

**TOWN OF HAGUE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 2, 2014
6:00 P.M.**

Motion by M. Fitzgerald II, seconded by S. Ramant to open the meeting at 6:00 pm. All voting yes. Motion carried.

MEMBERS PRESENT: Supervisor Frasier S. Ramant
 R. Meola M. Fitzgerald II
 G. Kuenzel

SALUTE FLAG

Supervisor Frasier welcomed Ginger to the Town Board.

RESOLUTIONS FOR 2014

Resolutions 1 – 9 of 2014

Introduced by Supervisor Frasier, seconded by M. Fitzgerald II

Councilman Meola questioned the need of two separate meetings. He felt that there was not enough notification of the Board prior to this decision. He objected to the change of the audit Meeting.

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 on Monday afternoon, prior to the regular meeting at 4:30 pm. All claims will be verified with purchase order system.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, and G. Kuenzel

NAYS: R. Meola

Absent: None

Carried: 4-1

Resolution # 2 – Official Depository,

Resolved, that the TD Bank – Bolton Landing Office is designated official depository for the Town Funds. Glens Falls National Bank in Ticonderoga will be the alternate choice.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 3 – Official Newspaper.

Resolved, that the Glens Falls Post Star is designated as the official newspaper for legal advertisements.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 4 – Mileage Rate.

Resolved, that the mileage rate be established at 56 cents per mile for the year 2014. Individuals claiming mileage MUST submit for reimbursements monthly, the travel voucher form provided or payment will not be made.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 5 – 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.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 6 – Payment of Bills ahead of Abstract.

Resolved, that authorization is given for payment of utilities, postage, Health Insurance and other similar expenses on a 2nd Warrant to be audited at the next regular meeting.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 7 – Petty Cash/Town Park. Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$50.00 for the Town Park for the period May through September.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 8 – Petty Cash/Justice.

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

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 9 – Petty Cash/Supervisors Office.

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

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

RESOLUTIONS 10- 16 of 2014

Introduced by S. Ramant, seconded by M. Fitzgerald II

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 2014 in an amount not to exceed **\$337,305.00** as per contract.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 11 – Veterinarian

Resolved, that the Supervisor be authorized to enter into a contract with Dr. Mack, VMD for housing of seized animals for the year 2014 in an amount not to exceed **\$200.00** as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 12 – 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 2014 as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #13 – 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.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Councilman Fitzgerald noted that Rogers Rock Campsite Roads had been plowed and questioned why. Councilwoman Kuenzel stated that after the first good snowfall the trails were not groomed. Councilman Ramant will contact DEC to find out the answers.

Resolution #14 – 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. Funds for this contract will come from Warren County.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 15 – Senior Citizen Transportation.

Resolved, that Community Action Agency will provide transportation once per month to Glens Falls for Hague Senior Citizens for the year 2014 in an amount not to exceed **\$2,700.00** annually.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 16 – Hague Chamber of Commerce.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Chamber of Commerce for an amount not to exceed **\$7,000.00** for the year 2014 as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

RESOLUTIONS 17-41 of 2014

Introduced by R. Meola, seconded by M. Fitzgerald II

Resolution # 17 – Budget Officer Appointment.

Resolved, that Edna Frasier is named Budget Officer for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #18– Records Management Officer.

Resolved, that Deborah Manning is named as Records Management Officer and the Supervisor to be the Appeals Officer.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 19 – Tax Collector.

Resolved, that the Tax Collector deposit in her name as Tax Collector of the Town of Hague at the TD Bank, Bolton Landing Office within 24 hours after receipt, all monies collected by her which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #20 - Registrar of Vital Statistics

Resolved, that Deborah F. Manning is named Registrar of Vital Statistics.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #21 – Deputy Registrar of Vital Statistics

Resolved, that Bertha Dunsmore is named Deputy Registrar of Vital Statistics.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 22 – Zoning Board of Appeals Appointment.

Resolved, that Jon Hanna is appointed as a member of the Zoning Board of Appeals for a term to expire December 31, 2020.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #23 – Planning Board Appointment.

Resolved, that Richard Frasier is appointed as a member to the Planning Board for a term to expire December 31, 2020.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 24 – Zoning Board of Appeals Chairman Appointment.

