

## **RESOLUTIONS FOR 2019**

### **Resolutions #1 – #45 of 2019**

#### **Resolution # 1 – Regular Meeting,**

Resolved, that the regular meeting of the Town Board of the Town of Hague shall be held on the second Tuesday of each month at 6:00 p.m. at the Hague Community Center. The Town Board will review claims at the regular meeting. All claims will be verified with purchase order system.

#### **Resolution # 2 – Official Depository,**

Resolved, that the Community Bank NA is designated official depository for the Town Funds.

#### **Resolution # 3 – Mileage Rate.**

Resolved, that the mileage rate be established at .55 cents per mile for the year 2019. Individuals claiming mileage MUST submit for reimbursements monthly, the travel voucher form provided or payment will not be made.

#### **Resolution # 4 – Investment of Surplus Funds.**

Resolved, that the Supervisor be empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn.

#### **Resolution # 5 – Payment of Bills ahead of Abstract.**

Resolved, that authorization is given for payment of utilities, postage, health insurance and other similar expenses on a 2<sup>nd</sup> warrant to be audited at the next regular meeting.

**Resolution # 6 – Petty Cash/Town Park.** Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed **\$200.00** for the Town Park for the period May through September.

#### **Resolution # 7 – Petty Cash/Justice.**

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed **\$200.00** for the Town Justice.

#### **Resolution # 8 – Petty Cash/Supervisors Office.**

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed **\$200.00** for her Office.

#### **Resolution # 9 – Petty Cash/Town Clerk's Office.**

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed **\$100.00** for the Town Clerk Office.

#### **Resolution # 10– Hague Volunteer Fire Department, Inc.**

Resolved, that the Supervisor is authorized to enter into a contract with The Hague Volunteer Fire Department for fire protection and ambulance services for the year **2019** in an amount not to exceed **\$349,661.00** as per contract.

**Resolution # 11** – Hague Senior Citizens.

Resolved, that the Supervisor be authorized to enter into a contract with Hague Senior Citizens for an amount not to exceed \$**2,500.00** for the year **2019** as per agreement.

**Resolution #12** – Hague Sno-goers.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Sno-goers for an amount not to exceed \$**1,000.00** for the maintenance of the cross country ski trails for the year **2019**.

**Resolution #13** – Hague Sno-goers.

Resolved, to enter into a contract with the Hague Sno-goers for an amount not to exceed \$**9,000.00** for maintenance and upkeep of the snowmobile trails for the year **2019**. Funds for this contract will come from Warren County.

**\*Resolution # 14** – Budget Officer Appointment.

Resolved, that **Edna Frasier** is named Budget Officer for the year **201**.

**\*Resolution # 15**– Records Management Officer.

Resolved, that **Janet M. Hanna** is named as Records Management Officer and the **Supervisor** to be the Appeals Officer.

**\*Resolution #16** - Registrar of Vital Statistics

Resolved, that **Janet M. Hanna** is named Registrar of Vital Statistics.

**\*Resolution #17**– Deputy Registrar of Vital Statistics

Resolved, that **Melissa Patchett** is named Deputy Registrar of Vital Statistics.

**Resolution #18** – Attorney for the Town.

Resolved, that **John Silvestri** is appointed Attorney for the Town for the year **2019**.

**Resolution #19** – Deputy Supervisor.

Resolved, that the Supervisor is appointing **Steve Ramant** as Deputy Supervisor for the year **2019**.

**Resolution #20** – Deputy Highway Superintendent.

Resolved, that the Highway Superintendent appoints **Matt Coffin** as Deputy Highway Superintendent for the year **2019**.

**Resolution # 21** – Zoning Board of Appeals Appointment.

Resolved, that **Linda Mury** is appointed as a member of the Planning Board for a term to expire December 31, 2024.

**Resolution # 22** – Planning Board Appointment.

Resolved, that **Judy Gourley** is appointed as a member of the Planning Board for a term to expire December 31, 2024.

**Resolution # 23**– Zoning Board of Appeals Chairman Appointment.

Resolved, that **Robert Goetsch** is named Zoning Board of Appeals Chairman for the year **2019**.

