

Town Board Meeting **May 9, 2022**

Supv. Crossen called the monthly meeting of the Alabama Town Board to order at 7:00 p.m. Roll Call was taken, Councilperson Fisher, LaGrou, Klotzbach, Veazey and Supv. Crossen were present. Also present were Supt. Covel, Mark Massee, Dave Bencic, Wendy Kingsland, Kaylen Olwin and Attorney Boylan.

Privilege of the Floor

Kaylen Olwin – bird surveys for nests are being conducted for the proposed Solar project.

Dave Bencic – new website looks good.

Highway – Supt. Covel gave update:

Finished office restoration
Servicing equipment and putting snow & ice equipment away.
Ditching on Roberts Rd.
Ledge Road cleanup.
Dirt roads being cleaned up.

Highway Budget Amendments

MOTION by Councilperson LaGrou, seconded by Councilperson Fisher to add \$20,000.00 to DA5112.4, expense line and DA3501, revenue line for additional POP (Pave our Potholes) monies to be expended and received this year. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Proposed Local Law #2-2022 Seasonal Parking Restrictions

PROHIBITING PARKING ON ALL ROADS WITHIN THE TOWN OF ALABAMA FROM NOVEMBER 1st THROUGH APRIL 30th. BETWEEN THE HOURS OF 4 PM AND 8 AM

WHEREAS, it has come to the attention of the Town Board of the Town of Alabama that due to the numerous cars parking on roadways within the Town during the winter months it has created an issue for the Town Highway Department in its efforts to clear the roads of snow and ice as well safety issues for persons traveling along the roads.

WHEREAS, the Town Board wishes to address this issue by prohibiting parking on all roads within the Town of Alabama from November 1th through April 30th between the hours of 4 PM and 8 AM.

NOW THEREFORE BE IT ENACTED BY THE TOWN OF ALABAMA, as follows;

That parking be prohibited on all roads within the Town of Alabama from November 1st through April 30th between the hours of 4 PM and 8 AM pursuant to New York State Vehicle and Traffic Law Section 1660 (7).

That the Town's Highway Superintendent be directed to post the appropriate signage along all roads within the Town of Alabama.

MOTION by Councilperson Fisher, seconded by Councilperson Veazey to hold a public hearing at 7:00 p.m., Monday, June 13, 2022 for proposed Local Law #2-2022 Seasonal Parking Restrictions.

Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Proposed Local Law 4-2022 Zoning Change -- from Industrial to Agriculture/Residential on tax map #15.-1-37, Wight Road, John Grainy. Referral sent to County Planning. Tabled until referral received from County Planning and further instructions from landowner.

Lockport Road Speed Reduction Request

Supv. Crossen informed the Board that the Town of Oakfield tabled the speed reduction, they are waiting for residents to contact them directly before they act on it. Disc. held.

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to table the Lockport Road speed reduction pending hearing from Town Residents directly. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Proposed Local Law 4-2022 Tax Cap Override

Local Law No. 3 of the year 2022
Town of Alabama, County of Genesee

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c

Section 1. Legislative Intent

It is the intent of this local law to allow the Town of Alabama to adopt a budget for the fiscal year commencing 2023 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Town Board of the Town of Alabama, County of Genesee,, is hereby authorized to adopt a budget for the fiscal year commencing 2023 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

MOTION by Councilperson LaGrou, seconded by Supv. Crossen to hold a public hearing at 7:00 p.m., Monday, June 13, 2022 for proposed Local Law 3-2022 Tax Cap Override. Approved by roll call vote: C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Town Hall/Highway Capital Reserve Plan

Supv. Crossen drafted a capital reserve plan. He would like to put together a committee. Disc. held.

MOTION by Councilperson Fisher, seconded by Councilperson Klotzbach to set up a committee for a new Town Hall/Highway Building and to set up a capital reserve plan. Approved by roll call vote: C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Supv. Crossen, Councilperson Klotzbach, Supt. Covel and Clerk Borkholder to serve.

CARES ACT Compliance

Supv. Crossen filed the required documents. The Town received \$178,000, not designated yet.

STAMP – Mark Masse gave update:

Responded to a few RFPs

Developer looking at Southern end of site, potential of 2-3 buildings.

Working on documents for Water/Sewer Works.

Mowing contracts awarded at site.

Farm leases signed.

DEC approved water line.

