

**TOWN OF DRYDEN  
TOWN BOARD ORGANIZATIONAL MEETING  
January 4, 2021**

Present: Supervisor Jason Leifer, Cl Daniel Lamb, Cl Loren Sparling,  
Cl Kathrin Servoss, Cl James Skaley

Elected Officials: Bambi L. Avery, Town Clerk

Other Town Staff:

Supv Leifer called the meeting to order at 6:00 p.m.

Cl Servoss announced that she is resigning her position as Town Councilperson effective January 31, 2021. She asked that the board consider diversity in gender and/or race when contemplating her replacement.

**RESOLUTION #1 (2021) – RULES OF PROCEDURE**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board use Town Law Section 63. That section reads as follows:

“The supervisor, when present, shall preside at the meetings of the town board. In the absence of the supervisor, the other members shall designate one of their members to act as temporary chairman. A majority of the board shall constitute a quorum for the transaction of business, but a lesser number may adjourn. The vote upon every question shall be taken by ayes and noes, and the names of the members present, and their votes shall be entered in the minutes. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the town board. The board may determine the rules of its procedure, and the supervisor may, from time to time, appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties.”

2<sup>nd</sup> Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #2 (2021) – OFFICIAL ADVERTISING**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board designate The Ithaca Journal as the official newspaper of the Town of Dryden for the year 2021.

2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes

Cl Servoss	Yes
Cl Lamb	Yes
Supv Leifer	Yes

**RESOLUTION #3 (2021) – DESIGNATE OFFICIAL DEPOSITORY**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that the Town Board designates The First National Bank of Dryden as the official depository for the Town of Dryden for the year 2021.  
 2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #4 (2021) – APPOINTMENTS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby makes the following appointments:

- Bambi L. Avery as Receiver of Taxes and Assessments.
- Bambi L. Avery as licenser for Games of Chance and Bingo.
- Town Supervisor has the power and duties of administration and supervision of the Town of Dryden Special Improvement District functions for all Special Improvement Districts (Water, Sewer, Lighting) to be performed on behalf of the Town Board.
- Town Supervisor has the power and duties of administration and supervision of the Town of Dryden on Special Assessment Fund functions to be performed on behalf of the Town Board.

2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #5 (2021) – AUTHORIZATIONS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby authorizes the following individuals to sign on Town of Dryden accounts: Jason Leifer, Bambi L. Avery, Lee Ann Parker and Emily Banwell, and further

RESOLVED, that this Town Board authorizes the Supervisor to pay in advance of the audited claims the utility bills, any sewer/water district payments, and postage cost for purpose of mailing tax bills, all claims to be presented at the next regular board meeting, and further

RESOLVED, that this Town Board authorize a petty cash fund for the Town Clerk not to exceed \$200.00, and Receiver of Taxes and Assessments not to exceed \$200.00, as needed for

postage, and Justice's petty cash fund not to exceed \$100.00, and for the Recreation Department not to exceed \$200.00 for the year 2021, and further

RESOLVED, that mileage will be paid to Town officials and employees when using their own car for official town business (other than town meetings or travel to and from the job site) at the rate set by the Internal Revenue Service and Treasury Department for the 2021 calendar year, and further

RESOLVED, that the annual salaries for Town Officers as stated in the 2021 General Town Budget be as follows:

Supervisor	\$27,810.00
Councilperson (4)	\$30,900 (\$7,725.00 each)
Town Clerk	\$36,771.00
Highway Superintendent	\$76,786.00
Town Justice (2)	\$45,288.00 (\$22,644 each)
Deputy Supervisor	\$1,545.00

And the Supervisor is authorized to pay the above salaries, and further

RESOLVED, that the Town Board does hereby adopt the 2021 wages that were discussed and agreed upon during the budget process, and further

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for actual expenses, and further

RESOLVED, that because the Highway Superintendent, Deputy Highway Superintendent, and Assistant Superintendent of Public Works are on call 24 hours a day, seven days a week, the Dryden Town Board authorizes the use of town vehicles clearly marked with the Town of Dryden logo for travel to and from work, provided they are not used for personal use, and further

RESOLVED, that this Town Board authorize the Town Supervisor to write to the New York State Office of the State Comptroller and request a 60-day extension for the filing of the 2020 annual update document, if necessary.

