

**TOWN OF SARANAC
REGULAR BOARD MEETING
MAY 24, 2010 7 PM TOWN HALL**

Members Present:

*Jim Facteau (Supervisor)
Philip Rice (Councilman)
Robert Blair (Councilman)
Michael Tedford (Councilman)
Gerald Delaney (Councilman)
Mary Bell (Town Clerk)
Lee Vann (Highway Superintendent)
Mark White (Tax Collector)
Stephen Petrashune (Assessor)
Mark Plumadore (Dog Officer)*

Also attending meeting: Tom Maggy, Sylvia Newman, Angel Brown, Kellum Smith, Jacob Goddeau, Matt Kaulfuss, Matt Davis, Jacob Mullady, and there were several other Saranac Central students at the meeting, which did not sign in.

Supervisor (Jim Facteau) opened meeting at 7:00 p.m. Michael Tedford (Councilman) led the Council in the Pledge of Allegiance.

Consideration of Minute for the April 26, 2010 Regular Meeting.

Resolution 33-2010

Motion to except minutes by: Philip Rice(C) second by: Bob Blair (C)

PHILIP RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

Question, Comments, Petitions from the floor:

One student asks the Board which political party is our town board. There are three democratic on the Town Board and two Republicans.

Letter to Town of Plattsburgh:

The Supervisor sent letter to Colin Read (Town of Plattsburgh's Planning Committee) requesting consideration of a new zoning classification for an 8 acre parcel of land located on the Trudeau Road and owned by the Town of Saranac, but within the corporate limits of the Town of Plattsburgh. The tax parcel ID # is 203-60. The 8 Acre parcel is the eastern portion of an approximately 43 acre tract owned by the Town of Saranac. The site was originally developed as a concrete plant. The Town of Saranac purchased the site in 1984 and successfully petitioned for an Adirondack Park Agency reclassification of the portion of the site located within the Adirondack Park as "Industrial Use". Over the past 25 years, the Town of Saranac has leased the site intermittently to various commercial businesses. The version of the draft Comprehensive Plan does not seem to clearly indicate a plan for the site.

The Town of Saranac currently pursuing redevelopment of the site as an Industrial Park In partnership with the development Corporation and with the assistance from the APA, Empire State Development, and the Federal Economic Development Administration (EDA). Last year, the Development Corporation was awarded an EDA grant on behalf of the Town for completion of Feasibility Study for future industrial redevelopment of the parcel. A request for Proposals for the consultant service has been issued, and the Feasibility Study will begin in the near future.

As a result of the historic use of the site for industrial purposes, APA "Industrial Use" Classification of the adjacent eastern portion of the parcel located within the Town of Saranac, and the Town of Saranac's plans to redevelop the site as an industrial park, the Town of Saranac believes that a zoning reclassification to an industrial park classification best serves the public interest and the site's potential for economic development.

The Supervisor will be waiting for a response to the letter that was sent.

Adirondack Park Local Gov't Review Board:

The review Board for the Adirondack Park sent letter to the Town of Saranac asking for a donation. The state has cut the Review Board's budget, so the Review Board is asking local Government's to donate \$250.00. The town Board will discuss this request and address it at the next regular meeting.

Supervisor's Report:

Financial Report:

Resolution 34-2010

Motion by: Bob Blair (C) second by: Jerry Delaney (C)

PHILIP RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

SAVING ACCOUNT BALANCES

	<u>As of 4/30/10</u>	<u>as of 5/19/10</u>
<u>General</u>	<u>\$261,586.61</u>	<u>\$273,801.93</u>
<u>Saranac Ltg.</u>	<u>37,009.62</u>	<u>37,009.62</u>
<u>Standish Ltg.</u>	<u>3,644.68</u>	<u>3,644.68</u>
<u>General/Reserve</u>	<u>202,280.00</u>	<u>202,280.00</u>
<u>Building Fund</u>	<u>75,755.00</u>	<u>75,775.00</u>
<u>Highway</u>	<u>1,272,039.12</u>	<u>1,242,491.45</u>
<u>Roads&Bridges</u>	<u>186,699.57</u>	<u>186,699.57</u>
<u>Redford Water</u>	<u>105,934.46</u>	<u>106,508.68</u>
<u>Standish Water</u>	<u>18,070.78</u>	<u>18,070.78</u>
<u>Saranac Water</u>	<u>15,609.06</u>	<u>15,385.06</u>
<u>Saranac Water Fil/Pro</u>	<u>20,175.89</u>	<u>20,175.89</u>
<u>Expenditures in April</u>		<u>\$ 125,524.88</u>
<u>Revenues in April</u>		<u>53,322.19</u>

Saranac Water Owes General Fund \$20,000 for Filtration Project.