DEC approved design of forced main to Shelby.

Attorney Boylan submitted a Plug Power report:

APRIL 2022 PLUG POWER CONSTRUCTION UPDATE

The Town's engineer, Wendel completed 8 site visits in April and made the following observations;

- SWPPP inspections by the Plug Power engineer of record are taking place bi-weekly and the mailbox is in place that contains inspection reports.
- Sphere foundation work is complete
- Fabrication of the spheres is continuing by C,B & I. The outer sphere has been attached to the support columns of the eastern structure. Fabrication of the interior stainless steel sphere is continuing. The Plug Construction manager indicates that C,B & I is ahead of schedule.
- Chain link fencing is being installed along the south side of the property and should be completed soon
- The subgrade at the northwest end of the site is extremely wet. The Contractor is waiting drier conditions before continuing with fill placement. Cerrone the site contractor, is anticipating resuming work later this month
- Plug's Construction Manager now has additional personnel supporting him at the field office, a Superintendent and Safety Officer. All visitors are now required to sign in and complete a safety questionnaire.

- Warning signs are no in place at both ends of Crosby Rd warning of construction traffic entering the roadway.
- No work is being performed at the north end of the site to due the NYSDEC stop work order.
- Stakes have been placed at the locations of the poles for the substation.

Wendel is currently in discussions with the Plug Power design and engineering team regarding the following items:

- Wendel has submitted comments to O'Connell Electric regarding it preliminary substation plans submitted at the April Planning Board meeting.

Water District 2 – 2021 Audit RFP

Supv. Crossen sent out the RFP to several companies. Three bids were received:

Allied Financial Partners -- \$11,400
 Bonadio Group -- \$26,750
 EFPR Group -- \$21,400

MOTION by Councilperson Fisher, seconded by Councilperson Veazey to accept the lowest bidder, Allied Financial Partners, for the 2021 Single Audit as required by USDA, at a cost of \$11,400.

Approved by roll call vote:

C. Fisher – yes C. LaGrou – no C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Executive Session

MOTION by Councilperson Veazey, seconded by Councilperson Fisher to go into executive session at 7:32 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and/or Negotiations and updates subject to NDAs regarding the IZA; and/or Negotiations regarding the Teamsters Contract with Attorney Boylan, Supt. Covel and Mark Masse.

Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

MOTION by Councilperson LaGrou, seconded by Councilperson Klotzbach to come out of executive session at 7:58 p.m. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Union Contract

Supv. Crossen found several corrections that are needed to the proposed Union Contract:

Page 4, 8.1 'union business must be' should be changed 'to union business may be'

Page 9, 13.6 Example 2 'Vacation time earned 80.9%' should read 'Vacation time earned 80.9% or 130 hours'

Page 10, strike 'for 2016 to 2018'

Page 10, the Rate Chart requires clarification. The yearly cost defined in the contract is yearly. The participation agreement lists the cost as weekly. Which way is it? It matters because every so often there are 27 not 26 pay periods in a year on a Friday, so a yearly cost not adjusted to correct for the extra paycheck means that the employer and employee pay too much. 27 paychecks on a Friday last happened in 2021 and will not happen again for many years.

Page 12, 19.2 'impliedly' should be changed to 'implied'

Page 13, 21.1 The wage rates are for the past contract. Should be: 1/1/21 increase 2% to \$25.72, 1/1/22 increase 2% to \$26.24, 1/1/23 increase 2% to \$26.76

Page 13, 21.2 Overtime. It was pointed out that the Highway is often on ten-hour days. Overtime is not paid for those days past 8 hours. We propose to add (unless on ten-hour days) after 'excess of eight (8) hours'. We would accept any language that makes it clear that while on ten-hour days overtime is not paid for the extra two hours.

Page 21.3 'Leadman' should be changed to 'Lead Person'

Page 14, 22.1 'January 2016' and 'December 2020' should be changed to 'January 2021' and ' December 2023'

MOTION by Councilperson LaGrou, seconded by Councilperson Fisher accept the Union Contract dated January 1, 2021 to December 31, 2023 with the corrections noted and to have Supv. Crossen sign the corrected contract. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Union Healthcare Participation Agreements for Union Employees & Highway Supt.

Disc. on wording.

MOTION by Councilperson LaGrou, seconded by Councilperson Klotzbach to table accepting and signing the healthcare participation agreements pending further explanation of item #4. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Court

Supv. Crossen has not received anything from Brian Thompson regarding court security. He will reach out to him again.

