

*Town of Saranac  
Organizational Board Meeting  
January 5, 2015 7:00 P.M. Town Hall*

Members Present:

*Joe Gerardi (Supervisor)  
Gerald Delaney (Councilman)  
Daniel Carter (Councilman)  
Michele Petrashune (Councilwoman)  
Roman Miner (Councilman)  
Mary Bell (Town Clerk)  
Jim Facteau (Highway Superintendent)  
Stephen Petrashune (Assessor)*

*Supervisor, Joe Gerardi opened meeting at 7:00 p.m. led the Council in the Pledge of Allegiance.*

**Questions, Comments, Petitions from the floor:**

*Nothing at this time.*

**Supervisor's report**

*There will be no report at this time.*

**Highway Superintendent's report**

*There will be no report at this time.*

**Department report:**

*There will be no reports at this time.*

**Unfinished Business:**

JCEO contract fro the 2015 year:

**Resolution 1-2015**

*Motion by: Jerry Delaney (C) second by: Daniel Carter (C)*

GERALD DELANEY-YES

DANIEL CARTER-YES

MICHELE PETRASHUNE-YES

ROMAN MINER-YES

JOE GERARDI-YES

Ice rink rules:

*Councilman, Daniel Carter came up with some ideas for rules for the use of the rink. The Board discussed the rules and all agreed.*

LED sign:

*The new sign should arrive in two weeks. The first sign was sent but was the wrong size.*

Pellet delivery schedule:

*The Supervisor spoke with the Board regarding about delivery times and dates.*

Saranac Flatwater Challenge:

*The Town received an email regarding the Flatwater Challenge that is held every year asking if we prefer the event to take place on a Saturday or Sunday in July 18 - 19<sup>th</sup>. The Board thinks the Sunday would be better day, but whichever they decide is fine.*

New Business:

**Approval of 2015 Appointments:**

**Resolution 2-2015**

*Motion by: Jerry Delaney (C) second by: Roman Miner (C)*

GERALD DELANEY-YES

DANIEL CARTER-YES

MICHELE PETRASHUNE-YES

ROMAN MINER-YES

JOE GERARDI-YES

**2015 APPOINTMENTS**

Deputy Supervisor	Dan Carter
Deputy Highway Superintendent	
Deputy Town Clerk	Leo Bell
Board of Assessment Review	Harold Ryan Ellen Lamora
Budget Officer	Lloyd Carter
Sole Assessor	Patti LaMora
Dog Control Officer	Steve Petrashune
Historian	Mark Plumadore
Park Manager	Jan Couture
Recreation Leader	Brent Cringle
Maint./Custodian	Brent Cringle
Code Enforcement Officer	Rick St. Louis
Registrar of Vital Statistics	Todd Perry
Deputy Registrar	Mary Bell
Town Bookkeeper/Secretary to Supervisor	Leo Bell
<i>Water Treatment Plant Operators/Laborer</i>	Patti LaMora
Redford Water	
Saranac Water	Joseph Levison
Standish Water	Joseph Levison
Deputy Tax Collector	Martha Chase
Court Clerk	Shirley Otten
Planning Board	Carol Plumadore Vacant

Mileage rate for authorized town business will be .57 cents per mile. Salaries will be paid at the rate agreed upon at the Budget Hearing held on November 6, 2014. Overtime rate is 1 1/2 times the hourly rate in excess of 40 hours per week, and holidays, if worked. Official Bank will be Key Bank in Plattsburgh NY. Official town newspaper will be the Plattsburgh Press Republican. The Organization Mtg. will be January 5, 2015. Regular Town Board Meetings are scheduled as follows: January 26, February 23, March 23, April 27, May 18, June 22, July 27, August 24, September 28, October 26, November 5 (Budget Hearing), November 23, December 14 (End of Year Meeting). Organizational Meeting for 2016 will be January 4, 2016. All meetings are held at the Saranac Town Hall at 7:00 pm.