2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #6 (2021) – APPOINTMENTS AND AUTHORIZATIONS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board appoint the following:

- TG Miller Engineers & Surveyors as Town Engineer
- True Walsh as Town Attorneys
- Amanda Anderson as Bookkeeper
- Jason Leifer and Amanda Anderson as Co-Budget Officer
- Bambi L. Avery as Marriage Officer for a term to expire December 31, 2021.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #7 (2021) – APPOINT PLANNING BOARD MEMBER**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints John Kiefer to the Planning Board for a term to expire December 31, 2027.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #8 (2021) – APPOINT PLANNING BOARD CHAIR**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints John Kiefer as Chair of the Planning Board for 2021. The Chair will be paid an annual stipend of \$500.00.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #9 (2021) – APPOINT PLANNING BOARD ALTERNATES**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Simon St Laurent and Alice Green as alternates to the Planning Board for terms to expire December 31, 2021.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

There is an unexpired term to be filled on the Planning Board. Board members discussed the matter and decided to wait a bit before making an appointment in hopes of finding a candidate that brings diversity to the board.

**RESOLUTION #10 (2021) – APPOINT CONSERVATION BOARD ALTERNATE**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Andrew Miller to serve as an alternate to the Conservation Board through December 31, 2021.  
2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #11 (2021) – APPOINT CONSERVATION BOARD CHAIR**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Gian Dodici as Chair of the Conservation Board for 2021.  
2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #12 (2021) – APPOINT DRYDEN RECREATION & YOUTH COMMISSION MEMBERS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Marty Conger and David Peck to the Recreation & Youth Commission with terms to expire December 31, 2023.  
2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #13 – APPOINT DRYDEN RECREATION & YOUTH COMMISSION CHAIR**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints David Peck to serve as Chair of the Dryden Recreation & Youth Commission for 2021.  
2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #14 (2021) – APPOINT ZONING BOARD OF APPEALS MEMBER**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Benjamin Curtis to the Zoning Board of Appeals for a term to expire December 31, 2025.  
2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #15 (2021) – APPOINT ZONING BOARD OF APPEALS CHAIR**

RESOLVED, that this Town Board hereby appoints Janis Graham as Chair of the Zoning Board of Appeals for 2021 with an annual stipend of \$500.00.  
2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

Because there have been no other applications for the Zoning Board of Appeals there will be a vacancy until we have a candidate.

**RESOLUTION #16 (2021) – APPOINT AG COMMITTEE MEMBERS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Kim LaMotte and Austin Beck to the Agriculture Advisory Committee for terms expiring December 31, 2023.  
2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #17 (2021) – APPOINT AG COMMITTEE CHAIR**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Evan Carpenter as Chair of the Agriculture Advisory Committee for 2021.  
2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes

Cl Lamb	Yes
Supv Leifer	Yes

**RESOLUTION #18 (2021) BROADBAND COMMITTEE APPOINTMENTS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby makes the following appointments to the Broadband Committee: Karl Kolesnikoff, Sam Bouabane, Dan Lamb and Jason Leifer for terms expiring December 31, 2021, and Jason Leifer as Chair.

2nd Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #19 (2021) – APPOINTMENTS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby makes the following appointments:

- Historian – Harry Weldon, to be paid an annual stipend of \$600.00
- Fair Housing Officer – Ray Burger
- Stormwater Management Officer – David Sprout
- Zoning Officer – Ray Burger

2nd Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Supv Leifer	Yes
	Cl Sparling	Yes
	Cl Lamb	Yes

**RESOLUTION #20 (2021) – APPOINT FIRE WARDEN**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Jason Leifer as Fire Warden and Daniel Lamb as Deputy Superintendent of Fires.

2nd Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #21 (2021) – APPOINT DOG CONTROL OFFICERS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Richard Leonard and Thelma Hefner to serve as Dog Control Officers.  
 2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #22 (2021) – REPRESENTATIVE TO ASSOCIATION OF TOWNS MEETING**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Cl Loren Sparling as representative to the 2021 Association of Towns Meeting and Cl Daniel Lamb as alternate.  
 2<sup>nd</sup> Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

Supv Leifer asked that those attending the AOT conference make a report to this board.