Town Hall – nothing new.

Solar – Supv. Crossen will reach out to Drew Reilly and see what the Town should be doing, possibly start negotiations.

Approval of Minutes

4/11/22 Board Meeting – MOTION by Councilperson Klotzbach, seconded by Supv. Crossen to accept minutes as presented. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Supervisors Report

5/3/22 -- MOTION by Councilperson Fisher, seconded by Councilperson LaGrou to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Audit Bills

MOTION by Councilperson Veazey, seconded by Councilperson Fisher to accept Abstract #004-2022 and pay bills in the amount of \$64,906.60 vouchers 91 to 114 General Fund; \$12,340.34 vouchers 45 to 58 Highway Fund; \$152,598.27 vouchers 9 to 10 Water District 2; \$315.00 voucher 8 Water District 1. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Transfer

MOTION by Councilperson LaGrou, seconded by Supv. Crossen to transfer \$478.27 from A1990.4 to A1910.41. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Town Clerk's Report

April 2022 -- MOTION by Councilperson Fisher, seconded by Councilperson Veazey to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Assessor's Report

March 2022 Transfers -- MOTION by Councilperson Fisher, seconded by Supv. Crossen to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

CEO/ZEO Report

April 2022 -- MOTION by Councilperson LaGrou, seconded by Councilperson Veazey to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Town Policy Changes

Town of Alabama Conflict of Interest Policy

ARTICLE 1: Authority

Under the authority granted in GML Article 18 § 800-809, the Town Board of the Town of Alabama hereby adopts the following Policy concerning conflict of interest.

ARTICLE 2: Purpose

The purpose of this Policy is to ensure that the business of the Town of Alabama will be conducted in such a way that no public official of the municipality will gain a personal or pecuniary advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved.

ARTICLE 3: Definitions

For the purposes of this ordinance, the following definitions shall apply

- a) **“Municipality”** means the Town of Alabama
- b) **“Conflict of interest”** means a direct personal or pecuniary interest of a public officer, his or her spouse, household member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.
- c) **“Emergency”** means an imminent threat or peril to the public health, safety or welfare.

(d) "**Official act or action**" means any discretionary legislative, administrative or judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.

(e) "**Public body**" means a municipality and its departments, boards, councils, commissions, committees or other instrumentality's.

(f) "**Public interest**" means an interest of the community as a whole, conferred generally upon all residents of the municipality.

(g) "**Public officer**" or "public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for a public body.

ARTICLE 4: Disqualification

- a. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- b. A public officer shall not personally or through any member of his or her household, business associate, employer or employee represent, appear for, or negotiate in a private capacity on behalf of any person or organization in any cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- c. In the case of a public officer who is an appointee, the person or public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.

ARTICLE 5: Disclosure

- a. A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.
- b. In the case of a public officer who is an elected member of a board, commission or other body, the remaining members of that body shall have the authority to inquire of the officer about a possible conflict of interest and to suggest or recommend that the member recuse him or herself from the matter. If the member believes that he or she does not have a conflict of interest or believes that he or she is able to act fairly, objectively and in the public interest in spite of an existing conflict of interest, the member shall, prior to participating in the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.
- c. The statement required by subsections (a) and (b) above shall be signed by the officer and filed as part of the minutes of the meeting of the public body in which the officer holds office.

ARTICLE 6: Determination

- a. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the public officer shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

ARTICLE 7: Hearing before the Board

- a. Any resident of the municipality or Board member who believes that an officer should recuse him or herself from a matter because of a conflict of interest or that the officer should provide a disclosure statement regarding his or her conflict of interest in the matter, may file a complaint with the Town Clerk or a Town Board member.
- b. Upon receipt of the complaint, a presentation may be made at the next Board meeting. After the presentation the public officer shall leave the meeting during the discussion of the complaint and the Board shall consider all the evidence. The Board shall issue a written decision as to whether the official shall be required to recuse him or herself from the matter and state the reasons for that decision.

ARTICLE 8: Violations

1. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE 9: Enforcement

- a. Refusal to comply with the decision of the Board shall be considered a violation of this policy. The legislative body, acting on behalf of the municipality, may seek injunctive relief in superior court which may include, but not be limited to, an order to negate any vote or other action taken by the officer in the matter.
- b. In addition to any other remedies provided by law, a public officer who violates this policy may be publicly censured by the Board.

