

Approved

The Organizational Meeting of the Geneseo Town Board was held on Tuesday, January 3, 2012 in the conference room of the Geneseo Town Office Facility.

PRESENT: W. Wadsworth, R. Irwin, R. Taylor, J. Wrubel  
ABSENT: F. Manapol  
ALSO: Ron Maxwell, Code Enforcement Officer

**ORGANIZATIONAL BUSINESS:**

Supervisor Wadsworth and newly elected Councilman Wrubel took their oaths of office prior to the meeting. At 7:00 pm Supervisor Wadsworth called the meeting to order. The flag was pledged and a moment of silence was held for our service men and women serving here and abroad.

Supervisor Wadsworth appointed Councilwoman Roberta Irwin as Deputy Supervisor and Linda LeMoyne as Secretary to the Supervisor.

Mr. Taylor moved to reappoint Larry Levey as Highway Superintendent to a 2 year term through December 31, 2013 and praised the job Larry has done as Superintendent. Motion was seconded by Ms. Irwin and passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Wrubel moved and Mr. Taylor seconded the motion to reappoint James Coniglio to the position of Town Attorney for a 2 year term through December 31, 2013. Motion passed with voting as follows: Wadsworth-aye; Wrubel-aye; Taylor-aye; Irwin-aye. Nays: None.

Mr. Taylor moved and Ms. Irwin seconded the motion to reappoint Jean Bennett as Town Clerk and Registrar of Vital Statistics for a 2 year term through December 31, 2013. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Taylor moved and Ms. Irwin seconded the motion to appoint John Maxwell to the Zoning Board of Appeals for a 5 year term through December 31, 2016. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Taylor moved and Ms. Irwin seconded the motion to appoint John Maxwell as the Chairman of the Zoning Board of Appeals and thank him for his past years of service. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Taylor moved and Mr. Wrubel seconded the motion to appoint Ken Book to a 1 year term on the Architectural Review Board. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Wrubel-aye; Irwin-aye. Nays: None.

Approved

Mr. Wrubel moved and Mr. Taylor seconded the motion to appoint Robert Irwin to a 1 year term on the Architectural Review Board. Motion passed with voting as follows: Wadsworth-aye; Wrubel-aye; Taylor-aye. Nays: None. Ms. Irwin abstained from voting.

Ms. Irwin moved and Mr. Wrubel seconded the motion to designate the Livingston County News as the Town's legal newspaper. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Taylor-aye. Nays: None.

Mr. Taylor moved and Ms. Irwin moved to designate all commercial banks in Geneseo as depositories. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Taylor moved and Mr. Wrubel seconded the motion to set the 2012 mileage reimbursement rate at the same rate as the 2012 IRS mileage reimbursement rate. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Wrubel-aye; Irwin-aye. Nays: None.

Councilman Taylor proposed that the Town Board's meeting schedule be changed to have the first meeting of each month at 5:00 pm, rather than at 7:00 pm. After discussion, it was agreed 5:30 pm would be more convenient. Mr. Taylor moved and Ms. Irwin seconded the motion to hold the first meeting of each month at 5:30 pm, starting in February, except the August Long Point Park meeting which will be held at 7:00 pm. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None. Thus, the Town Board will hold their regular meetings in the year 2012 on the following Thursdays at the time indicated: January 12 at 7:00 pm, January 26 at 7:00 pm, February 9 at 5:30 pm, February 23 at 7:00 pm, March 8 at 5:30 pm, March 22 at 7:00 pm, April 12 at 5:30 pm, April 26 at 7:00 pm, May 10 at 5:30 pm, May 24 at 7:00 pm, June 14 at 5:30 pm, July 12 at 5:30 pm, August 9 at 7:00 pm, August 23 at 7:00 pm, September 13 at 5:30 pm, September 27 at 7:00 pm, October 11 at 5:30 pm, October 25 at 7:00 pm, November 8 at 5:30 pm, December 13 at 5:30 pm.