Resolved, that Robert Goetsch is named Zoning Board of Appeals Chairman for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Councilwoman Kuenzel questioned if a contractor should be sitting on the ZBA. Catherine Clark, ZEO stated that any member of any Board would have to recues themselves if they had any financial interest in an application as per DOS.

Resolution # 25 – Planning Board Chairman Appointment.

Resolved, that Richard Frasier is named Chairman of the Planning Board for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 26 – Zoning Board of Appeals Deputy Chairman

Resolved, that Jon Hanna is named Zoning Board of Appeals Deputy Chairman for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 27 – Planning Board Deputy Chairman

Resolved, that Bruce Clark is named Planning Board Deputy Chairman for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 28 – Town Naturalist.

Resolved, that David DeFranco is named Town Naturalist for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 29 – Community Center Coordinator.

Resolved, that Bertha Dunsmore is named Community Center Coordinator for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 30 – Health Officer.

Resolved, that the Town Board is designated as the Board of Health for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 31 – Care Program Officer.

Resolved, that Lindsay Mydlarz is named Care Program Officer for the year 2014 and Bertha Dunsmore is named as Deputy Care Program Officer.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

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

Resolved, that Daniel Steitz is named Dog Control/Animal Control Officer for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #33 – Attorney for the Town.

Resolved, that Dominick Viscardi is appointed Attorney for the Town for the year 2014 and that the Supervisor be authorized to enter into a contract with the Attorney in the amount of \$26,000.00 for the year 2014

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #34 – Deputy Supervisor.

Resolved, that the Supervisor is appointing Steve Ramant as Deputy Supervisor for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #35 – Deputy Highway Superintendent.

Resolved, that the Highway Superintendent appoints Rick Myers as Deputy Highway Superintendent for the year 2014.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 36 – 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.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 37 – Holiday Schedule.

Resolved, that the Town of Hague Employees shall have the following Holidays for the year 2014.

January 1	New Years Day
January 20	Martin Luther King Jr. Day
February 17	President's Day (Washington's Birthday -Floating)
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
October 13	Columbus Day Observed

November 11 Veteran's Day
 November 27 Thanksgiving Day
 December 24 Christmas Eve
 December 25 Christmas Day
 One's Birthday Floating Holiday

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 38 – Supervisors' Committee Appointments.

Resolved, that the following Town Board Committee's for 2014

Assessor & Justice -----	Meola/Kuenzel
Buildings & Grounds/Community Center/Enhancement -----	Fitzgerald/Frasier
Finance & Insurance -----	Meola/Ramant
Highway -----	Fitzgerald/Ramant
Museum & Historian -----	Kuenzel/Ramant
Personnel -----	Meola/ Kuenzel
Planning/Zoning/Storm water-----	Fitzgerald/Ramant
Recreation & Promotion & Youth -----	Ramant/Meola
Sewer District # 1 & 2 -----	Frasier/Kuenzel
Town Park & Beautification -----	Kuenzel/Ramant

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 39 – Salaries.

Resolved, that the Hague Town Board hereby fix salaries of the following Officers and employees for the year beginning January 1, 2014 at the amount respectively stated in the 2014 budget, and such salaries shall be payable at the stated time interval:

OFFICE	SALARY	PAYABLE
Community Center Cleaner- M. Gautreau	\$ 15.25 Hourly	weekly
Clerk Part Time- currently vac.	\$ 11.40 Hourly	weekly
Supervisor	\$ 18,031.00 Annual	Weekly
Budget Officer	\$ 2,022.00 Annual	Monthly
Deputy Supervisor	\$ 2,500.00 Annual	Semi-Annual
Supervisors Sec't/Bookkeeper	\$ 19.05 Hourly	Weekly
Clerk - Full Time	\$ 18.18 Hourly	Weekly
PT Clerks, PL,ZBA,BAR Barb Belden/Judy Stock	\$ 11.96 Hourly	Weekly
Councilmen 4	\$ 6,284.00 Annual	Monthly
Justice	\$ 10,000.00 Annual	Monthly
Justice Clerk – vac.	\$ 11.61 Hourly	Weekly
Highway Superintendent	\$ 40,181.00 Annual	Weekly
Deputy Highway Superintendent	\$ 2,927.00 Annual	Weekly
MEO Hwy Full Time: Rate 1	3 \$ 19.39 Hourly	Weekly
MEO LT Hwy Full Time: Rate 2	1 \$ 16.62 Hourly	Weekly
MEO Hwy Part time	\$ 15.70 Hourly	Weekly

