

Town of Washington
Reorganization Meeting
January 4, 2010

The Town Board of the Town of Washington held the annual Organizational meeting on Monday, January 4, 2010. The meeting was called to order at 7:00 PM by Supervisor Florence Prisco with the following present: Councilmen Stephen Turletes, Michael Murphy, Robert Audia and William Murphy, Town Clerk Mary Alex and Highway Superintendent James Brownell. John Gifford and Rebecca Valk were in attendance.

Also present were Howard Schuman and Amy Belotti, a reporter for the Millbrook Independent.

Supervisor Prisco opens the meeting with the Pledge of Allegiance.

Supervisor Prisco asked for a Moment of Silence in memory of Ariel Ingoglia, a young woman that has worked as a life guard at the Town Park, who had passed away yesterday from injuries sustained in a car accident. The community is saddened by her death, as she was such a vibrant young lady with the world at her fingertips. Our condolences to her family.

Supervisor Prisco said that 2009 has been a great year for the Town of Washington. It was a tight one budget wise, with all departments watching and being mindful of the finances. The elections went well with all incumbents being reelected to office. The Boards have done very well in achieving their goals and with the water protection legislation, Comprehensive Plan and park development all moving forward.

In 2010, the budget will again be a tight one, and she expects that all departments will continue to work within their constraints. It is expected that the Town will hold Public hearings on the Water Protection Legislation and the Comprehensive Plan, and that the park expansion will continue to move forward. Supervisor Prisco thanked all affiliated with the town including employees, consultants and volunteers for all that they do to assist the community and a sincere thank you to the Highway Department for working around the clock to keep the roads safe. Supervisor Prisco said she is optimistic that whatever comes before the Town Board will be met with positive force.

Attorney Gifford administered the Oath of Office to Supervisor Florence Prisco and Councilmen Stephen Turletes and William F. Murphy.

Supervisor Florence Prisco made the following appointments:

- Stephen Turletes as Deputy Supervisor.
- Stephen Turletes Recreation and Finance Liaison.
- William Murphy Highway Liaison and Park Development.
- Robert Audia Building and Grounds, and Comprehensive Plan Liaison.
- Michael Murphy Zoning and Planning Board liaison, Water Protection facilitator.

Councilman Audia said that on behalf of the Town Board he would like to thank Supervisor Prisco for all she has done to make their jobs easier.

On a motion made by Councilman M. Murphy and seconded by Councilman W. Murphy the Board appointed the following individuals:

- Laura Hurley as Bookkeeper to the Supervisor and Clerk of the Assessor
 - Dana Lopergalo as Justice Court Clerk and Clerk of the Building and Zoning Department
 - Nikki Caul as Secretary to the Planning Board, Zoning Board of Appeals and Master Plan Committee
 - John (Jack) Neubauer as Building Inspector and Zoning Administrator
 - Louis Spagnola, Jr. as Constable and Louis Spagnola III as Deputy Constable
 - Joseph E. Adams as Dog Control Officer
 - David Greenwood as Town Historian.
 - Appoint John Parisi to an additional five year term on the Zoning Board of Appeals.
 - Appoint Joshua Mackey as Planning Board Chair.
- All ayes were recorded.

On a motion made by Councilman M. Murphy and seconded by Councilman Turletes the Board moved to establish a committee to recommend an individual to the planning Board for a seven year term. All ayes were recorded. A notice will be prepared and sent to the Millbrook Independent and Poughkeepsie Journal.

On a motion made by Councilman Turletes and seconded by Councilman Audia the Board established the regular meeting on the 2nd Thursday of the month beginning at 7:00 PM. The meetings are as follows:

January 14	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 9	October 14	November 4	December 9

All ayes were recorded.

On a motion made by Councilman M. Murphy and seconded by Councilman Turletes the Board appointed the Bank of Millbrook as Official Depository of Town funds. Councilman Audia abstained, all other ayes were recorded.

On a motion made by Councilman M. Murphy and seconded by Councilman Turletes the Board appointed the law firm of Van de Water and Van de Water as Attorneys for the town. All ayes were recorded.

On a motion made by Councilman Turletes and seconded by Councilman W. Murphy the Board authorized the Supervisor to invest town funds in time or authorized investments as approved by the Town Board. All ayes were recorded.