Ms. Irwin moved and Mr. Wrubel seconded the motion to authorize the Supervisor to prepay "time-sensitive" bills. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Taylor-aye. Nays: None.

The Board reviewed and amended the draft Emergency Action Plan consisting of the Emergency Operations Plan and General Operating Procedures. Mr. Taylor moved and Ms. Irwin seconded the motion to adopt the Emergency Action Plan as amended and on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Mr. Taylor moved and Ms. Irwin seconded the motion to adopt the following Procurement Policy, dated January 3, 2012:

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**TOWN OF GENESEO PROCUREMENT POLICY  
ADOPTED JANUARY 3, 2012**

**WHEREAS**, Section 104-B of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services that are not required by law to publicly bid and,

**WHEREAS**, comments have been solicited from all officers in the Town of Geneseo involved in the procurement process, now, therefore, be it

**RESOLVED**, that the Town of Geneseo does now adopt the following procurement policy that is intended to apply to all goods and services which are not required by law to be publicly bid.

**PROCUREMENT POLICY FOR THE TOWN OF GENESEO**

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public work contracts under \$20,000: emergency purchases: certain municipal hospital purchases: goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000: goods purchased from agencies for the blind or several handicapped pursuant to Section 175-b of the State Finance Law: goods purchased from correctional institutions pursuant to Section 186 of

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the Correction Law purchases under State Contracts pursuant to Section 104 of the General Municipal Law: purchases under county contracts pursuant to Section 103 of the General Municipal Law or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings.

ESTIMATED AMOUNT OF  
PURCHASE CONTRACT

METHOD

\$1000 - \$4999

2 Verbal quotations

\$5000 - \$9999

3 Written/fax quotations or requests for proposals

ESTIMATED AMOUNT OF  
PUBLIC WORKS CONTRACT

METHOD

\$1500 - \$4999

2 Verbal quotations

\$5000 - \$9999

2 Written/fax quotations

\$10,000 - \$19,999

3 Written/fax quotations or Requests for proposals

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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the

## Approved

sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstance, it may not be in the best interests of the Town of Geneseo to solicit quotations or document the basis for not accepting the lowest bid.

- 7.** Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement policies.

In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines: (a.1) whether the services are subject to State licensing or testing requirements: (a.2) whether substantial formal education or training is a necessary prerequisite to the performance of the services: and (a.3) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney: services of a physician: technical services of an engineer engaged to prepare plans, maps or estimates: securing insurance coverage and/or services of an insurance broker: services of a certified public accountant: investment management services: printing services involving extensive writing, edition or art software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- 8.** Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or alternate proposals if time permits.
- 9.** Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town of Geneseo is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product. However, the Board has approved purchases from the New York State Office of General Services, Bureau of Federal Property Assistance. These purchases will be made according to the terms of the annual agreement between the Town of Geneseo and the Bureau of Federal Property Assistance.
- 10.** Goods or services under \$2500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such contracts would be awarded based on favoritism.

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Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Information on the 2012 annual Association of Towns training school and meeting to be held in NY City in February was provided to Board Members. Supervisor Wadsworth advised that though the training school is very informative, no funds have been budgeted in 2012 for the New York City conference.

**OTHER BUSINESS:**

Supervisor Wadsworth advised that the proposed rezoning of the Premium Development property in the Gateway will be back on the Livingston County Planning Board and Town Board agendas this month. Supervisor Wadsworth suggested that the interested parties be contacted to apprise them of this information.

Supervisor Wadsworth gave out information on hydro-fracking that he had printed off of the internet. Supervisor Wadsworth and Councilman Taylor both hope to be able to attend Friday's decision-makers' presentation on community impacts of Natural Gas Extraction being offered by Livingston County Planning Department.

**ADJOURNMENT:**

At 7:35 pm Ms. Irwin moved and Mr. Taylor seconded the motion to adjourn the meeting. Motion passed unanimously. Jean Bennett, Town Clerk