ARTICLE 10: Records of Proceedings

Once a decision is made by the Board, the minutes of the Board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE 11: Exception

The provisions of Article 4 of this policy shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

ARTICLE 12: Severability

If any section of this policy is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this policy.

ARTICLE 13: Periodic Reviews

The Town of Board shall regularly and consistently monitor and enforce compliance with this policy by periodic reviews and taking such actions as are necessary for effective oversight. If at any time during the year, the information in this policy changes, the Board shall approve such changes in a meeting, by a majority vote of the Board and disclose such changes in the minutes of that meeting. The policy shall be re-approved yearly at the Annual Meeting.

ARTICLE 14: Effective Date

This Policy shall become effective May 9, 2022 with its adoption by the Town of Alabama Town Board.

TOWN OF ALABAMA PROCUREMENT POLICY

GUIDELINE 1. GENERAL POLICY STATEMENT

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, § 103. Every Town officer, board, department head or other personnel with the 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 canvas of Town departments and past history to determine the likely yearly values of the commodity to be acquired and keep with the file or other documentation supporting the purchase activity.

GUIDELINE 2. NEW YORK STATE MANDATED BIDDING

It is the policy of the Town Board that all purchases and services over New York State GML§ 103 bidding thresholds will be publicly advertised for competitive bids. Purchase contracts involving expenditures in excess of twenty thousand dollars (\$20,000) (effective June 22, 2010) and contracts for public work involving expenditures in excess of thirty-five thousand dollars (\$35,000) (effective November 12, 2009).

- A. Aggregation: All anticipated purchases of a like commodity or commodity group will be aggregated to determine if the Town will exceed the threshold. Each department head will be responsible to continually monitor his/her usage patterns to be aware of commodities that over a period of time will exceed the thresholds.

- B. Time Period: The time period of aggregation will be the Town 's fiscal year, or if more appropriate, the normal purchase season for the commodity group (example: winter months for road salt, etc.)
- C. Advertising: Will comply with state guidelines (i.e. published at least five (5) days prior to bid opening and published in the legal newspaper.
- D. Bid Files: All bid files will be filed with the Town Clerk in marked folders indicating item bid and date, per item.
- E. Bid Reviews: The applicable department head and the Town Board will review bid compliance for each submittal. Compliance for each bid specification will be noted on the bid submittal for each vendor.
- F. Bid Specifications: Shall include all conditions that will be used to evaluate compliance, including but not limited to, product description, quality, alternatives and options, trade-in, delivery, mileage allowances, repair needs, etc. Considerations that are not listed in the specifications list cannot be used as the basis to measure compliance with the proposals and the award of the contract. Also, each bid submittal shall require a statement of non-collusion by the vendor.
- G. Bid Award: After compliance and price review, the Town Board will make a determination of which vendor is the lowest, *responsible* bidder meeting bid specifications and award the contract accordingly. This determination will be entered as a resolution in the minutes and, if the award is to other than the apparent low bidder, such resolution will specify in what material respects the low bidder(s) did not comply with specifications.

GUIDELINE 3. OTHER PURCHASES NOT REQUIRING STATE BIDDING COMPLIANCE PER SECTION 104-b of the GENERAL MUNICIPAL LAW

Individual purchases which are not subject to state mandated bidding procedures will be governed as follows to assure goods and services are procured in a prudent and economical manner to insure public moneys are used on the best interests of the taxpayers.

- A. All estimated purchases of equipment and commodities:
 - 1. less than \$500.00 is left to the discretion of the Department Head, Elected Officer, Assessor, Code Enforcement Officer, Chairs of the Planning Board and Zoning Board of Appeals, provided funds are available in the respective budget lines.
 - 2. less than \$5,000.00 but greater than \$500.00, Board approval is required. Two verbal, fax, or electronic quotations are to be obtained and documented and a purchase order is to be requested. The request for purchase order shall be submitted to the Town Supervisor or his/her designee with the following information:
 - a. Name and address of Vendor
 - b. Date and vendor number
 - c. Budget account codes

- d. Quantity, description and purpose of goods or services purchased
 - e. Signature of Department Head.
- 3. less than \$10,000.00 but greater than \$5,000.00 requires a written/fax quote from three (3) vendors. Town Board approval is required. A copy of the quotes received will be presented to the Town Supervisor for approval and signature whereupon a purchase order will be issued to the Department Head.
- 4. greater than \$10,000.00 must follow the above procedures as outlined in section 3 above but requires a written request for proposal (RFP) and fax/proposal from three (3) contractors. Town Board approval is required.

