

The regular meeting of the DeRuyter Town Board was held at 7:30PM on the above date. The meeting began with a site tour of the Town Hall. At the conclusion of the site tour, the meeting was re-convened at the temporary Town Offices.

Present were Supervisor Degear, Clerk Wightman, Councilmen Hathaway, Coon, Barnes and Jones and Highway Superintendent Cook.

Motion by Councilmen Coon and Hathaway to approve the minutes of the March 10th meeting as presented. All in favor and carried.

TOWN CLERK'S REPORT:

- Monthly written report was submitted.
- The mail-in dog enumeration cards are ready for pick-up. Assessor Harris will be printing labels for them.

HIGHWAY SUPERINTENDENT'S REPORT:

- 284 Agreement was submitted for Board members signatures. Motion by Councilmen Barnes and Coon to accept and sign 284 Agreement. All in favor and carried.
- Cleaning up at the "new" garage.
- Working on driveway.
- Figures submitted for winter season.
- Sweeping roads

SUPERVISOR'S REPORT: Monthly statements submitted.

UNFINISHED BUSINESS:

- Land Stewards of NY update.

NEW BUSINESS:

Procurement Policy revisions were reviewed and are highlighted below:

GUIDELINE #2

- Requisite purchasing authority is allowed to the Town Clerk, Town Highway Superintendent, Town Supervisor, and Deputy Town Supervisor in the absence of the Town Supervisor. Requisite purchasing authority can be allowed to other town officers or employees on an individual basis with the expressed authorization of the Town Board.

GUIDELINE #3

- All purchases of a) supplies or equipment which exceed \$20,000 in the fiscal year or b) public works contracts which exceed \$35,000 shall be formally bid pursuant to GML, S103.

GUIDELINE #4

- **All purchases of:**
 - Less than \$20,000 but greater than \$10,000 requires a written request for proposal (RFP) and written/fax/email quotes from 3 vendors.
 - Less than \$10,000 but greater than \$6,000 requires an oral request for goods and written/fax/email quotes from 3 vendors.
- **All Estimated Public Works Contracts of:**
 - Less than \$35,000 but greater than \$15,000 requires a written RFP and written/fax/email quotes from 3 contractors.
 - Less than \$15,000 but greater than \$5,000 requires a written RFP and written/fax/email quotes from 2 contractors.
 - Less than \$5,000 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The purchaser shall compile a list of all vendors/contractors from whom written/fax/email/oral quotes have been requested and the quotes offered. All information gathered in complying with the procedure of this guideline shall be filed with the documentation supporting the subsequent purchase or public works contract. **All public works contracts must be in the manner approved by the Town Attorney.**

GUIDELINE #7

- Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - Acquisition of professional services or **services requiring special or technical skill, training, or expertise** with the following exceptions:
 - At such time that the town applies and is approved for a Community Development Block Grant authorized by the State of New York Small Cities Program, the town must obtain a minimum of two quotes from qualified sources that desire to provide Grant Administrative services.
 - The requirement may necessitate sending RFPs to several sources so as to obtain at least two quotes.
 - The Town Board retains the authority to choose the quote that they decide is the most appropriate and best suited for the project. The Town Board is not bound by the lowest quote although it may serve as a factor when making the final determination.
 - **Emergencies purchases pursuant to GML S103, where goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten public buildings, public property, or the life, health, safety, or welfare of the residents.**

Motion by Councilmen Hathaway and Coon to adopt the following:

#47 RESOLVED: That this Town Board does hereby approve and adopt the revised Town of DeRuyter Procurement Policy. The roll call vote was taken with the following results:

Supervisor Degear	Aye
Councilman Hathaway	Aye
Councilman Barnes	Aye
Councilman Coon	Aye
Councilman Jones	Aye

The Clerk declared the foregoing carried.

- Ken Hammond has asked for the Town Board’s support of the Ironman 70.3 Syracuse event on September 18th. This event encompasses over 45 states and 10 counties. Supervisor Degear will email Ken with the Board’s support.
- One bid was received for road sand. T. H. Kinsella, Inc. submitted a bid of \$10.80 delivered price of washed road sand or \$6.75 if picked up at the plant by Town trucks. Motion by Councilmen Jones and Coon to approve the bid from T. H. Kinsella, Inc. All in favor and carried.
- New Highway Garage update:
 - 3 Requests for Proposals (RFPs) were received, Baker (\$7,800), Ladd (\$7,515) and Gaut (\$7,380). Gaut’s proposal was unclear as to the scope of work and was, therefore rejected. Motion by Councilmen Coon and Jones to accept the proposal submitted by Ladd. All in favor and carried.
 - 3 RFPs were received for the overhead garage doors: Wayne Dalton (\$13,320), Overhead Door (\$13,489) and Genson (\$15,486). Motion by Councilmen Coon and Hathaway to accept the RFP of Wayne Dalton. All in favor and carried.
 - Gas/Electric proceeding. Meter on building.

- Materials have been purchased for the office remodel and the Madison County Sheriff's Department inmate crew will be started work next week.
- Discussion of cement floor options.
- Madison County Update – discussion concerning making County Attorney a full time position.
- Cable TV Franchise – reworking and rewording.
- Motion by Councilmen Coon and Hathaway to begin next month's meeting with a site tour of the new Highway Garage. All in favor and carried.
- Motion by Councilmen Coon and Hathaway to accept the Supervisor's statement. All in favor and carried.
- Motion by Councilmen Coon and Hathaway to pay the bills as audited:

Abstract # 1005	\$155,173.78
Abstract # 1006	\$26,238.81

All in favor and carried.

- Motion by Councilmen Coon and Hathaway to adjourn. All in favor and carried.

Respectfully submitted,

Rebecca Wightman
 Town Clerk