**Resolution # 24** – Planning Board Chairman Appointment.

Resolved, that **Richard Frasier** is named Chairman of the Planning Board for the year **2019**.

**Resolution # 25** – Zoning Board of Appeals Deputy Chairman

Resolved, that **Jon Hanna** is named Zoning Board of Appeals Deputy Chairman for the year **2019**.

**Resolution # 26** – Planning Board Deputy Chairman

Resolved, that **Pam Peterson** is named Planning Board Deputy Chairman for the year **2019**.

**Resolution # 27** – Town Naturalist.

Resolved, that **David DeFranco** is named Town Naturalist for the year **2019**.

**Resolution # 28** – Town Historian.

Resolved, that **Sally Rypkema** is named Town Historian for the year **2019**.

**Resolution # 29** – Community Center Coordinator.

Resolved, that **Bertha Dunsmore** is named Community Center Coordinator for the year **2019**.

**Resolution # 30** – Health Officer.

Resolved, that the **Town Board** is designated as the Board of Health for the year **2019**.

**Resolution # 31** – Care Program Officer.

Resolved, that **Bertha Dunsmore** is named Care Program Officer for the year **2019**.

**Resolution # 32** – Dog Control Officer/Animal Control Officer.

Resolved, that **Daniel Steitz** is named Dog Control/Animal Control Officer for the year **2019**.

**Resolution # 33** – Conferences & Training Sessions.

Resolved, that attendance at all conferences and training sessions be authorized by the Town Board prior to departure. All receipts for expenses must be attached to purchase order prior to reimbursement and filed with the Bookkeeper immediately upon completion of Conference, Course or training session. Reimbursement requests more than 45 days after sessions will not be paid.

**Resolution # 34** – Holiday Schedule.

Resolved, that the Town of Hague Employees shall have the following Holidays for the year **2019**.

Jan 1<sup>st</sup>, 2019 - New Year's Day

Jan 21<sup>st</sup> MLK

Feb 18<sup>th</sup> Presidents Day

MAY 27<sup>TH</sup> Memorial Day

July 4<sup>th</sup> – Independence Day

Sept 2<sup>nd</sup> – Labor Day  
 Oct 14<sup>th</sup> Columbus Day  
 Nov 11<sup>th</sup> Veteran’s Day  
 Nov 28<sup>th</sup> Thanksgiving  
 Dec 24<sup>th</sup> Xmas Eve  
 Dec 25<sup>th</sup> Xmas Day  
 Floating Holiday – ones Birthday

**Resolution # 35**– Supervisors’ Committee Appointments.

Resolved, that the following Town Board Committee’s for 2019.

Administrative:	Frasier
Assessor/Justice	
Finance/Insurance	
Recreation/ Promotion	
Buildings& Grounds:	Fitzgerald/Patchett
Highway:	Ramant/ Bast
Museum/Historian:	Patchett/ Ramant
Personnel:	Bast/Fitzgerald
Planning/Zoning:	Fitzgerald/Patchett
Town Park/Beautification:	Ramant/Frasier
Sewer District#1 & #2:	Bast/Frasier
Environmental Concerns:	Ramant/ Patchett

**Resolution # 36** – Salaries.

Resolved, that the Hague Town Board hereby fix salaries of the following Officers and Employees of the Town of Hague for the year beginning January 1, 2019 and such salaries shall be payable at the stated time interval:

OFFICE	NAME	RATE	SALARY	PAYABLE
ACO	Daniel Steitz	2555	ANNUAL	MONTHLY
ASSESSOR	Dave Martucci	24601	ANNUAL	WEEKLY
ASSESSOR CLERK	Barbara Mizer	14.33	HOURLY	WEEKLY
B.A.R. (5)		83.00	EACH	BAR
BUDGET OFFICER	Edna Frasier	1061	ANNUAL	MONTHLY
BUDGET OFF ASSIST	Diane Trudeau	2811	ANNUAL	SEMI-ANNUAL
CLERK PT (Assist Tw Clerk)	Judy Stock	13.21	HOURLY	WEEKLY
CLERK PT (PB, ZBA, BAR)	Janet Hanna	13.37	HOURLY	WEEKLY
CLERK PT for Hwy Dept	Tim Fiallo	2600	ANNUAL	WEEKLY
CC CLEANER	Michele Gautreau	19.00	HOURLY	WEEKLY
DCO	Daniel Steitz	3384	ANNUAL	MONTHLY
HWY SUPERINTENDENT	Donald Smith	47911	ANNUAL	WEEKLY
HWY SUPT. DEPUTY	Matt Coffin	3433	ANNUAL	WEEKLY
HWY LABORER FT	None at this time	14.86	HOURLY	WEEKLY
HWY LABORER PT	varies	11.46	HOURLY	WEEKLY