B. All estimated public works contracts of:

- 1. less than \$3,000.00 but greater than \$500.00 are left to the discretion of the Department Committee and purchaser.
- 2. less than \$10,000.00 but greater than \$3,000.00 require a written request for proposal (RFP) and fax/proposal from two (2) contractors. Town Board approval is required. A purchase order is to be requested. The request for purchase order shall be submitted to the Town Supervisor or his/her designee with the following information:
 - a. Name and address of Vendor
 - b. Date and vendor number
 - c. Budget account codes
 - d. Quantity, description and purpose of goods or services purchased
 - e. Signature of Department Head.
- 3. greater than \$10,000.00 must follow the above procedures as outlined in Guideline 3 above but requires a written request for proposal (RFP) and fax/proposal from three (3) contractors. Town Board approval is required.

C. Any written request for proposal (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. Such quotes will be documented on a quote form and attached to the claim voucher submitted to the Board for audit and review. The quote form will indicate:

- 1. a description of the commodity including options, etc.;
- 2. prices and conditions quotes;
- 3. date of quote and duration;
- 4. contact person; and

5. department head determination of the preferred vendor with his/her reasons for such a determination.
- D. All information gathered in complying with the procedures of this Policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract. The purchase order/ voucher will be attached to the invoice when it is signed and submitted for payment.
- E. In the event that an appropriation balance is insufficient, the Bookkeeper will notify the department head. An explanation must be submitted as to why the account should be increased which may be done by Board action at the next regularly scheduled meeting.

GUIDELINE 4. LOWEST RESPONSIBLE PROPOSAL OR QUOTE

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares 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 that judgment shall also be documented and filed with the record supporting the procurement.

GUIDELINE 5. GOOD FAITH EFFORT

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 to obtain the proposals. In no event shall the ability to obtain the proposals or quotations be a bar to the procurement.

GUIDELINE 6. EXCEPTIONS

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following services:

- A. Acquisition of professional services - Professional services are not subject to State mandated bidding procedures.
 1. Such professional services shall include, but not be limited to accounting, legal, insurance coverage, engineering, computer consulting, etc. Items not classifiable as professional services include, but are not limited to, tree removal, paving, etc.
 2. However, it is the policy of this Board that such professional services that will exceed five thousand dollars (\$5,000) during a fiscal year will be subject to request for proposals (RFP), if the Board so deems it necessary.
 3. Such requests shall include (as specifications) all descriptions, conditions, alternatives and options that shall be used as the basis for making the decision and awarding the contract.
 4. The Town Clerk shall maintain separate folders for proposals per item bid with dates indicated.

5. The decision to award such a contract for professional services shall be made by specific resolution of the Town Board.

B. Emergencies

1. Prior to making emergency purchases without advertising for bids, the department heads and the Supervisor, or in his/her absence, the Deputy Supervisor, shall determine that an emergency situation exists that immediately threatens the life or health of Town residents, or the imminent destruction of Town property; and
2. Such determination will be reviewed and affirmed by resolution of the Town Board at the next scheduled board meeting, specifying the condition and the threat; and
3. The department head will still be required to document the solicitation of at least two (2) informal quotes as outlined in the section "Other Purchases Not Requiring State Bidding Compliance."

C. Sole source situations

1. If a commodity type can be purchased only from one source, the Town need not go through the process of advertising for competitive bids.
2. It is acknowledged that true sole-source situations (other than regulated utilities, etc.) are rare and that proper documentation should be provided to back up a sole-source assertion. The mere likelihood that a particular vendor appears to be the only vendor known to deal in a commodity is not enough, by itself, to support a sole-source assertion.
3. Town policy is to publicly advertise for bids in these situations, thereby possibly uncovering other vendors that might solicit Town business for an apparent sole-source assertion. The mere likelihood that a particular vendor appears to be the only vendor known to deal in a commodity is not enough, by itself, to support a sole-source assertion.
4. Town policy is to publicly advertise for bids in these situations, thereby possibly uncovering other vendors that might solicit Town business for an apparent sole-source situation.
5. If a commodity purchase is to be made under a sole-source situation without advertising for competitive bids, the Town Board shall vote to declare a sole-source situation and shall delineate their reasoning for determining a sole-source situation exists.
6. A sole-source situation shall not be confused with a standardization issue.