**RESOLUTION #23 (2021) – APPOINTMENTS**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby makes the following appointments:

- Tompkins County Council of Governments: Supv Leifer as representative and Cl Lamb as alternate.
- Greater Tompkins County Municipal Health Insurance Consortium: James Skaley as representative and Amanda Anderson as alternate board member, and James Skaley as representative and Amanda Anderson as alternate to the Joint Committee on Plan Structure and Design.
- Ithaca Tompkins County Transportation Council: Ray Burger as representative and Jason Leifer as alternate to the Planning Committee, and Jason Leifer as representative and Ray Burger as alternate to the Policy Committee.
- Southern Cayuga Lake Intermunicipal Water Commission: Jack Rueckheim and Supv Jason Leifer
- Ithaca Area Wastewater Treatment Facility: Supv Leifer as representative and Ray Burger as alternate
- Recreation Partnership: Andrew Pierce

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes



**RESOLUTION #24 (2021) - CONTRACTS**

Cl Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves the following contracts for the amounts indicated and authorizes the Town Supervisor to execute the same and pay under the terms of the contract:

- a. Dog Control Kennel (\$21,600)
- b. Neptune Fire Department (\$443,000)
- c. Freeville Fire Department (\$179,900)
- d. Etna Fire Department (\$165,000)
- e. Varna Fire Department (\$301,273)
- f. Brooktondale Fire Department (\$29,107)
- g. Dryden Ambulance (\$865,091)
- h. Gadabout (\$7,500)
- i. Dryden Seniors (\$1,500)
- j. Southworth Library (\$14,000)
- k. Dryden Town Historical Society (\$1,300)
- l. Dryden Veterans Memorial Home, Inc. (\$1,100)
- m. Community Science Institute (\$10,976)
- n. Town of Caroline – Brooktondale Gauge Station (\$3,034)
- o. Youth Services – as budgeted
- p. Dryden Intergenerational Chorus and Band (\$750)

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #25 (2021) – TOWN BOARD MEETING SCHEDULE**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, January meetings will be held on January 14 and January 21 beginning at 6:00pm. Beginning the month of February, that the Dryden Town Board will hold its abstract and agenda meeting on the second Thursday of each month at 6:00 p.m. and its regular business meeting on the third Thursday of each month at 6:00 p.m. Meetings will be held via Zoom pursuant to New York State Executive Order or at the Town Hall, 93 East Main Street, Dryden, with notice being posted on the Town’s website.

2<sup>nd</sup> Cl Servoss

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #26 (2021) - VOUCHER/INVOICE SUBMISSION DEADLINES**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that vouchers/invoices shall be submitted to the Supervisor's Office for processing and payment ten days prior to the regularly scheduled AGENDA meeting each month as follows:

Voucher/Invoice Submission  
Deadline Dates (by Noon)

For Abstract Date:

Monday, January 4, 2021	Thursday, January 14, 2021
Monday, February 1, 2021	Thursday, February 11, 2021
Monday, March 1, 2021	Thursday, March 11, 2021
Monday, March 29, 2021	Thursday, April 8, 2021
Monday, May 3, 2021	Thursday, May 13, 2021
Tuesday, June 1, 2021	Thursday, June 10, 2021
Monday, June 28, 2021	Thursday, July 8, 2021
Monday, August 2, 2021	Thursday, August 12, 2021
Monday, August 30, 2021	Thursday, September 9, 2021
Monday, October 4, 2021	Thursday, October 14, 2021
Monday, November 1, 2021	Thursday, November 11, 2021
Monday, November 29, 2021	Thursday, December 9, 2021

Dates for submission of vouchers for abstract 13 to be determined; check with the bookkeeper toward the end of the year.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #27 (2021) - INVESTMENT POLICIES/GUIDELINES FOR TOWN OF DRYDEN**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that the objectives of the Investment policy of the Town of Dryden are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;
- Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
- Obligations of New York State;
- Obligations of the United States Government;
- Only reserve funds may be invested in Obligations of the Town of Dryden.