HWY MECHANIC	Matt Coffin	3320	ANNUAL	WEEKLY
HWY MEO R1	Rick Myers	22.33	HOURLY	WEEKLY
HWY MEO R2	Matt Coffin	21.93	HOURLY	WEEKLY
HWY MEO R3	Ernie Trudeau	21.14	HOURLY	WEEKLY
HWY MEO R4	Tim Fiallo	17.93	HOURLY	WEEKLY
HWY MEO (L) NO CDL	Daniel Steitz	18.64	HOURLY	WEEKLY
HWY MEO PT	Varies	17.08	HOURLY	WEEKLY
HWY MEO ENTRY LEVEL	None at this time	16.33	HOURLY	WEEKLY
HISTORIAN	Sally Rypkema	2375	ANNUAL	MONTHLY
JUSTICE	Leslie Midgley	12713	ANNUAL	MONTHLY
LIFEGUARDS 1 <sup>ST</sup> YR		11.65	HOURLY	WEEKLY
LIFEGUARDS 2 <sup>ND</sup> & 3 <sup>RD</sup> YR +		12.90	HOURLY	WEEKLY
LIFEGUARD HEAD		13.90	HOURLY	WEEKLY
MAINT WORKER	PT	0.00	HOURLY	WEEKLY
MAINT WORKER	TBA	15.00	HOURLY	WEEKLY
PARK ATTEND 1 <sup>ST</sup> YR		11.65	HOURLY	WEEKLY
PARK ATTEND 2 <sup>ND</sup> YR +		11.90	HOURLY	WEEKLY
Park Attend SUPR		14.00	HOURLY	WEEKLY
PLAN/ZBA STIPEND		30.00	PER DIEM	WAR-SEMI-ANN
RECORDS MNGMNT	Janet Hanna	1142	ANNUAL	WEEKLY
REGISTRAR	Janet Hanna	857	ANNUAL	WEEKLY
SAFETY OFFICER	Vacant	1000	ANNUAL	MONTHLY
SEWER D#1 RENT COLLECT	Janet Hanna	1196	ANNUAL	WEEKLY
SEWER D#2 RENT COLLECT	Janet Hanna	589	ANNUAL	WEEKLY
SUPERVISOR	Edna Frasier	18933	ANNUAL	WEEKLY
SUPERVISOR – DEPUTY	Steve Ramant	3000	ANNUAL	SEMI-ANNUAL
SUPERVISOR BUDG& SEC'T	Diane Trudeau	22.01	HOURLY	WEEKLY
SUPERVISOR CLERK	Bertha Dunsmore	20.66	HOURLY	WEEKLY
TAX COLLECTOR	Janet Hanna	8854	ANNUAL	WEEKLY
TOWN BOARD	Ramant, Patchett, Fitzgerald, Bast	6284	ANNUAL	MONTHLY
TOWN CLERK	Janet Hanna	15708	ANNUAL	WEEKLY
TOWN CLERK-DEPUTY	Melissa Patchett	12.00	HOURLY	WEEKLY
VISITOR CTR ATTD 1 <sup>ST</sup> YR		11.15	HOURLY	WEEKLY
VISITOR CTR ATTD 2 <sup>ND</sup> YR+		11.40	HOURLY	WEEKLY
WWTP ATTENDANT PT	Tim Costello	18.62	HOURLY	WEEKLY
WWTP LAB PT	Scott Manning	13.26	HOURLY	WEEKLY
WWTP OP	Joe McDowell	36.00	HOURLY	WEEKLY
WWTP OP L2	John Sheehan	20.60	HOURLY	WEEKLY
ZONING ADMIN	Cathy Clark	36710	ANNUAL	WEEKLY

### **Resolution # 37– Procurement Policy.**

Resolved, that the Following Procurement Policy be adopted for the year **2019**.

