

2013 Organizational Meeting
the Town of Hurley was held at
6:00 PM on January 3, 2013 at the
Town Hall.

Presiding: Supervisor Gary Bellows

Town Board members present: Councilwoman Janet Briggs. Councilman John Dittus III,
Councilwoman Barbara Zell, Councilman John Gill and 5 members of the public.

RESOLUTION #2013-1

Offered by Supervisor Bellows

PROCUREMENT POLICY

Seconded by Councilwoman Zell

Whereas General Municipal Law (GML) Section 104-b 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; Therefore be it Resolved that the Town of Hurley 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 “Purchaser”) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvas 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 of equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML Section 103.

Guideline 3.

All estimated purchase of:

- Less than \$10,000 but greater than \$3,000 require request for a proposal (RFP) and written/fax quotes from three vendors.
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from two vendors
- Less than \$1,000 but greater than \$250 is left to discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require a written RFP and fax/proposals from three contractors.
- Less than \$10,000 but greater than \$3,000 require an oral or a written RFP and fax/proposals from two contractors
- Less than \$3,000 but greater than \$500 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. 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. (For example, the second low bidder is a business in town paying town property taxes, and their quote was within 5% of the low bidder, which is

an out-of-state business or supplier.) If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. Another justification for awarding to other than the lowest bidder is for environmental reasons. (For example, the second low bidder provides a paper product with more recycled material, or is more recyclable than the lowest bidder product.) If a lowest bidder is rejected for this reason, 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 services;
- 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;
- i) Public works contracts for less than \$500;
- j) Goods purchased from state or county contract.

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

All Voted Aye

RESOLUTION #2013-2
Offered by Supervisor Bellows

NYS DEVELOPMNET GRANT
Seconded by Councilman Gill

BE IT RESOLVED that the Town of Hurley Town Board hereby authorizes the Town Supervisor Gary S Bellows to sign the NYS Economical Development Assistance Program grant paperwork in the amount of \$100,000. for the project installation of solar panels.

All Voted Aye

RESOLUTION #2013-3
Offered by Supervisor Bellows

PURCHASE HIGHWAY TRUCK
Seconded by Councilman Gill

WHEREAS, The Town of Hurley Highway Department is in need of two pickup trucks, and

WHEREAS, The Town of Hurley is in need of vehicles for other departments, and

WHEREAS, The Town of Hurley has established a capital project fund for the purchase of new highway equipment, so

THEREFORE, now let it be resolved that the Town of Hurley Town Board allow the Highway Superintendent to go to bid for two new pickup trucks

ALL Voted Aye

RESOLUTION #2013-4
Offered by Supervisor Bellows

OFFICIAL NEWSPAPER
Seconded by Councilwoman Zell

BE IT RESOLVED that the Daily Freeman be designated the official newspaper for the Town of Hurley for 2013.

Supervisor Bellows voted aye, Councilwoman Zell voted aye, Councilman Gill voted aye, Councilman Dittus voted aye and Councilwoman Briggs voted nay. The resolution passed.

RESOLUTION # 2013-5

Offered by Councilwoman Zell

DESIGNATION OF DEPOSITORIES

Seconded by Councilman Dittus

BE IT RESOLVED that the Town Board of the Town of Hurley, pursuant to Section 64 of the Town Law, does hereby designate Key Bank of Wall Street and Bank of America as the depositories for the funds of the Supervisor and the Town Clerk/Tax Collector for 2013.

All Voted Aye

RESOLUTION #2013-6:

Offered by Councilman Dittus

HIRING OF ATTORNEY

Seconded by Councilman Gill

BE IT RESOLVED to hire John J. Darwak as general legal consultant of the Town Board for 2013

All voted Aye

RESOLUTION #2013-7

**APPOINTMENT OF MUNICIPAL CODE
ENFORCEMENT OFFICER (BI & II MS4Officer)**

Offered by Councilman Gill

Seconded by Councilwoman Briggs

BE IT RESOLVED to appoint Glen Hoffstatter as Municipal Code Officer BI/BII & MS4 Officer for 2013.

All Voted Aye

RESOLUTION #2013-8

APPOINTMENT OF SOCIAL SERVICE OFFICER

Offered by Councilwoman Briggs

Seconded by Supervisor Bellows

BE IT RESOLVED to appoint Margaret Holzman as Social Service Officer for the year 2013.

