100,000.....                              \$324.00 plus \$5.00 per additional \$1,000 over \$50,000 (or fraction thereof)
- Over \$100,000.....                                      \$574.00 plus \$4.00 per additional \$1,000 over \$100,000 (or fraction thereof)

**NON-RESIDENTIAL BUILDINGS**

**New and Additions** (for other than warehouse type structure)

- Up to 3,000 sq. ft. in floor area.....             \$25.00 per 100 SF (or fraction thereof)
- Over 3,000 sq. ft. in floor area.....             \$750.00 plus \$22.00 per 100 SF over 3,000 SF (or fraction thereof)

**New and Additions** (for warehouse type structure)

- Up to 3,000 sq. ft. in floor area.....             \$25.00 per 100 SF (or fraction thereof)
- Over 3,000 sq. ft. in floor area.....             \$750.00 plus \$17.00 per 100 SF over 3,000 SF (or fraction thereof)

**Alteration, Modifications, Accessory Buildings & Repairs**  
(by total cost of work to be done)

- Up to \$1,000.....                                         \$30.00
- \$1,001 to \$50,000.....                                 \$30.00 plus \$7.00 per additional \$1,000 over \$1,000 (or fraction thereof)
- \$50,001 to \$100,000.....                              \$373.00 plus \$5.00 per additional \$1,000 over \$50,000 (or fraction thereof)
- Over \$100,000.....                                      \$623.00 plus \$4.00 per additional \$1,000 over \$100,000 (or fraction thereof)

**DEMOLITION**

**Schedule "A" (contd:)**                                      \$30.00

ATTACHMENT #5

**TEMPORARY STRUCTURES**..... \$25.00

**NON-STRUCTURES**

i.e., Home Occupation, Forestry,  
Recreation, etc..... \$50

**CERTIFICATE OF OCCUPANCY (USE)**

When requested or directed in a manner  
un-connected with a building permit \$30.00

**NON-ROUTINE OR ADDITIONAL INSPECTIONS**

per rendering \*\$30.00  
\* (minimum, with hourly Building Inspector Rate from schedule "C")

**INDIVIDUAL COPIES OF ORDINANCES,  
LAWS OR REGULATIONS**

First 10 pages are free, Every page thereafter are \$.25 each

**COPIES OF MASTER PLAN/COMP PLAN:** \$65.00

**NOTES:**

- A. Attached garages shall be included in the calculated square footage
- B. When a permit needs renewal, the fee schedule of renewal is as follows:
  - 1<sup>st</sup> year full fee as per calculation applicable according to approved fee schedule
  - 2<sup>nd</sup> year renewal will be 75% of original permit cost.
  - 3<sup>rd</sup> year renewal will be 50% of original permit cost.
  - 4<sup>th</sup> year renewal if approved by Planning Board, reverts back to original permit fee
- C. If a permit is revoked, application for a new permit is required and the fees will apply.
- D. When any combination of the above categories are involved in a single overall project, permits and fees for each individual category are required.
- E. Projects started/completed without having applied for a building permit when a permit is required, will be charged twice the amount of the original fee calculation according to the approved fee schedule

**Schedule "B"**

**FILING OF APPLICATIONS**

**VARIANCE** \$75.00 plus \$220.00 escrow if review from TDP is required.

**ZONING INTERPRETATIONS** \$60.00

**SPECIAL USE** \$75.00 plus \$220.00 escrow if review from TDP is required.

**Schedule "B" (contd:)**

**SITE PLAN**

Existing structure with new use, modified floor plan or exterior appearance	\$100.00 plus \$5.00 per 100 sq. ft. (or fraction thereof of area to be used or modified) plus \$220.00 escrow if review from TDP is required.
New Structure, addition or use based on square feet of floor area	
Up to 2,000 sq. ft. of floor area	\$100.00 plus \$220.00 escrow if review from TDP is required.
From 2,001 sq. ft. to 4,000 sq. ft of floor area	\$100.00 plus \$10.00 per 100 sq. ft. over 2,000 SF (or fraction thereof) plus \$220.00 escrow if review from TDP is required.
From 4,001 sq. ft. to 6,000 sq. ft. of floor area	\$300.00 plus \$13.00 per 100 sq. ft. over 4,000 SF (or fraction thereof) plus \$220.00 escrow if review from TDP is required.
Over 6,000 sq. ft. of floor area	\$560.00 plus \$5.00 per 100 sq. ft. over 6,000 SF plus \$220.00 escrow if review from TDP is required.