#### **PROCUREMENT POLICY**

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 comments were solicited from those officers of the Town involved with procurement policies and procedures:

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 shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The estimate shall include the canvass of other Town Departments and past history to determine the likely yearly value of the conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

All purchases of supplies or equipment that will exceed \$20,000 in the fiscal year and public works contracts over \$35,000 shall be formally bid pursuant to GML Section 103.

(A) All estimated purchases of :

Of \$500 or less may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, Town Board Committee Chairpersons and the Highway Superintendent.

Greater than \$500 but less than \$2,000 may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, and Town Board Committee Chairpersons.

Greater than \$2,000 but less than \$10,000 requires a written and/or fax request for goods and a written/fax quotes from a minimum of (two) 2 vendors and approval from the Committee overseeing the Department ordering.

Greater than \$10,000 but less than \$20,000 requires a written request for proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

(B) All estimated public works contracts of:

Less than \$2,000 may be authorized by Town Official with purchasing authority: namely: The Supervisor, The Deputy Supervisor, and the Town Board Committee Chairperson;

Greater than \$2,000 but less than \$15,000 requires a fax/written Request For Proposal (RFP) for public works and an fax/written quotes from a minimum of two (2) vendors and approval from the appropriate Committee.

Greater than \$15,000 but less than \$35,000 requires a written Request For Proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

Any written RFP (Request for Proposal) shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax quotes have been requested and the written/fax quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with

the purchase order in the Office of the Supervisor with the documentation supporting the subsequent purchase or public works contract.

The lowest responsible proposal or quote shall be awarded the purchase of 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.

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.

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

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from another government agency.

The Town Board shall review this policy annually.

Additionally the above guidelines will not deem it unnecessary to obtain a purchase order. All purchases MUST be accompanied by a duly signed and completed purchase order.

The Highway Superintendent should obtain Supervisor or Committee approval prior to the issuance of any general fund purchases.

### **Resolution #38: INVESTMENT POLICY**

1. Purpose
2. Authorized Commercial Banks
3. Authorized Investment Instruments
4. Delegation of investing authorities
5. Federal Deposit Insurance Corporation Insurance and collateralization
6. Collateral
7. Delivery of Securities
8. Written Contracts
9. Transfer Funds
10. Safekeeping
11. Written Reports

## **1. Purpose**

A. The Town Board desires to provide the finest public services possible to its residents, compatible with the least cost to its taxpayers. To achieve this goal all other sources of revenue must be enhanced. Interest earnings offer a large potential alternative source of revenue.

B. The Town Board desires that excess town and special district moneys not needed for immediate payment of bills are invested to earn a safe return as provided for with Town Law, General Law and Local Finance Law. The priorities for so investing town moneys shall be (in order of priority)

- (1) Safety. Funds must not be lost to the Town.
- (2) Liquidity. Appropriate amounts must be available for each payroll, debt service and abstract date.
- (3) Yield. The highest market interest rate available (other conditions being equal) is to be solicited.

## **2. Authorized Commercial Banks**

The Town Board authorizes the use of the following commercial banks or trust companies (not savings banks or associations) located and authorized to do business in New York State for placing investments and specifically prohibits using private brokerage or investment firms (General Municipal Law and Local Finance Law)

- A. Community Bank NA
- B. Glens Falls National
- C. Any other commercial banks or trust companies meeting the above requirements when bidding conditions warrant.

## **3. Authorized Investment Instruments**

The Town Board authorizes the following types of investment instruments for investing town moneys with commercial banks or trust companies authorized to do business in New York State:

- A. Savings Accounts
- B. N.O.W. Accounts (Negotiable Order of Withdrawal)
- C. Money Market Deposit Accounts
- D. Super N.O.W. Accounts
- E. Certificates of Deposit
- F. United States Treasury bonds, bills and notes
- G. Other investment instruments as may be approved by the Office of the State Comptroller from time to time, in the Comptrollers opinion.