D. Goods purchased from agencies for the blind or severely handicapped.

E. Goods purchased from correctional facilities.

F. Goods purchased under State and County Contracts - The Town is not required to perform their own advertising for competitive bids if the purchases are properly made under a state or county contract.

1. The purchase must be the same commodity, price, conditions and vendor as under the state or county contract.
2. Each department head shall attach a copy of the applicable state or county award documentation to the claim voucher submitted to the Board for audit and approval.

G. Goods purchased at auction

H. Goods purchased for less than \$500.00

I. Public works contracts for less than \$500.00

J. Standardization - The Board may determine that it is in the best interest of the Town to standardize on a particular commodity.

1. Upon the adoption of a resolution by a vote of at least two-thirds ($\frac{2}{3}$) of all the members of the Town Board stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than ten thousand dollars (\$10,000) may be awarded by the Board to the lowest responsible bidder, after public advertisement for bid for that particular commodity.
2. The Board shall set forth in such a resolution specifically how such standardization will result in greater efficiency or economy.
3. Standardization of a commodity is not be confused with a sole source purchasing situation.

K. Piggybacking – Effective August 1, 2012, a new subdivision 16 was added to General Municipal Law (GML) § 103 to authorize municipalities to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be made available for use by other governmental entities.

L. Best value standard – Effective January 27, 2012, the piggybacking exemption to General Municipal Law (GML) § 103 was amended by chapter 497 of the Laws of 2013 to provide that the contract must be let either to the lowest responsible bidder or on the basis of best value in a manner consisted with GML § 103. This standard allows municipalities to use “best value” methodology when purchasing a good or service as defined in § 163 of the State Finance Law. Goods or services procured and awarded on the basis of best value are those that the Town Board determines will be of the highest quality while being the most cost efficient. The best value option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder due to factors such as lower cost of maintenance, durability, higher quality, and longer product life. The determination of quality and cost efficiency shall be based on

objectively quantified and clearly described and documented criteria which may include, but shall not be limited to, any or all of the following:

1. cost of maintenance;
2. proximity to the end user if distance or response time is a significant term;
3. availability of replacement parts or maintenance contractors;
4. longer product life;
5. product performance criteria; and
6. quality of craftsmanship.

GUIDELINE 7. BUDGETARY CONTROL

- A. Each department head is primarily responsible to monitor their budget each month, and to keep purchases and expenditures within the available budget for each line item. If it appears that there is not enough budget money, the Department Head should either:
 1. restrict spending; or
 2. recommend an appropriate budget adjustment to the Board.
- B. The Bookkeeper should also monitor budget compliance. Based on the monthly budget report, he/she should alert the Board to any accounts that appear to be nearing or exceeding the budget. He/she could also advise or recommend remedies, such as restricting spending, budget transfers, excess fund balances, or unanticipated excess revenues.
- C. The Board should also monitor budget compliance on a monthly basis by reviewing the monthly budgetary reports and taking official board action to implement any proper budgetary sections they deem advisable.
- D. No purchase can be made until the Board has made available proper budgetary authority to spend.

GUIDELINE 8. PREPARATIONS, APPROVAL, AND AUDIT OF CLAIM VOUCHERS

- A. Vendor invoices will be given directly to the responsible department head. They will review the invoice, to verify the commodities delivered, price and proper accounting. Where applicable, they will also fill out and sign a voucher form and attach the invoice and any other departmental purchase orders, counter slips, receiving reports or shipping documents. The Department head is also responsible for approval in writing of each invoice and/or voucher and noting on the invoice or voucher the correct budget account number and abstract sequence number.
- B. Each month, the package of invoices and numerically sequenced vouchers will be delivered to the Town Board for review and audit at the next regularly scheduled Town Board meeting. The

Town Board shall approve the payment of all invoices through a majority resolution to be entered into the minutes for the meeting.