All Voted Aye

RESOLUTION #2013-9

**APPOINTMENT OF BOOKKEEPER AND
ACCOUNTANT**

Offered by Supervisor Bellows

Seconded by Councilwoman Zell

BE IT RESOLVED to appoint Sickler, Torchia, Allen & Churchill as bookkeeper and accountant for 2013.

All Voted Aye

RESOLUTION #2013-10:

Offered by Councilwoman Zell

APPOINTMENT OF RECREATION SECRETARY

Seconded by Councilman Dittus

BE IT RESOLVED to appoint Shirley Paley as Recreation Secretary for the year 2013.

All Voted Aye

RESOLUTION #2013-11: APPOINTMENT OF HISTORIAN FOR HURLEY

Offered by Councilman Dittus

Seconded by Councilman Gill

BE IT RESOLVED to appoint Deana Decker as historian for the year 2013.

All Voted Aye

RESOLUTION #2013-12

APPOINTMENT OF DOG CONTROL OFFICER

Offered by Councilman Gill

Seconded by Councilwoman Briggs

BE IT RESOLVED to appoint Elaine Grimsey as Dog Control Officer for the year 2013.

All Voted Aye

RESOLUTION #2013-13

Offered by Councilwoman Briggs

APPOINTMENT OF ASSESSOR

Seconded by Supervisor Bellows

BE IT RESOLVED to appoint William Marks as the Assessor for the year 2013.

All Voted Aye

RESOLUTION #2013-14:

Offered by Supervisor Bellows

APPOINTMENT OF TOWN ENGINEER

Seconded by Councilwoman Zell

BE IT RESOLVED to appoint the company of Brinnier and Larios as town engineers for the year 2013.

Councilwoman Zell abstained and All Voted Aye

RESOLUTION #2013-15

APPOINTMENT OF MAINTENANCE WORKER

Offered by Councilwoman Zell

Seconded by Councilman Dittus

BE IT RESOLVED to appoint Marlin Klinger as the town's maintenance worker for the year 2013.

All Voted Aye

RESOLUTION #2013:-16

Offered by Councilman Dittus

APPOINTMENT OF TRANSFER

STATION MANAGER

Seconded by Councilman Gill

BE IT RESOLVED to appoint James Craven the Transfer Station Manager for the year 2013.

All Voted Aye

RESOLUTION #2013-17:

Offered by Councilman Gill

APPOINTMENT OF TRANSFER STATION

ATTENDANTS

Seconded by Councilwoman Briggs

BE IT RESOLVED to appoint John Douglas, Michael Areizag, Robert Mathisen , Roland Rion, and Francis Fisher as the Transfer Station Attendants for the year 2013.

All Voted Aye

RESOLUTION #2013-18:

Offered by Councilwoman Briggs

APPOINTMENT OF DEPUTY TOWN CLERK

Seconded by Supervisor Bellows

BE IT RESOLVED to appoint Doreen Meyer Deputy Clerk #1 and Deborah Decker Deputy Clerk #2 for the year 2013.

All Voted Aye

RESOLUTION #2013-19:

Offered by Supervisor Bellows

**APPOINTMENT OF REGISTRAR OF
VITAL STATISTICS & DEPUTY**

Seconded by Councilwoman Zell

BE IT RESOLVED to appoint Judy Mayhon Registrar of Vital Statistics and Doreen Meyer Deputy Registrar of Vital Statistics for the year 2013.

All Voted Aye

**RESOLUTION #2013-20: APPOINTMENT OF RECORDS MANAGEMENT
OFFICER**

Offered by Councilwoman Zell

Seconded by Councilman Dittus

BE IT RESOLVED THAT Judy Mayhon be appointed Records Management Officer for the year 2013.

All Voted Aye

RESOLUTION #2013-21: APPOINTMENT OF FIXED ASSETS OFFICER

Offered by Councilman Dittus

Seconded by Councilman Gill

RESOLVED to appoint Marlin Klinger the Fixed Assets Officer for the year 2013.