On a motion made by Councilman Audia and seconded by Councilman M. Murphy the following Procurement Policy was adopted:

TOWN OF WASHINGTON
PROCUREMENT POLICY

WHEREAS, 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, S 103 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 Washington 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 S 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 canvass 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 a0 supplies or equipment which will exceed \$10,000 in the fiscal year or by public works contracts over \$20,000 shall be formally bid pursuant to GML S 103.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$3,501 requires preparation of a written quote sheet/request for purchase ("RFP"). Written or faxed quotes must be solicited from at least three (3) vendors, and the results entered on the quote sheet. Approval of the Town Supervisor shall be required.
- Less than \$3,500 but greater than \$1,000 requires receipt of at least two (2) oral or faxed quotes from two vendors which shall be entered on a quote sheet.
- Less than \$1,000 may be based on one oral quote shall be entered upon a quote sheet. Approval of the Town Purchasing Officer (Town Clerk) or the Town Supervisor is required.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and written proposals from three contractors.
- Less than \$10,000 but greater than \$3,000 requires a written RFP and written proposals from two contractors.

- Quotes for less than \$3,000 are left to the discretion of the Town Purchasing Officer or the Town Supervisor.

All public works contracts require advance approval of the Town Board.

Any written quote sheets/requests for purchase shall describe the desired goods, quantity and the particulars of delivery. The proposed Purchaser shall compile a list of all vendors from whom quotes have been requested and the quotes received.

All information gathered in compliance with the procedures of this 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 proposed Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award 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 quote provider is not deemed responsible, 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 proposed Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the efforts made. In no event shall the inability to obtain proposals or quotes be a bar to the procurement.

Guideline 6. 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 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

Guideline 7: All purchase requests must have funds available in the appropriate budget line. Purchase requests that are not possible due to a lack of budget funds in a particular budget line will be referred to the Supervisor and Town Board to make the appropriate budget transfer.

Guideline 8: This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as practicable.

All ayes were recorded.

Adopted 1/04/10

On a motion made by Councilman Turletes and seconded by Councilman W. Murphy the Board set the official rate of mileage is 44 cents per mile for reimbursement to employees. All ayes were recorded.

On a motion made by Councilman M. Murphy and seconded by Councilman W. Murphy the Board moved to compensate highway employees within the limits of appropriated funds as established in the 2010 budget. All non-salaried employees are to receive time and a half for hours worked over 40 hours per week. All ayes were recorded.

On a motion made by Councilman Audia and seconded by Councilman Turletes the Board moved to authorize all elected officials to attend the Association of Towns meeting in February.

On a motion made by Councilman Turletes and seconded by Councilman Audia the Board moved to establish the rates of compensation for all officials and employees as indicated in the 2010 budget without a previous audit from the Town Board.

2010 Schedule of Salaries of Elected & Appointed Officials

OFFICER	POSITION	SALARY	Standard Work Week
Florence Prisco	Supervisor	12,000	
Stephen Turletes	Deputy Supervisor	5,150	
	Councilmen (Three)	4,120	
Mary Alex	Town Clerk	39,253	
Irene Wing	Deputy Town Clerk	26,523	30 hours
Laura M. Hurley	Bookkeeper to Supervisor	22,068	20 hours
James Brownell	Highway Superintendent	53,045	
Warren McMillan	Recreation Director	30,000	40 hours
Kelly Whalen-Cassinelli	Recreation Assistant	30,744	40 hours
Elizabeth Shequine	Justice (Two)	9,500	
Bruce Aubin			
Dana Lopergalo	Court Clerk	18,056	20 hours
W. James Tyger	Sole Assessor	31,827	20 hours
Laura M. Hurley	Assessor's Aide	19,308	20 hours
Clayton Tyger	Data Collector	15.45 hr	
(Open)	Assessor's Part Time Clerk	3,500	
Nicolina Caul	Planning/Zoning Secretary	17.13 hr	
Joseph Adams	Dog Control Officer	8,780	
John D. Neubauer	Building Inspector I	18,205	15 hours
John D. Neubauer	Zoning Administrator	12,731	10 hours
Dana Lopergalo	Clerk PT Building and Zoning	12,650	20 hours
Dana Lopergalo	Landfill Clerk	3,750	
Thomas Fiore	Groundskeeper	20,157	40 hours
Louis Spagnola	Constable	3,168	
Louis Spagnola III	PT Constable	615	
Earl Smith	Cleaner	10.50 hr	
Edward Wheeler	Dep Highway Superintendent	24.25 hr	40 hours
Keith Parent	MEO	23.87	40 hours
Charles Erts	Auto Mechanic	22.56	40 hours
Michael Llanes	MEO	21.20	40 hours
Thomas Coy	MEO	20.61	40 hours
Joseph Erts	MEO	17.04	40 hours
Jason Murphy	MEO	16.39	40 hours
Mark Chadwell	MEO	15.00	40 hours
Jesse Sutherland	Solid Waste Attendant	15.91	24 hours
Joseph Magnarella	Solid Waste Attendant	15.45	24 hours

On a motion made by Councilman Audia and seconded by Councilman W. Murphy the following Standard Work Day and Reporting Resolution was adopted:

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of Washington hereby establishes six hours as the standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ENDS	PARTICIPATES in TIME KEEPING	DAY/MOS
Elected Officials					
Supervisor	Florence Prisco	6	1/1/10 – 12/31/11	N	10
Town Clerk	Mary Alex	6	1/1/08 – 12/31/11	N	20
Highway Sup't	James Brownell	6	1/1/08 – 12/31/11	N	20
Town Justice	Elizabeth Shequine	6	1/1/08 – 12/31/11	N	2
Town Justice	Bruce Aubin	6	1/1/10 – 12/31/13	N	2
Town Council	Stephen Turletes	6	1/1/10 – 12/31/13	N	3
Town Council	William Murphy	6	1/1/10 – 12/31/13	N	3
Town Council	Michael Murphy	6	1/1/08 – 12/31/11	N	3
Town Council	Robert Audia	6	1/1/08 – 12/31/11	N	3
Appointed Officials					
Assessor	W. James Tyger	6	1/1/07 – 12/31/13	N	10

Elected Officials (participating in the retirement system) beginning their term of office on 1/1/10 are required to keep a 3 month log that must be completed by May 30, 2010 and submitted to the Town Clerk by June 29, 2010. Elected Officials in a current term of office are required to keep a 1 month log that must be completed by May 30, 2010 and must be submitted to the Town Clerk by June 29, 2010.

All ayes were recorded.

On a motion made by Councilman M. Murphy and seconded by Councilman Turletes the Board moved to approve the procurement of a blanket undertaking, in the amount of \$1,000,000.00 from a duly authorized corporate surety covering the officers, clerks and employees of the town. Any such blanket undertaking entered into must indemnify against losses caused by the failure of the officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts. All ayes were recorded.

During the Organizational meeting, it is the appropriate time for the Annual Statement of Disclosure for Public Officers of the Town of Washington any Elected Official, Appointed Official or Employee of the Town of Washington is required to provide written and verbal notification of any:

- financial interest held by them or their spouses or dependent children, in cases where these businesses or activities are involved in doing business by contract with the town.

- any position in any business association or other organization held by them, their spouse or dependent children, either for-profit or not-for profit, in any case where these associations are involved in doing business or pursuing activities or investments which in any manner will entail local legislative or administrative approvals by any board or public officer of the town.

- Any current outside employment or self employment activities held by them, their spouses or dependent children in any business venture or enterprise doing business with the town.

Town Clerk Mary Alex has provided written and verbal notification to the Town that her husband, Steve Alex, is a partner in the Chazen Companies, a company that has a contract with the Town.

Town Councilman Robert Audia disclosed that he is on the Board of Directors at the Bank of Millbrook, the Bank in which is the official depository of Town funds.

On a motion made by Councilman Turletes and seconded by Councilman M. Murphy the Board authorized the Supervisor to allow an independent auditor, D'Achiile and Associates to complete the audit of financial undertakings of the fiscal year 2009 and for their preparation and completion of the 2009 Annual Financial Disclosure that the Town must file with the NYS Office of the State Comptroller by March 31, 2010. All ayes were recorded.

The Board had a brief discussion as to whether the Town should name an official newspaper. The Poughkeepsie Journal is a paper with daily circulation in the area. There are several new weekly papers that cover the Town of Washington. The decision was tabled until the next meeting.

Howard Schuman asked what employees were entitled to health benefits. Supervisor Prisco advised that it all full-time employees and elected officials were entitled to benefits, as well as a grandfathered employee. He asked if part-time employees were able to buy into the Town plan. At this time, part-time employees are not eligible. Attorney Gifford clarified that through the health benefits carrier, employees that work over 1,000 hours may participate in the health care plan.

At the December meeting, the Town had a request made by Thomas Aldrich, Project Manager for the Timber Bridge Project of the Darlind Group, requesting a change in the contracted amount of givebacks for the bridge pilings from \$15,600.00 to \$3,330.00. The Board discussed that the town had received multiple competitive bids and that the Darlind Group had the same information that the other contractors had. On a motion made by Councilman Audia and seconded by Councilman M. Murphy the Board rejected the Darlind Group's request for a change in the amount of giveback for the pilings from \$15,600 to \$3,330.00. All ayes were recorded.

Supervisor Prisco asked Councilman W. Murphy if work was progressing at the park, or should the Town consider closing down for the winter. Councilman Murphy said that Mr. Wiltse has continued to work at leveling the site. He will be able to determine by the January 14th meeting if we should continue working or close the site for several months. Hay and hay bales will be used for erosion control measures.

Highway Superintendent Brownell presented to the Board the 2009 Highway Department Year End inventory.

Town Clerk Alex presented to the Board the 2009 Annual Town Clerk's Report.

There being no other business, on a motion made by Councilman Turletes and seconded by Councilman Audia the meeting adjourned at 8:45 PM. All ayes were recorded.

Mary Alex, Town Clerk