All other Local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL

- a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or obligations of the United States or obligations of federal agencies, the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Dryden or a custodial bank. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.
- b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

## 2. DELIVERY OF SECURITIES

- a. Payment shall be made by or on behalf of the Town of Dryden for obligations of New York State, the principal and interest of which are guaranteed by the United States. United States Obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

## 3. WRITTEN CONTRACTS

- a. Written contracts may be required for the purchase of all certificates of deposit.

## 4. DESIGNATION OF CUSTODIAL BANK

- a. The First National Bank of Dryden and Tompkins Trust Company, both authorized to do business in the State of New York, and having an office for the transaction in the Town of Dryden, are designated to act as custodial banks of the Town of Dryden's investments.

## 5. FINANCIAL STRENGTH OF INSTITUTIONS

- a. All trading partners must be credit worthy. Their financial statements may be reviewed annually by the Supervisor to determine satisfactory financial strength or the Supervisor may use credit rating agencies to determine credit worthiness.
- b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports may be reviewed by the Supervisor to determine satisfactory financial strength.

## 6. OPERATIONS, AUDIT AND REPORTING

- a. The Supervisor or Deputy Supervisor shall authorize the purchase and sale and execute contracts for certificates of deposit on behalf of the Town of Dryden.
- b. At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Town of Dryden, the independent auditors shall audit the investments of the Town of Dryden for compliance with the provisions of this investment policy.
- c. Within sixty (60) days of the end of each of the first three quarters of the fiscal year, the Supervisor shall prepare and submit to the Town Board a quarterly investment report, which indicates the new investments, the inventory of existing investments, and such other matters as the Supervisor deems appropriate.
- d. Within 120 days of the end of the fiscal year, the Supervisor shall prepare and submit to the Town Board an annual investment report; recommendations for change in these investment guidelines; the results of the annual independent audit, the investment income record; and such other matters as the Supervisor deems appropriate.

At least annually, at the Organizational meeting of the Dryden Town Board, the board shall review and amend, if necessary, these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #28 (2021) – ADOPT PROCUREMENT AND PURCHASING POLICIES**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby adopts the Procurement and Purchasing Policies, as follows:

**Procurement Policy**

This resolution sets forth the policy and procedures of the **Town of Dryden** to meet the requirements of General Municipal Law, section 104-b.

**Purpose**

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

**Procedures for Determining Whether Procurements are Subject to Bidding**

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Procedure:

- a. Each proposed purchase must be initially reviewed to determine whether it is a purchase contract or a public works contract.
- b. Upon determination, a good faith effort shall be made to determine whether it is known or can reasonably be expected 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 annually.
- c. The following items are not subject to competitive bidding pursuant to Section 102 of the General Municipal Law: purchase contracts under \$10,000; public works contracts under \$35,000; emergency 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.
- d. For purchases determined to be exempt from competitive bidding, documentation of this determination shall be provided 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 this determination was made, a copy of the contract indicating the source making the item or service exempt, a memo from the purchaser detailing the circumstances leading to an emergency purchase, or any other appropriate written documentation.
  - e. This policy will apply to all equipment rentals made throughout the year.

**Statutory Exceptions from Quotations/Proposals Requirements of This Policy and Procedures**

Except for procurements made pursuant to General Municipal Law, section 103(3) (through county contracts) or section 104 (through State contracts), State Finance Law, section 162, Correction Law, sections 184 and 186 (from “preferred sources,” including articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

**Methods of Competition to be Used for Non-Bid Procurements**

The methods of procurement to be used are as follows:

The time and documentation required to purchase goods and services under \$1,000.00 via this policy may be more costly than the item itself and would therefore not reflect the best interests of the taxpayer. In addition, it is not likely such de minimis contracts would be awarded based on favoritism.

All goods and services subject to this procurement policy will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures favoritism will be avoided and goods will be purchased at the lowest price, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$35,000; which are required to be competitively bid.