All Voted Aye

RESOLUTION #2013-22:

ANNUAL SALARIES FOR THE YEAR 2013

Offered by Councilman Gill

Seconded by Councilwoman Briggs

Supervisor, Gary Bellows - \$28,000.00
Councilman, John Gill - \$ 5,700.00
Councilwoman, John Dittus III - \$ 5,700.00
Councilwoman, Janet Briggs - \$ 5,700.00
Councilwoman Barbara Zell - \$ 5,700.00
Town Clerk/Tax Collector, Judy Mayhon -\$40,500.00
Town Justice, John Parker -\$16,500.00
Town Justice, Michael Jordan -\$16,500.00
Assessor/Chairman William Marks - \$42,450.00
Highway Superintendent, Clyde Russell-45,500.00
Municipal Code Officer/BI Glen Hoffstatter - \$48,950.00
Town Social Service Officer, Margaret Holzman - \$ 2,900.00
Financial Officer, Gary Bellows - \$ 5,000.00
Bookkeeper/Accountant, - S/T/A/C \$3930..00 a month
Transfer Station Manager, James Craven - \$14.25 / hour
Transfer Station Attendant, Roland Rion-\$11.00/ hour
Transfer Station Attendant, John Douglas - \$13.40/hour
Transfer Station Attendant, Francis Fisher -\$11.50 /hour
Transfer Station Attendant, Robert Mathisen - \$12.50/hour
Transfer Station Attendant, Michael Areziga - \$12.40/hour
Dog Control Officer, Elaine Grimsey – part time \$310.00 per pay period
Fixed Assets Officer, - \$250/year
Town Historian, Deana Decker - \$1,000/year
General Legal Consultant, Jack Darwak - \$12,000/year
Town Planner, Alan Sorenson - \$135.00/hour

All Voted Aye

RESOLUTION #2013-23: HOURLY RATE FOR CLERICAL PERSONNEL

Offered by Councilwoman Briggs

Seconded by Supervisor Bellows

Deputy Clerk #1 - \$11.25 /hour
Deputy Clerk #2 - \$11.25/hour
Deputy Clerk #3 -\$10.60 /hour
Clerk to Justice #1 - \$12.75hour
Court Security Officer (pt) - \$12.75/hour
Clerk to the Municipal Code Officer #1- \$12.50 /hour
Clerk to the Municipal Code Officer #2 - \$11.25 /hour
Assessor's Aide #1 - \$11.25 /hour
Secretary to the Zoning Board - \$12.90 /hour
Secretary to the Planning Board - \$12.65 /hour
Secretary to the Supervisor, - \$13.05 hour
Recreation Secretary (pt) - \$10.20/hour
All other Clerical Secretaries - \$ 9.50/hour
Park Custodian/per week - \$120/week (in season), \$60/week (off season)
Maintenance Worker - \$11.00/hour
Camp Recreation Director(s) - \$ \$1700.00/4 weeks

Sr. Camp Counselors -\$13.00/hour, Counselors \$8.00/hour/ plus \$.25 for returning counselors, counselors for training and kindergarten counselors \$10.00/hour plus \$1.00 for returning counselors, new hires \$8.00/hour.

Contractual Snow Plowers

Pick up with 7' - 8' plow = \$ 45/hour

1 ton with 9' plow = \$ 50/hour

Any vehicle with sander = +\$12/hour

All Voted Aye

RESOLUTION #2013-24: DELEGATES TO THE ASSOCIATION OF TOWNS MEETING

Offered by Supervisor Bellows

Seconded by Councilwoman Zell

BE IT RESOLVED that John Dittuss be appointed Delegate to the Association of Towns Meeting, and Janet Briggs be the alternate Delegate.

All Voted Aye

RESOLUTION #2013-25: TO SET HIGHWAY EMPLOYEES RATES

Offered by Councilwoman Zell

Seconded by Councilman Dittus

BE IT RESOLVED that highway employees be paid at a rate agreed upon with UPSEU (United Public Service Employees Union).

All Voted Aye

RESOLUTION #2013-26:

MILEAGE RATE

Offered by Councilman Dittus

Seconded by Councilman Gill

BE IT RESOLVED that the mileage rate be \$.45/mile for the year 2013.

All Voted Aye

RESOLUTION #2013-27:

MONTHLY CONTRACTUAL EXPENSES

Offered by Councilman Gill

Seconded by Councilwoman Briggs

BE IT RESOLVED that monthly expense vouchers be submitted for auditing at the Town Clerks office by 2:00PM on the third Monday or one week prior to the monthly Town Board meeting.

All Voted Aye

RESOLUTION #2013-28: TOWN BOARD MEETING LOCATIONS & DATES

Offered by Councilwoman Briggs

Seconded by Supervisor Bellows

WHEREAS the Town of Hurley has purchased a Town Hall for the purpose of conducting Town business and that all records and equipment is stored at the Hurley Town Hall.

NOW THEREFORE be it resolved that all Agenda and Town Hall meetings will be held at the Hurley Town Hall unless changed by Town Resolution.