## **4. Delegation of investing authorities**

The Town Board hereby specifically delegates the authority to make the day to day investment decisions within the guidelines and limitation of this chapter to the:

- A. Supervisor and/or Budget/Finance Officer
- B. Deputy Supervisor in the absence of the Supervisor
- C. The Comptroller/Bookkeeper under supervision of the Supervisor/Deputy Supervisor
- D. Or any other person(s) as determined by Resolution of the Town Board



## **5. Federal Deposit Insurance Corporation Insurance and collateralization**

The primary objective of this policy is to enhance the safety and availability of any town money invested. These objectives are partially met by the Federal Deposit Insurance Corporation (FDIC). Any amounts exceeding FDIC Insurance limit as presently set or subsequently revised are to be insured to the Town by requiring a pledging of appropriate collateral by the designated bank or trust company.

## **6. Collateral**

Collateral shall be delivered to the trust department of the issuing bank or the town or a custodial bank with which where practical the town has entered into written custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the moneys on deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

## **7. Delivery of securities**

The trust department of the custodial bank shall confirm all transactions in writing to ensure that the town's ownership of the securities is properly reflected on the records of the trust department or the custodial bank.

## **8. Written Contracts**

Where practical, written contracts are to be completed for certificates of deposits and custodial undertakings.

## **9. Transfer funds**

The Town Board authorizes the designated officials the authority to use electronic transfers of funds, among the approved banking institutions, to assist in obtaining federal funds enhanced interest rates. Each transaction shall be identified upon journal entry as a wire transfer and supported by the banks confirmation notice to provide an audit trail.

## **10. Safekeeping**

The banking institution will maintain physical custody of certificates of deposits and other evidences of investments and provide the Town with a receipt for our statement certificate.

## **11. Written Reports**

All investments shall be documented by the bookkeeper for subsequent availability to the Supervisor and/or Town Board.

**Resolution #39:** Policy for conducting meetings

Agendas for regular meeting will be prepared and distributed to the Board by Friday, preceding the date of the regular meeting, and

Special Meeting agendas are available on the day before the Special Meeting, and

Any items that do not appear on the agenda, but must be acted on, must appear as an "Addendum" prior to the meeting. All agenda items need to be accompanied by supporting documentation, and

The Town Board Committees are committees appointed by the Supervisor to gather information on matters requiring action by the Town Board. These committees are composed of Town Board members and NOT Citizens. The function of Board Committees is to make recommendations to the Town Board. The recommendations are to be in writing and given to the Town Board on the Friday preceding the board meeting when the item will be acted upon. The Town Clerk should receive a written copy of the item, and

Citizen Committees are made up of Town Citizens appointed to advise the Town Board on particular matters. Their role is ADVISORY ONLY. It may include a Board member as an AD HOC member, and

The procurement policy will be followed as will be the recruitment policy, and all local and state procedures, policies, regulations and laws, and

The majority of town business should be transacted at regular board meetings. Emergency situations can be addressed at Special Meetings.

**Resolution #40 – Sno-goers Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Sno-goers for the Polar Plunge/Winer Weekend for an amount not to exceed **\$1,000.00** for the year **2019**.

**Resolution #41 – Memorial Day Parade Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Hague Senior Memorial Day Parade for an amount not to exceed **12,000.00** for the year **2019**.

**Resolution #42 – Green Leaf Racing Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Green Leaf Racing for the LGOWS for an amount not to exceed **\$7,500.00** for the year **2019**.

**Resolution #43 – Black Watch Library Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Black Watch Library for an amount not to exceed **\$1,500.00** for the year **2019**.

**Resolution #44– Hague Fish and Game Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Hague Fish and Game for an amount not to exceed **\$2,400.00** for the Ice Fishing Contest for the year **2019**.

**Resolution #45– Hague Fish and Game Contract**

Resolved, that the Supervisor be authorized to enter into a contract with Hague Fish and Game for an amount not to exceed \$**1,000.00** for the Winter Weekend Events for the year **2019**.

**Resolutions #1-45-2019**

On a motion by Steve Ramant, seconded by Josh Patchett the following resolutions were adopted.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Edna Frasier, Steve Ramant, Josh Patchett, Jack Bast, Martin Fitzgerald II

NAYS: None

Carried:5-0