

**AGENDA
TOWN OF FORT EDWARD
ORGANIZATIONAL MEETING
JANUARY 11, 2021 –6:30 P.M.**

Call to Order.
Pledge of Allegiance.

ROLL CALL: Supervisor Losaw
Councilman Mercier
Councilwoman Mullen
Councilman Middleton
Councilman Fisher

OTHERS PRESENT:

BUSINESS:

- Accept Resignation – Jennifer Holden
- Appointments

RESOLUTIONS:

Resolution # 1- Appointments & Salaries
Resolution # 2- Purchasing Policy
Resolution # 3- Investment Policy
Resolution # 4 Appointment Town Planning Board
Resolution # 5- American Legion Rental of Rooms
Resolution # 6- Standard Work Day – Retirement Purposes
Resolution # 7- Agreements & Contracts
Resolution # 8- Appointment Town Zoning Board
Resolution # 9- Appointment Right To Farm

ADJOURNMENT:

RESOLUTION NUMBER 1 OF 2021

MOTION BY _____

SECONDED BY _____

SECONDED BY

POSITION	NAME	SALARY
Town Engineer	CT Male	To be determined
Town Attorney	Miller, Mannix, Shachner & Hafner	To be determined
Health Officer	Dr. David Foote	\$1,800 paid by Con. Board of Health
Town Accountant	Richard Dinolfo, CPA	As Needed
Grant & Planning Consultants	C.T. Male Associates	As Needed
Grant Project Coordinator	Jim Thatcher	\$10,200.00
Building Inspector	Matthew French	\$25.61 Per Hour
Zoning Officer	Matthew French	\$
Historian	R.Paul McCarty	\$ 1,300
Swimming Pool Director	Ryan Carpenter	\$ 4,400
Supervisor's Clerk/ Account Clerk	Peter Ives	\$19,000
Deputy Town Clerk	Elizabeth O'Leary	\$29,529
Registrar of Vital Statistics	Aimee Mahoney	\$ 3,445
Deputy Highway Superintendent & MEO	Frank Colvin	plus \$.50 per Hour \$1.50 Mechanic
Water Dist. #1 Superintendent	Brian Brockway	\$ 4,000
Water Operator District #2	Brian Brockway	\$ 2,000
Water Operator	Frank Colvin	\$ 1,040
Water Operator & Mechanic Asst.	William Gosline	\$ 1,040 + \$1.50
Budget Officer	Lester Losaw	0
Justice Clerk	Michelle Hurlburt	Contract-\$28,391.66
Deputy Supervisor		0
Assessor	Victoria Hayner	\$ 20,400
Assessors Clerk's	Pamela Martindale	\$ 5,100
Zoning Board	Members	\$ 35.00 per Mtg
	Chairman	\$ 40.00 per Mtg
Zoning Board Clerk	Aimee Mahoney	\$ 757.00
Planning Board	Members	\$35.00 per Mtg
	Chairman	\$40.00 per Mtg
Planning Board Clerk	Aimee Mahoney	\$3,786.00

ELECTED OFFICIALS

Supervisor	Lester Losaw	\$10,500
Town Justice	Joseph Malvuccio.	\$16,074
Town Clerk/Collector	Aimee Mahoney	\$44,546
Superintendent of Highway	Brian Brockway	\$65,417
Town Councilman	Terry Middleton	\$4,325
	Tim Fisher	\$4,325
	Jeanie Mullen	\$4,325
	Richard Mercier	\$4,325

CONTRACTS

Historical Association Contract		\$ 7,500
Library Contract		\$ 7,500
Union Cemetery		\$ 5,500
Riverside Cemetery		\$ 500
Dog Control		\$13,600
Village & Town Municipal Building		\$25,000
Village Recreation		\$ 7,500
Rogers Island Development Alliance		\$19,000
Little Theater		\$ 250
Kingsbury/Fort Edward Senior Citizens		\$ 5,500
Greater Glens Falls Transit Authority		\$ 3,700
North Country Janitorial	Municipal Cleaning	\$175.00/ Week
Petty Cash	Town Clerk/Collector	\$200
	Town Justice	\$100
	Supervisor's Clerk	\$ 50
Mileage Allowance	Federal Rate	\$.50 per Mile
Official Newspaper	Glens Falls Post Star	
Official Holiday	New Year's Day	
	Martin Luther King Day	
	President's Day	
	Good Friday	
	Memorial Day	
	Fourth of July	
	Labor Day	
	Columbus Day	
	Election Day	
	Veteran's Day	
	Thanksgiving and Day After	
	Christmas Eve	
	Christmas Day	
	Floating Holiday	

Town Board Meetings will be held on the second Monday of each month beginning at 7:00 P.M.
 Audit Committee will meet 1/2 hour before monthly meeting.