RESOLVED that the Town Board meetings start at 7:00 p.m. at the Hurley Town Hall, Jan. 28, Feb. 25, Mar. 25, Apr. 22, May 28, June 24, July 22, Aug. 27, Sept. 23, Oct. 28, Nov. 25 and Dec. 16.

BE IT FURTHER RESOLVED that the monthly Agenda Meetings will be held at the Hurley Town Hall at 7:00 PM; Jan. 22, Feb. 19, Mar. 18 Apr. 15, May 20, June 17, July 15, Aug. 15, Sept. 16, Oct.21 Nov.18 and Dec.9.

BE IT FURTHER RESOLVED that the annual audit meeting be held Dec. 26 at 6:00pm at the Town Hall Offices.

All Voted Aye

RESOLUTION #2013-29:

RECYCLING CENTER HOURS AND RATES

Offered by Supervisor Bellows

Seconded by Councilwoman Zell

BE IT RESOLVED that the Recycling Center be open on Monday, Tuesday, Friday & Saturday, and charge \$.085 per pound to the nearest .25.

All Voted Aye

RESOLUTION #2013-30: TOWN BOARD MINUTES SHOULD BE SENT TO FOLLOWING:

Offered by Councilwoman Zell

Seconded by Councilman Dittus

BE IT RESOLVED that the Town Clerk send copies of the Town Board minutes to the following: Town Board members, Attorney, Zoning Board, Planning Board, Youth Recreation Commission, Highway Superintendent, Zoning/Code Enforcement Officer, Social Service Officer, Bookkeeping, both Town Justices, Chairman of the Assessors, Chairman of the Transfer Station Manager, Conservation Advisory Committee, Ethics Committee, Landfill Manager and Historian and post on the Town web site as soon as possible after each meeting.

All Voted Aye

RESOLUTION #2013-31: CLAIMS, BILLS, VOUCHERS ETC.

Offered by Councilman Dittus

Seconded by Councilman Gill

BE IT RESOLVED that claims, bills, vouchers etc. must be submitted to the Town Clerk seven days prior to each Regular Town Board Meeting. All Claims or Vouchers must be accompanied with purchase bills or receipts of purchased items and also initialed by Department Heads where applicable.

All Voted Aye

RESOLUTION #2013-32: HIGHWAY SUPERINTENDENT'S WARRANT SHEET

Offered by Councilman Gill

Seconded by Councilwoman Briggs

BE IT RESOLVED that the Superintendent of Highways shall submit to the Supervisor seven days prior to each Regular Town Board Meeting a copy of the Warrant Sheet of Highways Claims. Also, The Superintendent of Highways shall use the purchase order form system. Copies of the warrant sheet must be presented to the Highway Committee for audit.

All Voted Aye

RESOLUTION #2013-33: SUPERVISORS COMMITTEES & APPOINTMENTS

Offered by Councilwoman Briggs

Seconded by Supervisor Bellows

Social Services –Barbara Zell
Recreation – John Dittus III
Preservation –Janet Briggs
Environmental – Barbara Zell
Transfer Station-John Gill
Justices – John Dittus III
Building and Fire Codes – John Gill
Planning Board –Janet Briggs
Zoning Board of Appeals – Janet Briggs
Safety – John Gill
Assessors –Gary Bellows
Insurance\ Finance – Gary Bellows
Retirement\Pensions – Gary Bellows
Elections – John Dittus III
Town Assets – Gary Bellows
Highways –John Gill
Publicity – Gary Bellows
Building\Properties - All Board Members

All Voted Aye

RESOLUTION #2013-34: APPOINTED BOARDS AND THEIR MEMBERS

Offered by Supervisor Bellows

Seconded by Councilwoman Zell

PLANNING BOARD MEMBERS AND THEIR TERMS EXPIRATION DATES

Andrew Zell 12/31/2018
Karl Brueckner - 12/31/2015
Diana Cline - 12/31/2015
Douglas Whitaker- 12/31/2020
Richard Giebelhouse- 12/31/2013
Richard Gramzow - 12/31/2016
Wayne Rice - 12/31/2017

ZONING BOARD OF APPEALS MEMBERS AND THEIR TERMS EXPIRATION DATES

Art Bowen- 12 /31/2013
Michael DiBattista (c)- 12/31/2017
Abby Gross -12/31/2014
Anne Kelly- 12/31/2015
John Perry- 12/31/2019
Matthew Jankowski- 12/31/2018
Len Waters-12/31/2016