=====

WATER FEE COLLECTIO REPORT:

	<i>Collected</i>	<i>Left to Collect</i>
<i>Redford Water \$24,600</i>	<i>\$18,750</i>	<i>5,850</i>
<i>Standish Water \$14,850</i>	<i>\$ 9625</i>	<i>5,225</i>
<i>Saranac Water \$19,200</i>	<i>\$14,000</i>	<i>5,200</i>

=====

Highway Superintendent's Report

All the sand has been picked up.

Right now they are doing the shoulders of the roads.

The price of salt went down a little.

Prices for the blacktopping went down also.

The Superintendent (Lee Vann) received a proposal from Roland Carter to Pave the Ganong Drive for the Town. Mr. Vann wants to pave the road ourselves.

Highway Superintendent and the Supervisor went to check out, the roads in the Town looking to see just how much work our roads need.

The Highway Superintendent (Lee) asks if anyone has questions, or problems feel free to call him.

Water Reports:

Redford Water:

Nothing at this time.

Standish Water:

Nothing at this time, there will be more to report under unfinished business.

Saranac Water:

Everything is going well; the plumber will be here Tomorrow (Tuesday May 25, 2010)
The work should be complete by the end of the month.

Code Officer's Report:

Todd Perry was not at the meeting.

Dog Control Officer's Report:

The report is attached to these minutes.

Community Outreach Center:

April 26, 2010-May 21, 2010

- # 259 Total visits to the center for all services.
- # 154 Total visits to the center for clothing, bread, toys, and household goods.
- # 21 Families received emergency food packages.
- # 1 Household received HEAP assistance.
(0- Regular HEAP, 1- Emergency HEAP)
- # 9 Rides were requested for medical appointments.
- # 6 Rides were arranged for medical appointments.
- # 10 Food package were purchased through the monthly JCEO Food Co-op Program.
- # 31 Request were received for information & referral.
- # 47 Volunteer hours were donated to the Center.

The Saranac and Cadyville Post Offices made a very generous donations to the food pantry this month. Thank You!

HEAP closed as of May 14, 2010. Emergency Furnace Repair/Replacement will remain open for the time being.

=====

Recreation:

Brent Cringle reports: The Baseball + Softball season has started with approximately 150 children involved. Nine teams were formed with over 40 T-ballers backing up our program. Everything is going well. Coaches were hard to find but it appears all teams have one and ready to go.

Bob Blair reports: The pool needs to be pressure washed and resealed. Hopefully the proxy paint will hold.

Assessor:

Tomorrow is Grievance day (Tuesday 25, 2010)

Steve also commented on, (wanting the Town Board to be aware of) hopefully they won't raise the assessment with the Industrial Park.

Planning Board:

Gerald Delaney reports: there was a meeting on April 29, 2010 regarding the LWRP. There will be another meeting held on June 10, 2010.

Senior Citizens:

Nothing at this time.

Saranac Fire Department:

Nothing at this time.

Building:

Nothing at this time.

Newsletter, Website, Saranac Central School:

The website should be updated soon. All information has been sent.

Historian:

Nothing at this time.

Unfinished Business:

Old Fire Station (Letter from Frank Zappala) Resolution to put up for sale Bids:

The Town's Attorney has review information on the old (School House) (Fire Station) building on Ganong Drive. The Town has been approached by John & Dawn Maye they are interested in purchasing the property. Back in 2005 the Town had but the property up for sale, the property wasn't able to be sold at that time, due to clause in the deed.

A little information on the property is as such- The Town acquired the property from the Saranac Fire Department dated 1990. The Town can transfer the property by a quit claim deed to another person or organization. The property was obtained by a quit deed to the town of Saranac. A quit claim deed provides no assurance, guaranties or warranties to a future buyer of the quality of the title of the property.

As the present owner of the property, the Town is not under any obligation to follow or enforce the condition stated in the deed. Any future buyer should be notified that the sale is being done by a quit claim deed, by advising, any future buyer the Town is transferring by the quit claim deed the burden is upon them to research the title of the property.

Resolution 35-2010

Motion to place bids in newspaper for the property on Ganong drive by: Jim Facticeau(S)

Second by: Bob Blair(C)

PHILIP RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

The Town Board would like to have a alternate Code Officer due to Mr. Todd Perry has been having some health issues and if he is not able to work, the Town needs a Code Officer on hand. This is a busy time of year for Building Permits that are issued through out the Town.

Resolution 36-2010

Resolved: to ask Mr. Perry Lawrence if he would like to be the alternate Code Officer if the Town would need his services. Motion by: Bob Blair (C) second by: Mike Tedford(C)

PHIL RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

Income Survey's (Standish)

There was a blind income survey sent out to all Standish Water District users to determine and total income for the District. The purpose of the survey is to see if the District can apply for funding to get a second water source. There has been only about 20 survey's returned.