The following are the minimum requirements necessary for purchases and/or equipment rentals expected to exceed \$1,000 in one year as required by this policy in order to achieve the highest savings:

<u>Amount of Purchase Contract or Rental (under \$10,000)</u>	<u>Method</u>
Under \$2,500	No action required
\$2,501 - \$4,999	2 Verbal quotations or catalog pricing AND obtain a Purchase Order from Bookkeeper
\$5,000 - \$9,999	3 Written/fax quotations, or written requests for proposals or catalog pricings

<u>Estimated Amount of Public Works Contract (under \$35,000)</u>	<u>Method</u>
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Under \$2,500	No action required
\$2,501 - \$9,999	2 Written/fax quotations
\$10,000 - \$34,999	3 Written/fax quotations or written 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, he or she will document all attempts made to obtain proposals.

#### **Awards to Other than the Lowest Responsible Dollar Offerer**

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, shall be documented as follows:

Documentation will include an explanation of how the awarded contract will achieve savings or how the lowest bidder was not responsible. Determination of a bidder being declared not responsible shall be made and documented by the purchaser.

#### **Items Excepted From This Policy and Procedures by the Board**

The board sets forth the following 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 *Town of Dryden*.

- a. 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 offering the lowest price and the nature of these services is such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Town Board shall take into consideration the following guidelines: (a) whether services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to performance of said services; and (c) whether 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 and 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, editing or art work; management of municipally owned property; computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Repair of equipment and machinery and maintenance items i.e.: toner, ribbons, oil filters, nuts & bolts etc., as these can be specialized items. The purchaser will obtain at least two verbal, written, faxed or catalog prices. It is at the purchaser's discretion which product(s) to purchase.
- c. Emergency purchases pursuant to Section 103(4) of General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and any delay to seek alternate proposals may threaten the life, health, safety or

- welfare of the residents. This section does not preclude alternate proposals if time permits.
- d. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, purchaser is permitted to purchase surplus and second-hand goods at auction or via specific advertised sources where the best prices are typically obtained. Prior Town Board approval is required for amounts over \$2,500
  - e. goods purchased from agencies for the blind or correctional institutions 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; county contracts pursuant to Section 103(3) of the General Municipal Law; or pursuant to subdivision 6 of this policy.

### **Individual(s) Responsible for Purchasing**

Highway Superintendent  
 Director of Planning  
 Town Clerk  
 Town Supervisor  
 Recreation – Andrew Pierce  
 Town Bookkeeper  
 Town Justice

**34 Note that this is a new requirement, effective January 1, 2009 (General Municipal Law, section 104-b(2)(f)). Division of Local Government and School Accountability (Must be updated biennially)**

### **Input From Officers**

Comments have been solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time to time hereafter.

### **Annual Review**

The governing board shall annually review and, when needed, update this policy and procedures.

The ***Town of Dryden Town Board*** shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the board.

### **Unintentional Failure to Comply**

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the ***Town of Dryden*** or any officer or employee thereof.

### **Town of Dryden Purchasing Policy**

With the exception of the Highway Department and the Town Clerk/Receiver of Taxes, the Bookkeeper/Bookkeeper's Assistant must be consulted to ensure sufficient funds are available prior to placing any order.

The Bookkeeper / Bookkeeper's Assistant will first verify whether or not sufficient funds are available.

- If funds are available, the Bookkeeper / Bookkeeper’s Assistant will notify the department that they can proceed with their order.
- If funds are not available the Bookkeeper / Bookkeeper’s Assistant will notify the requisitioner of such and request a budget modification form be completed to transfer funds from another account. A budget modification should only be used if another account has available funds and the requested item is necessary within current budget year. The budget modification will then be presented to the Board for approval.
- If a bid is necessary, the requisitioner will ask for Board approval to bid; then initiate the process of having the appropriate person prepare the bid specifications.
- Approval of the Supervisor or Bookkeeper is required for any purchase in excess of \$500, with the exception of the Highway Department, where the limit shall be \$10,000, and with the exception of the Town Clerk/Receiver of Taxes, where the limit shall be \$2500. Prior approval will not be required for standard monthly purchases for parts/supplies, and vehicle/equipment repairs unless specifically requested by vendor. Prior approval of either the bookkeeper or the Supervisor is required for purchases of equipment or software (i.e. computers, printers, monitors, copy machines, and items that will be added to the Town’s capital asset list) and employee training/conference attendance that involves overnight lodging.
- With the exception of the Highway Department and the Town Clerk/Receiver of Taxes, once a department has spent 90% of any non-personnel, annual contract, or utility related budget line (i.e. discretionary spending), the department head must seek Town Board approval prior to utilizing funds from that budget line.
- The Bookkeeper will prepare the purchase order, retain a copy and return the original to the requisitioner for ordering.