Liaison Committee:

- Planning Board** – Councilman Middleton
- Zoning Board** - Councilman Fisher
- Board of Assessment Review** - Councilman Mercier
- Rogers Island Heritage Development Alliance** – Councilman Fisher
- Cultural Resources** – Councilman Fisher
- EPA Community Advisory Group** – Councilwoman Mullen
- L.I.F.E. Committee**- Councilman Middleton

Committees:

- BUILDING-** Fisher - Mercier
- INSURANCE-** Middleton - Mercier
- HIGHWAY-** Mercier- Fisher
- RECREATION-**Fisher - Mullen
- LIGHTING & WATER** - Mercier-Mullen
- AUDIT-** Full Board

POLICIES & PROCEDURES-	Fisher- Mullen
TOWN CLERK'S OFFICE HOURS -	Monday through Friday 8:00 AM - 4:00 PM Evenings by Appointment
ASSESSOR'S HOURS-	Tuesday 9:30 AM-1:30 PM Wednesday 8:30 AM-12:30 PM
BUILDING INSPECTOR HOURS-	Wednesday 8:00 AM – 12:00 Noon or as needed.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 2 OF 2021

MOTION BY _____

SECONDED BY _____

PURCHASING POLICY

WHEREAS, the Fort Edward Town Board does hereby adopt the following Purchasing Policy;

This resolution sets forth the policies and procedures of the Town of Fort Edward to meet the requirements of General Municipal Law, Section 104-b.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so 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, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures covering all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of the General Municipal Law, Section 103 or of any other general, special or local law.

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

Purchase Contracts above	\$10,000.00
Public Works Contracts above	\$20,000.00

Except for procurements made pursuant to General Municipal Law, Section 103 (3) or Section 014, State Finance Law, Section 175-b, Correction Law, Section 186, of the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method of procurement which furthers the purpose of General Municipal Law, Section 104-b.

The methods of procurement to be used are as follows:

	Verbal Quotes			3	Written Quotes	
	0	3	3+		3+	RFP
OTHER						
PURCHASE CONTRACTS						
Under \$100	x					
\$100 - \$499	x					
\$500 - \$999		x				
\$1000-\$4999				x		
\$5000-\$9999					x	
PUBLIC WORKS CONTRACTS						
Under - \$1000	x					
\$1000 - \$4999		x				
\$5000 - \$9999				x		
\$10000-\$19999					x	
EMERGENCIES						x
INSURANCE					x	
PROFESSIONAL SERVICES						x
STATE CONTRACT -- NO QUOTES						

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons such award was made must be documented.

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the government body, the solicitation or alternative proposals or quotations will not be in the best interest of the Town of Fort Edward:

1. Emergencies where time is a crucial factor.
2. Procurements for which there is no possible competition.
3. Procurements of professional services which because of the confidential nature of the services, do not lend them to procurement through solicitation.
4. Very small procurements for which solicitations of competition would not be cost effective.

Comments concerning the policies and procedures shall be solicited from officers of the political subdivisions or district therein involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

The governing board shall annually review these policies and procedures. The Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

The unintentional failure to fully comply with the provisions of this 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 Fort Edward or any officer or employee thereof.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 3 OF 2021

MOTION BY _____

SECONDED BY _____

CASH MANAGEMENT AND INVESTMENT POLICIES AND PROCEDURES

WHEREAS, The Fort Edward Town Board does hereby adopt the following investment policies;

The objectives of the Investment Policy of the Town of Fort Edward are to minimize risk; to insure that investments mature when the cash is required to finance operation; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds including proceeds of obligation 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;
- In Repurchase Agreements involving the purchase and sale of direct obligations of the United States;

ALL funds except Reserve Fund may be invested in:

- Obligations of agencies of the federal government if principle and interest is guaranteed by the United States.
- With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve fund may be invested in:

- Obligations of the Local Government.