- C. The Supervisor and/or Town Board Members that are auditing vouchers for a particular month hereby have the option to direct the Bookkeeper to cause a department to present a purchased item for verification and comparison to the invoice.
- D. The only exception is for prepaid invoices necessary to maintain essential utilities and services to Town Offices and Personnel. These invoices will be paid by prior approval of the Town Supervisor and still require submission to the Town Board for auditing and review at the next regular Town Board meeting.
- E. The Town Clerk-Treasurer will collect all audited invoices and/or vouchers and subsequently produce a complete numerical abstract by fund type identifying:
 1. the claim number;
 2. the claimant;
 3. the budget account number; and
 4. the amount of invoice.
- F. Prior to submitting the invoices/vouchers to the Bookkeeper for payment, the Town Clerk-Treasurer will total the invoices on the abstract and sign and date this document certifying the audited package of invoices/vouchers matches the totals approved by the Town Board.

GUIDELINE 9. REVIEW, UPDATE AND DISTRIBUTION

This policy shall be reviewed annually the Town Board and its organizational meeting or as soon thereafter as is reasonably practicable and will be revised and/or updated as necessary. It will be the responsibility of the Clerk to distribute the current copy to responsible department heads.

GUIDELINE 10. TOWN BOARD APPROVAL

No person shall enter into a contract on behalf of the Town of Alabama without the approval of the Town Board.

Town of Alabama Code of Ethics

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district¹ to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

WHEREAS section 806 of the General Municipal Law also authorizes the governing body of any other municipality to adopt such a code of ethics, and

WHEREAS, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

NOW, THEREFORE, be it resolved that the Town Board of the Town of Alabama hereby adopts a code of ethics to read as follows:

Town of Alabama Code of Ethics

WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district¹ to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

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NOW, THEREFORE, be it resolved that the Town Board of the Town of Alabama hereby adopts a code of ethics to read as follows:

Code of Ethics of the Town of Alabama

Section 1. Purpose.

Officers and employees of the Town of Alabama hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town Board of Alabama recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions.

- (a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning or board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.
- (b) "Code" means this code of ethics.

¹ This model code of ethics is for use by municipalities other than fire districts. The State Comptroller has promulgated a separate model code of ethics for fire districts.

(c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization’s outstanding stock.

(d) “Municipality” means the Town of Alabama. The word “municipal” refers to the municipality.

(e) “Municipal officer or employee” means a paid or unpaid officer or employee of the Town of Alabama, including, but not limited to, the members of any municipal board.

(f) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Section 3. Applicability.

This code of ethics applies to the officers and employees of the Town of Alabama, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Alabama.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

(a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

(c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person’s position.

In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

(a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all municipal officers or employees;

(ii) all residents or taxpayers of the municipality or an area of the municipality; or

(iii) the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No municipal officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

(1) real property located within the municipality and used as his or her personal residence;

(2) less than five percent of the stock of a publicly traded corporation; or

(3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;

(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

(a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

- (b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.
- (c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the municipality; or
- (b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources

- (a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.
- (b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of municipal resources authorized by law or municipal policy;
 - (2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

- (a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

(a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.

(b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

(a) No municipal officer or employee shall directly or indirectly to compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts.

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater.

Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including: (1)

gifts made to the municipality;

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

(a) There is hereby established a board of ethics for the municipality. The board of ethics shall consist of three members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such board of ethics shall be appointed by the Town of Alabama, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics.

(b) The board of ethics shall render advisory opinions to the officers and employees of the Town of Alabama with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Town of Alabama.

Section 19. Posting and distribution.

(a) The Town Supervisor must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

² In the case of a county operating under an optional or alternative form of county government or county charter, insert the "county executive" or "county manager," as the case may be, "subject to confirmation by the [insert name of county governing body]."

(b) The Town Supervisor must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Town of Alabama.

(c) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Town Clerk who must maintain such acknowledgments as a public record.

(d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 20. Enforcement.

Any municipal officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 21. Effective date.

This Policy shall become effective May 9, 2022 with its adoption by the Town of Alabama Town Board.

MOTION by Councilperson LaGrou, seconded by Councilperson Fisher to adopt the Conflict of Interest, Code of Ethics and Procurement policies as written. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Video Conferencing

Councilperson LaGrou requested that Supv. Crossen look into the new guidelines for streaming the meetings.

MOTION by Councilperson Veazey, seconded by Councilperson LaGrou to adjourn meeting at 8:23 p.m. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Respectfully Submitted,
Rebecca L. Borkholder, Town Clerk