

Regular Meeting, Town Of Otto

A regular meeting of the town board of the Town of Otto, Cattaraugus County and the State of New York was held at the Otto Town Hall, 8842 Otto- East Otto Road, Cattaraugus, NY on the 19th day of January 2016.

Present: Ron Wasmund .. Town Supervisor
Trisha Priest .. Town Clerk
James Wojdan .. Councilman
Paul Stang .. Councilman
Robert Barber Jr. .. Highway Superintendent
Jeff Holler ..Code Enforcement Officer entered the meeting at 7:15pm

Absent: Brenda Mallaber .. Councilwoman
Francis Feth .. Councilman

Others Present:

Allison Girod- Otto Fire District Secretary

Supervisor Wasmund called the regular town board meeting to order at 7:10 pm.

Privilege of the Floor:

A. Girod presented to the Town Board the contract for fire service between the Town of Otto and the Otto Fire District for renewal and signatures. Allison discussed the FEMA grant awarded to district 5 and what it incorporates. For a 5% match the fire department will be getting outfitted with new radios that comply with the new regulations on radio bandwidth.

RESOLUTION 2016-39

Approval of minutes

On a motion made by Councilman Wojdan and seconded by Councilman Stang, the following resolution was

APOPTED	Ayes	3	Wasmund, Wojdan, Stang
	Nays	0	

Resolved that the minutes of December 15, 2015 are approved as submitted.

Report of town officials

Highway Superintendent Robert Barber Jr reported that they fabricated a bucket on the excavator because new buckets are expensive. Mr. Barber asked if he could send out a request for bids to purchase a 2016 pickup truck. Wendle Company was not happy that they did not win the bid for the N.Otto Culvert 1 job. Mr. Barber wanted to mention that the bids were awarded through the bid tabulation process and that the lowest bidder was not considered because of an incomplete bid package submission and had no prior experience. Wendle Company came in at the highest bid price so did not favor well in the tabulation process. CRC was awarded the bid at \$21,500.00. Mr. Barber was contacted by the Cattaraugus County Social services Department and asked if there was work to be done that the town could use the community service work program. The program would bring workers at no cost to the town to repaint the town hall. The town would only have to supply paint and safety gear. The board members were in favor of the idea so Mr. Barber will contact the program manager to get the work started.

Councilman Stang let those present know that there is an all you can eat Breakfast at the Otto Town Fire Hall Sunday February 9th at 8am. The next Breakfast is scheduled for March 6th 8am.

Code Enforcement Officer Jeff Holler presented a report on his activities for the period of December 15-January 19 2016. He took 3 calls, conducted an inspection. He issued a permit for 9322 Gibson Hill Rd and turned over \$48 for the permit. He updated the board on the progress of some of the violations submitted to property owners and the current standing of the court hearings with Mr. Wilder.

Town Clerk Trisha Priest presented the board with an annual review of the 2015 town clerk activities. \$20496.00 was collected in 2015 with \$17,553.50 turned over to the town and \$2942.50 remitted to other state or county entities. Also presented the board with the monthly review of the town clerk activities for the month of December 2015. \$375.00 was collected during the month of December. The following Disbursements were made:

Town Supervisor	\$ 71.36
Department of ag & markets	\$ 6.00
Catt Co. DPW	\$ 0.00
DEC	\$ 297.63

RESOLUTION 2016-40

Procurement Policy

On motion made by Councilman Wojdan seconded by Supervisor Wasmund to have highway supt. follow procurement Policy (CF33) as established by the Otto Town Board and adopted as:

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 subject to the bidding requirements of GML, 103 or any other law: and WHEREAS, contents have been solicited from those officers of the town involved with procurement;

NOW, THEREFORE, be it RESOLVED; that the Town of Otto 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, 103. Every town officer, board, department head, or other personnel with 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 a.) supplies or 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 103.

Guideline 3. All estimated purchases of:

Less than \$10,000 but greater than \$5,000 require written request for a proposal (RFP) and written/fax quotes from 3 vendors.

Less than \$5,000 but greater than \$3,000 requires an oral request for the goods and oral/fax quotes from 2 vendors or more if possible.

Less than \$3,000 but greater than \$250 is left to the discretion of the purchaser. All estimated public works contractor:

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

Less than \$10,000 but greater than \$5,000 requires a written RFP and fax/proposals from 2 contractors.

Less than \$5,000 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 this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase of public works contracts.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepared 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.

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 or 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 severally 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 \$250.00;
- i. Public works contracts for less than \$500.00

RESOLUTION 2016-41

On motion made by Councilman Wojdan seconded by Councilman Stang propose to have the funeral directors set and collect all monies to pay for the burial expenses at the East Hill Cemetery. The purchase price of a plot is \$1000.00. Where as a plot consists of two full casket burial spaces and further more defined as plots are numbered and spaces are lettered. A single space with in a plot can be purchased for \$500.00.

APOPTED Ayes 3 Stang, Wasmund, Wojdan
 Nays 0

RESOLUTION 2016-42

Audit of Claims

On a motion made by Councilman Wojdan and seconded by Councilman Stang , the following resolution was

ADOPTED Ayes 3 Stang, Wasmund, Wojdan
 Nays 0

Resolved that the bills contained on Abstract #601 in the amount of \$ 75,222.12 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund	No. 1 through 6	\$ 7,028.53
Highway Fund	No. 1 through 19	\$ 68,193.59
Water District	No.	\$ 0.00
Sewer District	No	\$ 0.00

RESOLUTION 2016-43

Supervisor's Monthly Report-December

On a motion made by Councilman Wojdan and seconded by Councilman Stang, the following resolution was

ADOPTED Ayes Ayes 2 Stang, Wojdan
 Nays 0

Resolved that the Supervisor's Monthly report for the month of December 2016 be accepted as submitted.

RESOLUTION 2016-44

Town Clerk's Report-December and year end

On a motion made by Councilman Stang and seconded by Councilman Wojdan, the following resolution was

ADOPTED Ayes Ayes 3 Stang, Wasmund, Wojdan
 Nays 0

Resolved that the Clerk's monthly report for the month of December 2015 as well as the year end be accepted as submitted.

With no further discussion, on a motion of Councilman Wasmund and seconded by Councilman Wojdan, the meeting was adjourned at 8:17pm. Carried unanimously.

The next board meeting will be held on February 16,2016 7PM at the Otto Town Hall.

Respectfully Submitted,

Trisha Priest, Town Clerk