

**TOWN OF FORESTPORT  
TOWN BOARD ORGANIZATION MEETING MINUTES  
FORESTPORT TOWN HALL  
JANUARY 5, 2009**

**Town of Forestport  
Town Board Organization Meeting Minutes  
Forestport Town Hall @ 6:00 P.M.  
January 5, 2009**

**Members Present**

Councilman Brian Fox  
Councilman Frederick Ritter  
Councilman William Rockhill  
Councilwoman Mary Ann Rubyor  
Supervisor William Hasenauer

**Members Absent**

- 1. The Meeting was opened by Supervisor William Hasenauer @ 6:00 p.m.**
- 2. General rules were read by Councilwoman Mary Ann Rubyor changed (they are attached to the minutes)**

**\*\*\* A Motion was made by Councilman and seconded by councilwoman Mary Ann Rubyor to accept the General Rules for 2009.**

**Roll call vote:**

**Councilman-Brian Fox-YE  
Councilman-Frederick Ritter-YES  
Councilman-William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

- Councilman Brian Fox asked everyone if the times for offices hours that was listed all okay with all the offices
- Codes of Ethics were reviewed
- Procurement Policy for the Town of Forestport for 2009 was changed and will be attached to the minutes

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman Brian Fox to accept the 2009 Appointments with some changes. This will be attached to the minutes.**

**Roll call vote:**

**Councilman-Brian Fox-YES  
Councilman-Frederick Ritter-YES  
Councilman-William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

- The Town Board said they are going to table the appointment for Planning Board member at this time

\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill for part time workers to get holidays and vacation pay. 1 year, 2 year for part time workers, 1 week, 3 years or 6 years for part time worker will receive 2 weeks; 5 years or 10 years for part time workers will receive 3 weeks.

Roll call vote:

Councilman-Brian Fox-YES  
Councilman-Frederick Ritter-YES  
Councilman-William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES

\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilwoman Mary Ann Rubyor for part time workers to get paid if they holiday falls on the day they should be working. They can work and get paid or take the day off and get paid.

Roll call vote:

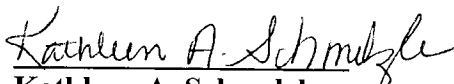
Councilman-Brian Fox-YES  
Councilman-Frederick Ritter-YES  
Councilman-William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES

\*\*\* A Motion was made by Councilman William Rockhill and Councilman Brian Fox to put Tonya Brown on probation for 8 weeks starting from Jan 1, 2009.

Roll call vote:

Councilman-Brian Fox-YES  
Councilman-Frederick Ritter-YES  
Councilman-William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES

Meeting adjourned @ 7:15 p.m.  
Respectfully Submitted by



Kathleen A. Schmelzle  
Forestport Town Clerk

## **2009 APPOINTMENTS – TOWN OF FORESTPORT**

1. Bookkeeper to the Supervisor - Dawn Campbell
2. Budget Officer - William Hasenauer
3. Building Maintenance Worker - Don Pfendler
4. Assessor's Aide- (permanent) - Tonya Brown
5. Code Enforcement Officer PT - Brad Smith
6. Well-Head Protection Coordinator - John Combs
7. Assistant to Code Enforcement Officer - Joe Pfeiffer  
- Call in when needed
8. Clerk to Town Justice - Mary Ritter
9. Animal Control Officer - Charlene Sege
10. Town Historian - John Isley
11. Election Custodian - Jack Tompkins
12. Fire Code Inspector - Joe Pfeiffer
13. Flood Insurance Program Coordinator - Brad Smith
14. Registrar of Vital Statistics - Kathy A. Schmelzle
15. Secretary to Planning Board - Kim Katzenberg
- 16 Senior of Recreation Programs - Sonja Skimore
17. Recreation Attendant - Sonja Skidmore
18. Town Engineer - Jack Dodson
19. Town Attorney - William Riley