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 deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligation of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Local Government or a Custodial into a Custodial Bank with which the Local Government has entered into a Custodial Agreement. 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 weekly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

b. Securities purchased through a repurchase agreement shall be valued to market at least weekly.

c. 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. Repurchase Agreements. Every Repurchase Agreement shall provide for payment to the seller only upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the Local Government, or in the case of a book entry transaction, when the obligations of the United States are credited to the custodian's Federal Reserve Bank account. The seller shall not be entitled to substitute securities. Repurchase Agreements shall be for periods of 30 days or less. The Custodial Bank Shall confirm all transactions in writing to insure that the Local Government's ownership of the securities is properly reflected on the records of the Custodial Bank.

b. Payment shall be made by or on behalf of the Local Government for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States Obligations, certificates of deposit, and other purchased securities upon the delivery thereof to the custodial bank, or in the case of a book entry transaction, when the purchased securities are credited to the Custodial Bank's Federal Reserve System account. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS.

Written contracts are required for Repurchase Agreement, certificate of deposit, and custodial undertakings. With respect to the purchase of obligations of U.S., New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Local Government will be adequately protected by conditioning payments

on the physical delivery of purchased securities to the Local Government or Custodian, or in the case of book entry transaction, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Local Government.

It is therefore, the policy of the Local government, to require written contracts as follows.

a. Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the Local Government. The written contract shall provide that only obligations of the United States may be purchased, and the Local Government shall make payment upon delivery of the securities of appropriate book entry of the purchase securities. No specific repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the Local Government and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement shall not exceed thirty (30) days.

b. Written contracts shall be required for the purchase of all certificates of deposit.

c. A written contract shall be required with the Custodial Bank.

4. DESIGNATION OF CUSTODIAL BANK.

1. Custodial Bank. The Glens Falls National Bank chartered by the State of New York is designated to act as Custodial Bank of the Local Government's investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.

5. FINANCIAL STRENGTH OF INSTITUTIONS.

All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Chief Fiscal Officer to determine satisfactory financial strength or the chief fiscal officer may use credit rating agencies to determine credit worthiness of trading partners. Concentration of investments in financial institutions should be avoided. The general rule is not to place more than \$400,000 in overnight investments with any one institution.

Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the Chief Fiscal Officer to determine satisfactory financial strength.

When purchasing eligible securities the seller shall be required to deliver the securities to our Custodial Bank.

Repurchase agreements shall be entered into only with banks or trust companies or registered and primary reporting dealers in government securities. Sound credit judgments must be made with respects to trading partners in repurchase agreements. It is not assumed that inclusion on a list of the Federal Reserve is automatically adequate evidence of credit worthiness.

Repurchase agreements should not be entered into with undercapitalized trading firms.

A margin of 5% or higher of the market value of purchased securities in repurchase agreements must be maintained.

6. OPERATIONS, AUDIT, AND REPORTING.

- The chief fiscal officer or the deputy chief fiscal officer shall authorize the purchase and sale of all securities and execute contracts for Repurchase Agreements and certificates of deposit on behalf of the Local government. Oral discretions concerning the purchase or sale of securities shall be confirmed in writing. The Local Government shall pay for purchased securities upon the delivery of book entry thereof.
- The Local Government will encourage the purchase and sale of securities and certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least three bids for each transaction.
- At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Local Government for compliance with the provisions of these investment Guidelines.
- Within Sixty (60) days of the end of each of the first three quarters of the fiscal year, the chief fiscal officer shall prepare and submit to the Audit and Finance Committee of the Local Government a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the chief fiscal officer deems appropriate.
- Within 120 days of the end of the fiscal year, the chief fiscal officer shall prepare and submit to the Audit and Finance Committee an annual investment report; recommendations for change in these Investment Guidelines; the results of the annual independent audit; the investment income record; a list of total fees, commissions or other charges, if any, paid to the Custodial Bank and such other matters as the chief fiscal officer deems appropriate.