Laborer Hwy Full Time	\$	13.67	Hourly	Weekly
Laborer Hwy Part Time	\$	10.25	Hourly	Weekly
MEO Hwy Full Time: Rate 3 (new hire)	\$	16.75	Hourly	Weekly
Dog Control Officer	\$	2,956.00	Annual	Monthly
Animal Control Officer	\$	2,160.00	Annual	Monthly
Assessor	\$	22,727.00	Annual	Monthly
Assessor Clerk –Barbara Mizer	\$	11.61	Hourly	Weekly
Board of Assessment Review	5 \$	82.40	each	Session
Zoning/Code Enforcement Officer	\$	33,250.00	Annual	Weekly
Town Clerk	\$	17,214.00	Annual	Weekly
Tax Collector	\$	9,836.00	Annual	Weekly
Registrar of Vital Statistics	\$	900.00	Annual	Semi-Annual
Records Management Officer	\$	1,156.00	Annual	Semi-Annual
Sewer Rent Collector Dist. 1 & 2	\$	2,358.00	Annual	Semi-Annual
Attorney for the Town	\$	26,000.00	Annual	Monthly
Com Park Maint Work PT	\$	12.75	Hourly	Weekly
Park Attendants PT	\$	10.55	Hourly	Weekly
Lifeguards PT	\$	10.75	Hourly	Weekly
Visitor Center Attendants PT	\$	10.55	Hourly	Weekly
Historian	\$	2,230.00	Annual	Monthly
Wastewater Treatment Plant Operator	\$	25.50	Hourly	Weekly
Wastewater Treatment Plant Operator Trainee	\$	19.00	Hourly	Weekly
Wastewater Treatment Plant Attendant	\$	13.00	Hourly	Weekly
Plan Bd/ZBA Reg mtngs only	\$	25.00	Per diem	Semi Annual
Budget Officer Assistant	\$	1250.00	Annual	Semi Annual
New Park Attendants	\$	10.30	Hourly	Weekly
New Lifeguards	\$	10.30	Hourly	Weekly
New Visitor Center Attendants	\$	10.30	Hourly	Weekly

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution # 40– Procurement Policy.

Resolved, that the Following Procurement Policy be adopted for the year 2014.

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:

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: Greater than \$1.00 but less than \$2,000 may be authorized by Town Officials with purchasing authority, namely: the Supervisor, Deputy Supervisor, Town Board Committee Chairs, and Highway Superintendent.

Greater than \$2,000 but less than \$10,000 requires an written/or fax request for goods and an 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: Greater that \$1.00 but less than \$2,000 may be authorized by Town Official with purchasing authority: namely: The Supervisor, Deputy Supervisor, Town Board Committee Chair and the Highway Superintendent.

Greater than \$2,000 but less than \$10,000 requires an 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 Chair.

Greater than \$10,000 but less than \$20,000 requires a written Request For Proposal (RFP) and written/fax quotes from a minimum of two (2) vendors and approval of the appropriate committee.

Greater than \$20,000 but less than \$35,000 requires a written RFP and fax or written proposal 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.
- e. State or County Contracts.

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 purchase order.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Resolution #41 of 2014: 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, polices, regulations and laws, and

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

Anyone wishing to address the board should have a written request submitted to the Town Clerk by Friday, preceding the date of the Town Board meeting, stating what they wish to discuss. The Town Clerk will provide a copy of the request to each Town Board member.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Fitzgerald II, S. Ramant, R. Meola, and G. Kuenzel

NAYS: None

Absent: None

Carried: 5-0

Supervisor Frasier announced that the Board will meet with Dave Wick, Executive Director of the Lake George Park Commission to discuss the Hague Boat Launch on January 7, 2014 @ 4:30 pm.

Respectfully submitted,

Deborah F. Manning
Hague Town Clerk