- 20. Sewer Plant Operator  
Water Plant Operator - John Combs
- 21. Assistant Sewer Plant Operator  
Assistant Water Plan Operator - Donald Pfendler
- 22. Sewer Billing Clerk - Dawn Campbell
- 23. Sewer Rent Collector - Kathy A. Schmelzle
- 24. Water Billing Clerk - Dawn Campbell
- 25. Water Rent Collector - Kathy A. Schmelzle
- 26. Youth Recreation Director - Sonja Skidmore
- 27. Official Town Bank (General & Hgwy) - Adirondack Bank
- 28. Official Town Bank (Special Sewer District #1  
And Special Water District #1) - Adirondack Bank
- 29. Official Town Newspapers - OD, these paper for informational Adirondack Express, and Boonville Herald
- 30. Planning Member for 7 years - ?

The Town Board Liaisons are as follows:

- 1. Deputy Supervisor - John Isley
- 2. Highway and Buildings - William Rockhill & Mary Ann Rubyor (if William Rockhill unavailable)
- 3. Fire Departments and Assessors - Brian Fox Mary Ann Rubyor (if Brian Fox unavailable)
- 4. Water and Sewer - Frederick Ritter
- 5. Recreation - William Hasenauer

## **GENERAL RULES – TOWN OF FORESTPORT (2009)**

Mileage will be at \$.50 per mile for use of automobile by Town Officers and employees.

Regular meeting throughout the year shall be the 3<sup>rd</sup> Wednesday of the month at 6:30 P.M. at the Forestport Town Hall, Forestport. The July meeting will be held in Woodgate and the August meeting will be held at the Otter Lake Fire Hall, unless otherwise set.

Requests to be put on the agenda must be received in writing 4 days (Thursday) prior to the meeting.

Computer Service – payroll, bills, and bookkeeping as required.

Petty Cash Funds – Town Clerk (\$150.00), Bookkeeper to the Supervisor (\$150.00), Water Billing Clerk (\$150.00), Tax Collector (\$150.00), Assessors (\$150.00), Water Treatment Plan Operator (\$50.00), and Codes Enforcement Officer (\$150.00) Highway Superintendent (\$50.00), Sewer Billing Clerk (\$75.00)

Part Time - anyone who has worked 3 years will be entitle to holiday and vacation pay.

The Superintendent of Highways can purchase equipment and tools up to \$2,000.00 without Town Board approval and all other purchases by Town Employees including Town Board, mush get a Purchase Order from the Supervisor who is designated as Purchasing Agent for the Town.

The Supervisor shall submit to the Town Clerk within 60 days after close of the Fiscal Year, a copy of the report to be sent to the State Comptroller and to cause a notice to be published that a copy of such report is on file and available for inspection and copying.

The Clerk to the Assessors Hours: To Be Announced

The Assessor's Hours: 9:00 a.m. - 4:00 p.m. Monday through Friday (unless otherwise posted).

The Town Clerk Hours: 9:00 a.m. to 3:00 p.m. Monday through Thursday (unless otherwise posted).

Bookkeeper to the Supervisor: 9:00 a.m. – 4:00 p.m. with a ½ hour lunch Monday through Friday (unless otherwise posted).

Building and Grounds Maintenance: 8:00 a.m. – 2:30 p.m. with a ½ hour lunch Monday through Friday (unless otherwise posted).

Tax Collector: 10:00 a.m. to 4:00 p.m. for the month of January Tuesday, Wednesday, Thursday. In February and March hours will be Tuesday 10:00 a.m. to 4:00 p.m. (Unless otherwise posted).

Planning Board Clerk: 8:00 a.m. to 4:00 p.m. Monday and Thursday these are for November – April May – October Monday, Tuesday and Thursday 8:00 a.m. to 4 :00 p.m. (unless otherwise posted).

The minutes of the Town Board meetings are to be sent to the Town Board Members within 10 days of the Board Meeting. After additions and corrections, they can be accepted as written.