Packing slips, delivery receipts, invoices, and statements should be compiled for each purchase, stapled behind the purchase order or completed voucher form and submitted to the Bookkeeper for verification and approval. After approval, vouchers will be forwarded to the Town Clerk’s office for data entry. After entry, purchase orders will be submitted to the Board for payment approval.

Vouchers may be submitted weekly or upon completion, but must be submitted by 12am the first Monday of the month. If Vouchers are received after this time we will try to include them in the abstract if possible.

This system will not apply to utilities, bills from other municipalities, legal and engineering services, water and sewer billing, election workers, jury expenses, law book expenses, software/hardware contracts and insurance payments. Payments of this nature will continue to use vouchers and be submitted to the Board for approval for payment.

The Bookkeeper will receive copies of **all** contracts entered into by the Town **and** all resolutions allotting funds for any service or item.

2<sup>nd</sup> Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Skaley	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes



**Supervisor appointments and committee assignments** were discussed and made as follows:

Deputy Supervisor -----	Cl Daniel Lamb
Finance & Grants Committee-----	Cl Servoss, Cl Skaley
Emergency Services Committee-----	Supv Leifer, Cl Lamb
Human Resources Committee-----	Cl Servoss, Cl Skaley
Infrastructure Committee (inc Highway/DPW liaison)-----	Supv Leifer
Representative to Planning Board-----	Cl Lamb, Supv Leifer
Representative to Conservation Board-----	Cl Sparling, Cl Skaley
Representative to Ag Advisory Committee-----	Cl Sparling, Cl Servoss
Representative to Recreation & Youth Commission-----	Cl Sparling, Cl Servoss
Liaison to Village of Freeville-----	Supv Leifer
Liaison to Village of Dryden-----	Supv Leifer
Representative to Rail Trail Task Force-----	Cl Lamb, Cl Skaley
Representative to Tompkins County Legislature-----	Supv Leifer
Representative to Climate Smart Task Force-----	Cl Sparling
Safety & Preparedness Committee-----	Supv Leifer, Cl Lamb

**Resolution#29 (2021) – Establish Standard Work Day and Reporting**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that the Town of Dryden hereby establishes the following as standard work days for elected 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 (hrs/day)	Current term begins/ends	Participates in employer's time keeping system Y/N	Record of Activities Results
Highway Superintendent	Richard Young, Jr	8	1/1/2018 to 12/31/2021	N	26.88
Town Clerk	Bambi Avery	8	1/1/2020 to 12/31/2023	N	22.14
Town Supervisor	Jason Leifer	6	1/1/2020 to 12/31/2021	N	14.63
Town Justice	Jules Ravo	6	1/1/2019 to 12/31/2022	N	6.07
Town Justice	Christopher Clauson	6	1/1/2020 to 12/31/2023	N	4.03

Town Council			1/1/18 to		
Person	Kathrin Servoss	6	12/31/2021	N	2.25

2<sup>nd</sup> CI Servoss

Roll Call Vote	CI Sparling	Yes
	CI Servoss	Yes
	CI Skaley	Yes
	CI Lamb	Yes
	Supv Leifer	Yes

Varna Water/Sewer Update – CI Skaley has shared a contract proposal from G & G Consulting to prepare the application to Office of Community Renewal. TG Miller is working on the mapping that is necessary. This would complete the hardship application form. Applications are due by March 5. TG Miller is also beginning work on the NEPA review which is needed in addition to the SEQR review for the project. The board can approve the contract proposal at the agenda meeting.

There being no further business, on motion made, seconded and unanimously carried, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Bambi L. Avery  
Town Clerk