**ANNEXATION FEE**

\$75.00 plus Legal / Engineering costs

**SUB-DIVISION**

		Building Dept:	Planning Board:
1 – 4 Lots	Sketch Plat	\$25.00	\$100.00 plus \$220.00 escrow if review from TDP is required.
	Preliminary Plat	\$100.00	\$100.00 plus \$50.00 per lot plus Legal / Engineering
	Final Plat	\$50.00	\$200.00 plus * \$50.00 per lot plus Legal / Engineering *(unless lot fees paid for at preliminary plat)
5 or More Lots	Sketch Plat	--	\$200.00 plus \$880.00 escrow if review from TDP is required.
	Preliminary Plat	--	\$100.00 plus \$50.00 per lot plus Legal / Engineering
	Final Plat	--	\$200.00 plus * \$50.00 per lot plus Legal / Engineering *(unless lot fees paid for at preliminary plat)
<b>P. U. D.</b>	--	\$300.00 plus \$50.00 per lot plus Legal / Engineering	
<b>CLUSTER</b>	--	\$300.00 plus * \$50.00 per lot plus Legal / Engineering *(unless lot fees paid for at preliminary plat)	
<b>LOT FEES</b> (In lieu of park land)			
Per Lot Fee	*\$200.00	*\$1,500.00	*(times the total number of lots within the subdivision, P.U.D. or cluster)

(The per lot fee for a minor subdivision requiring Planning Board review solely due to Article II, Section 190-19 (11) of the Zoning Law shall be charged at the Building Department rate. A major subdivision, or, a minor subdivision sent to the Planning Board for any other reason, shall be subject to the Planning Board per lot fee rate)

**JUNK YARD RENEWAL FEE**

\$25.00

**WIRELESS TELECOMMUNICATIONS FACILITIES FEES**

Construction of new tower	*\$4,000.00 *plus \$220.00 escrow for TDP review is required. plus *\$200.00 per device plus *Legal / *Engineering
Co-Location of antenna, antenna array	*\$2,000.00 plus *\$200.00 per device plus *Legal / *Engineering/*Planner
Modification of Wireless Telecommunications Facility	*\$500.00 plus *\$200.00 per device plus *Legal / *Engineering/*Planner
Re-certification of Wireless Telecommunications Facility	*\$200.00 plus *Legal / *Engineering/*Planner *(all fees non-refundable)

**NOTES:**

- A. When more than one (1) application is required for a particular proposed action, the required fees shall be additive.
- B. These fees are application processing fees and are not intended to cover the cost of required engineering reviews, field inspections, public hearing transcripts (when necessary), special counsel, building permit issuance, preparation and review of environmental impact statements. See Schedule "A" and "C" for applicable fees.
- C. If applications are rejected, for whatever cause no fees will be returned. If the application is resubmitted at a later date, the fees will again be required.
- D. An application will not be considered complete and the review process will not be initiated until payment of any applicable fees required has been received.

## Schedule "C"

### FEE SCHEDULE FOR ENGINEERING AND PLANNER REVIEW

The Planning Board, at its sole discretion, will determine whether or not a proposal requiring a special use permit, sub-division, cluster, site plan, P.U.D. approval, or preparation or review of an environmental impact statement requires the assistance of the Board's engineer, planner, or others. This assistance may include:

- A. Assessment of environmental significance.
- B. Preparation or review of draft environmental impact statements pursuant to 6 NYCRR Part 617.
- C. Review of proposals for conformance to the zoning law, sub-division regulations and comprehensive plan.
- D. Review of any proposed drainage systems, highway extensions and new highways.
- E. Review of proposed plans for collections and disposal of sanitary wastes generated by the proposal.
- F. Review of proposed plans for the supply and distribution of water to and within the proposed project for domestic and fire uses.
- G. Hearing transcripts and special counsel.

If the Board decides assistance is necessary at the time of application or first presentation to the Board, the Board will designate an engineer, planner, or firm and request from them an estimated fee for performing a comprehensive review of the project submissions or other necessary services. The Board then will require the proposer to deposit a cash amount equal to the estimate in a town established escrow account. This money will then be used to pay the claims as required services are performed during the approval process. If specific circumstances warrant it, additional funds will be requested to cover reasonable expenses incurred beyond the original estimate. When the services are performed for less than the original estimate, the funds remaining in the escrow account are to be returned to the proposer on final project approval. Payment to the escrow account is a prerequisite to a complete application and no review will be initiated until payment is received.

The fee specified above DOES NOT INCLUDE:

- 1. Any approvals or fees required from, or by, agencies other than the Town
- 2. Costs associated with extensions to Districts to provide necessary services to the sub-division, P.U.D. or cluster.
- 3. Fees charged by the Town departments or Boards for permits, approvals, hearings, and the like except as noted above.

### SPECIAL INSPECTIONS AND FEES

When the Board determines that field inspection of the proposed improvements is required or that the Building Inspector requires assistance for extraordinary or questioned construction techniques during the course of construction, the costs will be borne by the project applicant as follows:

- A. Board Engineer – same as above for review of proposals.
- B. If the Board determines that the inspection will be performed by Town employees, other than the Building Inspector, the cost will be \$40.00 per hour not to exceed \$320.00 per day.
- C. If the Board determines that the inspection of improvements can be borne by the Building Inspector, the cost will be \$40.00 per hour not to exceed \$320.00 per day.
- D. Non-Routine or Special Inspections conducted by the Building Department will be at a minimum rate of \$30.00, with a rate of \$40.00 per hour not to exceed \$420 per day.