The Official mandatory cut-off date and time to accept claims for the payment of monthly bills is the 2<sup>nd</sup> Thursday of each month at noon.

Special Water District #1 and Special Sewer District meetings will be held immediately following the Town Board Meetings unless otherwise posted.

**PROCUREMENT POLICY**  
**TOWN OF FORESTPORT (2009)**

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

**WHEREAS**, comments have been solicited from those officers of the town involved with procurement; **NOW THEREFORE**, be it

**RESOLVED**: That the Town of Forestport does hereby adopt the following procurement policies and procedures:

**Guideline 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchase) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guideline 2.** All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year of b) public works contracts over \$30,000 shall be formally bid pursuant to GML, Section 103. The Town Board shall have the right to accept or reject and or all bids.

**Guideline 3.** All estimated purchase of:

- Less than \$30,000 but greater than \$20,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- Less than \$30,000 but greater than \$10,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- Less than \$10,000 but greater than \$2,000 are left to the discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$30,000 but greater than \$20,000 require a written RFP and fax/proposals from 3 contractors



- Less than \$20,000 but greater than \$5,000 require a written RFP and fax/proposals from 2 contractors
- Less than \$5,000 but greater than \$2,000 are left to discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of deliver. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of the Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**Guideline 4.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. 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 Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

**Guideline 6.** 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 circumstances;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased for less than \$250.00;
- i) Public works contracts for less than \$500.00.

**Guideline 7.** The town board at its organizational meeting shall review this policy annually or as soon thereafter as is reasonably practicable.

Adopted Dec. 13, 2000

BY THE ORDER OF THE TOWN BOARD

Supervisor William Hasenauer

Councilman, Brian Fox

Councilwoman, Joan Ingersoll

Councilman, John Norton

Councilman, Frederick Ritter

Amended Jan. 5, 2009

BY ORDER OF THE TOWN BOARD

Supervisor, William Hasenauer

Councilman, Brian Fox

Councilman, Frederick Ritter

Councilman, William Rockhill

Councilwoman, Maryanne Rubyor

# CODE OF ETHICS

## TOWN OF FORESTPORT

BE IT RESOLVED, that the Town Board of the Town of Forestport, Oneida County, New York as follows:

**Section 1.** Pursuant to the provisions of section eight hundred six of the general municipal law, the Town Board of the Town of Forestport recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local law to promulgate these rules of ethical conduct for the officers and employees of the Town of Forestport. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Forestport. The rules of ethical conduct of this local law as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

**Section 2.** Definition. “Municipal Officer or Employee” means an officer or employee of the Town of Forestport, whether paid or unpaid, including

members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.

“Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**Section 3. Standards of Conduct.** Every officer or employee of the Town of Forestport shall be subject to and abide by the following standards of conduct:

(a) Gifts. He/she shall not directly or indirectly, solicit any gift; or accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

(b) Confidential Information. He/She shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

(c) Representation Before One’s Own Agency. He/She shall not receive, or enter into any agreement,

express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

(d) Representation Before Any Agency For A Contingent Fee. He/She shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

(e) Disclosure Of Interest In Legislation. To the extent that he/she knows thereof, a member of the Town Board and any officer or employee of the Town of Forestport, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.

(f) Investments In Conflict With Official Duties. He/She shall not invest or hold any investment directly or indirectly in any financial, business, commercial

(g) Private Employment. He/She shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

(h) Future Employment. He/She shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Forestport in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

**Section 4.** Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Forestport, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**Section 5.** Distribution of Code of Ethics. The Supervisor of the Town of Forestport shall cause a copy

of this code of ethics to be distributed to every officer and employee of the Town of Forestport within thirty days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

The Town Clerk shall file a copy of this resolution with the State Comptroller within 30 days after its adoption.

**Section 6. Penalties.** In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in manner provided by law.

**Section 7. Effective Date.** This resolution shall take effect immediately.

Adopted October 7, 1970

Revised January 2, 2006