ASSESSMENT BOARD OF REVIEW AND THEIR TERMS EXPIRATION DATES

Grievance Day - \$100 per year
Deliberation - \$100 per year
Secretary - \$ 25.00
School - \$ 25.00
Peter Weider – 09/30/2016
Michael DiBattista -09/30/2017
Leslie Rice – 09/30/2014
Douglas Eighmey – 09/30/2013
Anthony Amato – 09/30/2015

YOUTH RECREATION BOARD AND THEIR TERMS EXPIRATION DATES

Mary Sayut - 12/31/2014
John Perry-12/31/2013
Shirley Paley -12/31/2013
Diana Cline (Chair) - 12/31/2015
Caitlin Decker- 12/31/2015

CONSERVATION ADVISORY COMMITTEE AND THEIR EXPIRATION DATES

Joan Paccione – Chair- 12/31/2017
Thomas Schneller-12/31/2016
Harvey Monder- 12/31/2015
Kristen Schara - 12/31/2017
David Yozzo - 12/31/2014

PRESERVATION COMMISSION AND THEIR EXPIRATION DATES

Jim Decker-12/31/2014
Iris Oseas - 12/31/2016
Sam Scoggins Chair-12/31/2013
Joe Diamond-12/31/2015
Deana Decker- advisory

Charles Stickley-Chair-12/31/2013
Ernest Myer-12/31/2014
Phil Meagher-12/31/2014
Richard Davis-12/31/2013
Paul Economos-12/31/2014

RESOLUTION #2013-34
Offered by Councilwoman Zell

Seconded by Councilman Dittus

1. New Years Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. Christmas Eve (12pm-5pm)
11. Christmas
12. New Years Eve (12pm-5pm)

RESOLUTION #2013 35: PAYMENT OF CLAIMS PRIOR TO AUDIT
Offered by Councilman Dittus Seconded By Councilwoman Briggs

All Voted Aye

Offered by Councilman Dittus Seconded by Councilman Gill

Town Justice:
Michael Jordan
PO Box 276
Hurley, NY 12443

Assessor
William Marks
118 Woodland Ave.
Hurley, NY 12443

Councilwoman
Barbara Zell
37 Thomas St.
Hurley, N Y 12443

All Voted Aye

Seconded by Supervisor Bellows

BE IT RESOLVED TO re-adopt Resolution #108, dated August 19, 1996 which approves the Town of Hurley Investment Policy.

All Voted Aye

RESOLUTION #2013 38:

Offered by Supervisor Bellows

Procurement Policy

Seconded by Councilwoman Zell

BE IT RESOLVED that the procurement and investment policies for the Town of Hurley as described in the January 3, 2013 resolution of the Town Board shall remain in effect but with the revisions authorized by the New York State Comptroller that exempt from the bidding process:

Purchase contracts involving expenditures of \$20,000. or less

Contracts for public work involving expenditures of \$35,000. or less

Professional services and other procurements not required by law to be competitively bid.

All Voted Aye

RESOLUTION #2013-39:

Offered by Councilwoman Zell

HIRE PLANNING CONSULTANT FOR 2013

Seconded by Councilman Dittus

BE IT RESOLVED to hire Alan Sorenson as the Planning Consultant for the year 2013.

All Voted Aye

RESOLUTION #2013-39:

Offered by Councilman Dittus

SUPERVISORS APPOINTMENT OF DEPUTY

Seconded by Councilman Gill

BE IT RESOLVED to appoint Janet Briggs as Deputy Supervisor for the year 2013.

Councilwoman Briggs abstained and All Voted Aye

RESOLUTION #2013-40

Offered by Supervisor Bellows

APPOINTMENT OF HIGHWAY DEPUTIES

Seconded by Councilwoman Zell

BE IT RESOLVED to appoint Ed Portz and Fred Klun as highway co-deputies for the year 2013

ALL Voted Aye

RESOLUTION #2013-41

Offered by Supervisor Bellows

APPOINTMENT OF FIRE INSPECTOR

Seconded by Councilwoman Zell

BE IT RESOLVED TO appoint Deborah Pugliese as fire inspector for year 2013.

Motion to adjourn was made by Councilman Gill, seconded by Councilwoman Zell and all voted aye.

From Departments

- 1.** Councilman Gill talked about the ball field at the town park. Trees needed to be cleared and he wanted to know how much out of recreation budget the town wanted to spend.
- 2.** Superintendent Russell said they had a few beak downs with the town trucks and a new pump was needed for one.
- 3.** Supervisor Bellows put in a counter offer for the highway union contract and felt it would be settled soon.

Judy Mayhon ,Town Clerk