

The Organizational Meeting of the Geneseo Town Board was held on Thursday, January 3, 2013 in the conference room of the Geneseo Town Office Facility.

PRESENT: W. Wadsworth, R. Irwin, R. Taylor, J. Wrubel

ABSENT: F. Manapol

ALSO PRESENT: Larry Levey – Highway Supt., Ron Maxwell-Code Enf. Officer

ORGANIZATIONAL BUSINESS:

Supervisor Wadsworth called the meeting to order at 5:30 pm. The flag was pledged and a moment of silence was held for service men and women serving around the world. Supervisor Wadsworth appointed Councilwoman Irwin as his Deputy Supervisor and Katie DiLaura as his Secretary.

Mr. Taylor moved and Mr. Wrubel seconded the motion to appoint Jane Dulmage as Court Clerk for a term of 1 year. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Wrubel-aye; Irwin-aye. Nays: None.

Mr. Wrubel moved and Mr. Taylor seconded the motion to reappoint Ken Book and Robert Irwin to 1-year terms on the Architectural Review Board, through December 31, 2013. Motion passed with voting as follows: Wadsworth-aye; Wrubel-aye; Taylor-aye. Nays: None. Ms. Irwin abstained from voting. Supervisor Wadsworth reported that Hank Latorella has been reappointed by Planning Board Chairman Dwight Folts.

Mr. Wrubel moved and Ms. Irwin seconded the motion to reappoint David Woods to a 7-year term on the Town Planning Board, though December 31, 2019. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Taylor-aye; Wrubel-aye. Nays: None.

Since there are possibly two (2) vacancies on the Zoning Board of Appeals, Mr. Taylor moved and Ms. Irwin seconded the motion to appoint Carolyn Meisel as Alternate Zoning Board of Appeals Member for a one (1) year term through December 31, 2013. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

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

Mr. Taylor moved and Ms. Irwin seconded the motion to designate all commercial Banks within the Town of Geneseo as official depositories. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Irwin-aye; Wrubel-aye. Nays: None.

Ms. Irwin moved and Mr. Wrubel seconded the motion to adopt the IRS mileage reimbursement rate as the Town's reimbursement rate for travel. It is presently at

56.5¢/mile for 2013. Motion passed with ayes from: Wadsworth-aye; Irwin-aye; Wrubel-aye; Taylor-aye. Nays: None.

Mr. Taylor moved and Mr. Wrubel seconded the motion to schedule the following Thursdays in 2013 for regular meetings at the indicated times: January 10 at 5:30 pm; January 24 at 7:00 pm; February 14 at 5:30 pm; February 28 at 7:00 pm; March 14 at 5:30 pm; March 28 at 7:00 pm; April 11 at 5:30 pm; April 25 at 7:00 pm; May 9 at 5:30 pm; May 23 at 7:00 pm; June 13 at 5:30 pm; July 11 at 5:30 pm; August 8 at 7:00 pm; August 22 at 7:00 pm; September 12 at 5:30 pm; September 26 at 7:00 pm; October 10 at 5:30 pm; October 24 at 7:00 pm; November 14 at 5:30 pm; December 12 at 5:30 pm. All regular meetings will be held in the Conference Room of the Geneseo Town Office Facility, except the meeting of August 8th, which will be held at 7:00 PM at the Pavilion at Long Point Park. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Wrubel-aye; Irwin-aye. Nays: None.

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 the town’s 2013 draft Emergency Operations Plan (EOP), General Operating Procedures (GOP) and Water Supply Emergency Plan. Mr. Taylor moved and Ms. Irwin seconded the motion to adopt the Town’s Emergency Operations Plan and General Operating Procedures as on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Taylor-aye; Wrubel-aye. Nays: None. Mr. Wrubel moved and Mr. Taylor seconded the motion to authorize the Supervisor to sign the updated Water Supply Emergency Plan. Motion passed with voting as follows: Wadsworth-aye; Wrubel-aye; Irwin-aye; Taylor-aye. Nays: None.

The Board reviewed the Procurement Policy that was adopted at the 2012 Organizational Meeting and did not have any changes to it. Ms. Irwin moved and Mr. Taylor seconded the motion to re-adopt the Procurement Policy and resolution as follows:

**TOWN OF GENESEO PROCUREMENT POLICY
ADOPTED JANUARY 3, 2013**

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 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 _____

METHOD

PURCHASE CONTRACT

\$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 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.

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

The Board reviewed information on the Association of Towns annual training and meeting to be held in New York City in February. No appointments for Voting Delegate and Alternate Voting Delegate to the meeting were made at this time.

ADJOURNMENT:

At 5:45 pm Mr. Wrubel moved and Ms. Irwin seconded the motion to adjourn the meeting. Motion passed unanimously. Jean Bennett, Town Clerk