*Liaison Committee Appointments*

Recreation Committee	Dan Carter
Planning Board	Jerry Delaney
Senior Citizens	Jerry Delaney
Saranac Water District	Roman Miner

Redford Water District  
Standish Water District  
Saranac Fire Dept.  
JCEO  
Building  
Highway  
Newsletter & Website  
Saranac Central School

Michele Petrashune  
Jerry Delaney  
Michele Petrashune  
Michele Petrashune  
Roman Miner  
Roman Miner  
Dan Carter  
Dan Carter

**Approval of Mileage (current NYS mileage rate)**

*.57cent per mile*

**Resolution 3-2015**

*Motion by: Dan Carter (C) second by: Michele Petrashune (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PERASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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**Approval of Official Newspaper**

*Press Republican will be the paper for all notices.*

**Resolution 4-2015**

*Motion by: Jerry Delaney (C) second by: Roman Miner (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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**Approval to pay postage/Utility bills on arrival (if necessary to avoid late fees)**

**Resolution 5-2015**

*Motion by: Joe Gerardi (S) second by: Michele Petrashune (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

**Approval of Official Bank:**

*Key Bank, Plattsburgh N.Y.*

**Resolution 6-2015**

*Motion by: Jerry Delaney (C) second by: Dan Carter (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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**Approval of Town Board Meetings:**

*for the calendar year 2015*

**Resolution 7-2015**

*Motion by: Roman Miner (C) second by: Dan Carter(C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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**Resolution for Undertaking of Municipal Officials:**

**Resolution 8-2015**

*Motion by: Jerry Delaney (C) second by: (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

**TOWN OF SARANAC  
TOWN BOARD  
ORGANIZATIONAL MEETING JANUARY 5, 2015  
RESOLUTION # 8-2015  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and**

**WHEREAS, we, the Town Board of the Town of Saranac hereby require the Supervisor, Deputy Town Supervisor, Secretary to the Supervisor, Town Clerk/Tax Collector, Deputy Town Clerk, Town Justice's, Court Clerk, Code Official, Councilmen and Highway Superintendent to execute said Official Undertaking as required by said law;**

**NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Saranac approve the document entitled "Town of Saranac Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and**

**BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.**

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**Resolution for Delegate to Association of Towns:**

*Michele Petrashune will be the Delegate and Roman Miner will be the Alternate.*

**Resolution 9-2015**

*Motion by: Jerry Delaney(C) second by: Joe Gerardi (S)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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**Approval of Procurement Policy:**

**Resolution 10-2015**

Motion by: Joe Gerardi (C) second by: Jerry Delaney (C)

GERALD DELANEY-YES

DANIEL CARTER-YES

MICHELE PETRASHUNE-YES

ROMAN MINER-YES

JOE GERARDI-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.*

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.*

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**Approval of Handbook:**

**Resolution 11-2015**

*Motion by: Joe Gerardi (S) second by: Roman Miner (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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Saranac Hollow Jammers:

*The Town received a \$100 donation from the Hollow Jammers for appreciation for the use of the Town Hall.*

Welcome Packet:

*Nancy Dow our Towns Editor for the Town Crier has said she wouldn't mind looking into putting together a welcome packet for any new resident that comes to town.*

Web Design Update:

*The Supervisor and Councilman Carter plan on meeting with Katie.*

Entering Town sign:

*The Supervisor received an email from Steve Jenks ~ He wants to know what was needed to get signs for entering the town saying "Saranac New York." The Board will look into this to see what channels they would have to go through with the APA or State.*

**Questions, Comments from the floor:**

*Nothing a this time.*

**Authorization to pay Audited Warrants**

*Check # 25873-25895*

**Resolution 12-2015**

*Motion by: Roman Miner C) second by: Jerry Delaney (C)*

*GERALD DELANEY-YES*

*DANIEL CARTER-YES*

*MICHELE PETRASHUNE-YES*

*ROMAN MINER-YES*

*JOE GERARDI-YES*

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*Meeting was adjourned at 7:18 p.m. The next Regular Board meeting will be held on January 26, 2015, at 7:00 p.m. at the Town Hall.*

*Respectfully submitted*

*Mary Bell*

*Town Clerk*

*January 5, 2015*