Quonset Bldg Rental

The Town had a resident inquiring about renting our Quonset building on the Trudeau Road. The building will be used as cold storage only. No electricity, no work being done on the property, just storage. The only thing the resident would do at the site would be repair the doors to secure the building.

The attorney for the Town and the insurance agent has reviewed the request and the town is able to the lease the building out.

The resident will need to have his own insurance of a minimum of \$1,000.000.

Resolution needed to lease the Quonset Building:

Resolution 37-2010

Motion by: Jerry Delaney(C) second by: Bob Blair (C)

PHILIP RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

The Town Board will run the ad in the paper to get the town residents on their intentions for leasing out the building.

Resolution needed to put the publication in the Press Republican for the public to review:

Resolution 38-2010

Motion by: Mike Tedford (C) second by: Bob Blair (C)

PHIL RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

Procurement Policy:

There was a (workshop) meeting held on May 20, 2010 for the Town Council to resolve the updates for the Procurement Policy.

Resolution 39-2010

The Saranac Town Board has decided on a new Procurement Policy for the year 2010. The Policy will be reviewed every year at the organizational meeting which is held every January.

Motion by: (C) second by: (C)

PHIL RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

**TOWN OF SARANAC
PROCUREMENT POLICY**

Whereas, Section 104b of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law 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 Saranac does hereby adopt the following procurement policies and procedures:

SECTION 1

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

Every Town officer, board, department head or (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a GIVEN FISCAL YEAR.

This estimate shall include the canvass of other town departments and past history to determine the YEARLY VALUE of the commodity to be acquired.

The information gathered and conclusions reached shall be documents and kept with the file or other documentation supporting the purchase activity.

SECTION 2

All purchases of supplies, equipment or services which exceed \$10,000 in a fiscal year, OR public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law.

SECTION 3

Supplies, equipment and services:

All estimated purchases of:

Less than \$9999.00, but greater than \$5000.00 require a written, faxed, or emailed quote from three (3) Vendors

Less than \$4999.00, but greater than \$1000.00 require written, faxed, or emailed quote from three (3) vendors

Less than \$1000.00 left to discretion of the Department Head

Public Works Contracts

All estimated purchases of:

Less than \$35000.00, but greater than \$10,000 requires a written, faxed or emailed quote from three (3) contractors

Less than \$9999.00 but greater than \$1000.00 requires a written, faxed, or emailed quote from three (3) vendors

Any written request shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written, oral, faxed or emailed quotes have been requested and the written, oral, faxed or emailed quotes offered.

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

SECTION 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 a 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.

SECTION 5

A good faith effort shall be made to obtain the required number of proposals or quotes. 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 proposals or quotes be a bar to the procurement.

SECTION 6

Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- 1- Acquisition of professional services*
- 2- Emergencies*
- 3- Sole source situations*
- 4- Goods purchased from agencies for the blind or severely handicapped*
- 5- Goods purchased from correctional facilities*
- 6- Goods purchased at auctions*
- 7- Goods purchased for less than \$1000.00*
- 8- Public works contract for less than \$1000.00*

SECTION 7

Items not subject to competitive bidding such as professional services, emergencies, purchases under state or county contracts or procurements from sole sources, documentation shall include a memo to the files which details why the procurement is not subject to competitive bidding.

SECTION 8

This policy shall be reviewed annually by the town board at its organizational meeting.

=====

New Business:

Request for Quotes:

The Supervisor had an auditor come up from the Comptrollers office; He suggested hiring out private, so the Supervisor wants an audit done for the Town. He has one quote already and hopefully will have two more soon.

Repairs to Town Highway Garage:

There was a fire at the Highway Department last February, 2009. It has taken over a year to settle the matter.

Superintendent (Lee Vann) and Robert Blair (Councilman) and Supervisor (Jim Facticeau) will review the specs, from there they will bid out the work needed to repair, or replace the Highways damage.

Question, Comments, Petitions from the floor:

Tom Maggy asks, how many acres at the Industrial Park site does the Town of Saranac Own. There's about 42 acres that are rural, maybe about 16 acres right at the site. Plattsburgh owns between 5 1/2 - 8 1/2 acres. When the study research is complete the Town will know which areas and how much acres the Town could use and what the site could be used for.

Authorization to pay warrants:

Resolution 40-2010

Gerald Delaney would like to review bill # 525 from SPCA

All in favor

Phil-yes, Bob-yes Mike-yes Jerry- yes Jim-yes

Motion to pay Warrants by: Phil Rice (C) second by: Jerry Delaney(C)

PHILIP RICE-YES

ROBERT BLAIR-YES

MICHAEL TEDFORD-YES

GERALD DELANEY-YES

JIM FACTEAU-YES

Meeting was adjourned at 7:56 P.M. the next regular Board meeting will be held on June 28, 2010 at 7:00 p.m.

*Respectfully submitted,
Mary Bell
Town Clerk
May 24, 2010*