- The Governing Board of the Local Government shall review and approve the annual investment report, if practicable, at its organizational meeting.
- At least annually, and if practicable, at the organizational meeting of the Governing Board, the members shall review and amend, if necessary these investment guidelines.
- 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.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 4 OF 2021

MOTION BY _____

SECONDED BY _____

WHEREAS, the Fort Edward Town Board hereby appoints Valerie Ingersoll to the Town of Fort Edward Planning Board for a 7 year term commencing January 1, 2021 term ending December 31, 2027.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 5 OF 2021

MOTION BY _____

SECONDED BY _____

WHEREAS, the Town Board recognizes that members of the United States' armed forces have made heroic efforts and valuable contributions fighting in wars in foreign countries in order to preserve and defend the freedoms that Americans enjoy and benefit from today, and

WHEREAS, the American Legion Post 1133 is an organization which is devoted to assisting such veterans of the U.S. armed forces and to commemorate their efforts and contributions to America, and

WHEREAS, a local chapter of the American Legion exists in the Town of Fort Edward, and

WHEREAS, the Town Board has determined that is in the best interests of the Town to promote the goals of the American Legion in commemorating the contributions of America's foreign war veterans, and

WHEREAS, the Town of Fort Edward is authorized under New York State Town Law Section 64 (13) to provide funds to the Fort Edward post of the American Legion for the purpose of helping defray the American Legions cost of renting a room or rooms in which to hold its meeting(s) during 2021.

NOW THEREFORE, BE IT RESOLVED, that the Town shall contribute up to Two Hundred Dollars (\$200.00) to the Fort Edward Post of the American Legion for the purpose of helping to defray the Legion 's cost of renting a room or rooms in which to hold its meeting(s) during calendar year 2021, and

BE IT FURTHER RESOLVED, that such funds shall be paid to the American Legion upon its provision to the Town of a proper invoice or invoices and voucher(s) for the costs of renting such meeting room(s), along with a copy of the American Legions current membership roll and a copy of the minutes of the meeting(s) held during 2020 in the rented room(s) or such other documentary evidence of such meeting(s) as the Supervisor may find acceptable.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 6 OF 2021

MOTION BY _____

SECONDED BY _____

Retirement- Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of Fort Edward hereby establishes the following as standard work days for elected and appointed 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:

ELECTED OFFICIALS					
TITLE	NAME	STANDARD WORK DAY (HRS/DAY)	TERM BEGINS/ENDS	EMPLOYER RECORD OF TIME WORKED (Y/N)	Days/Month (based on Record of Activities)
Town Clerk	Aimee Mahoney	6	01/01/2020-12/31/2023	N	23.32
Supt. Of Highways	Brian Brockway	6	01/01/2020-12/31/2023	N	23.32

I, Aimee Mahoney, Clerk of the governing board of the Town of Fort Edward, of the State of New York, do hereby certify that I have compared the foregoing with the original

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 7 OF 2021

MOTION BY _____

SECONDED BY _____

TITLE: AGREEMENT BETWEEN THE TOWN OF FORT EDWARD AND THE FORT EDWARD HISTORICAL ASSOCIATION, FORT EDWARD- SANDY HILL UNION CEMETERY, FORT MILLER RIVERSIDE CEMETERY, THE FORT EDWARD FREE LIBRARY, VILLAGE FOR JUSTICE CLERK, TODD HUMISTON (TEMPORARY) FOR DOG CONTROL, VILLAGE AND TOWN MUNICIPAL BUILDING, THE SENIOR CENTER OF THE KINGSBURY & FORT EDWARD AREA, INC., ROGERS ISLAND HERITAGE DEVELOPMENT ALLIANCE, GREATER GLENS FALLS TRANSIT AUTHORITY, VILLAGE RECREATION, MILLER, MANNIX, SCHACHNER & HAFNER TOWN ATTORNEY, RICHARD H. DINOLFO, CPA, FE CHAMBER OF COMMERCE, CT MALE, NYMIR INSURANCE CO. and COUNTRYSIDE VET HOSPITAL

WHEREAS, the Fort Edward Town Board does hereby authorize the Town Supervisor to enter into an agreement with the above named organizations, and

WHEREAS, the Town Board authorizes the Supervisor to sign said agreements subject to contract approval by Town Attorney Miller, Mannix, Schachner & Hafner and Town Supervisor Lester Losaw by January 31, 2021.

NOW THEREFORE, BE IT RESOLVED, these agreements shall continue from year to year unless either party requests that the agreements be amended which will initiate a meeting between the Town and said organization.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 8 OF 2021

MOTION BY _____

SECONDED BY _____

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Fort Edward hereby appoints James Maskell to the Town Zoning Board of Appeals term ending December 31, 2025.

Dated: January 11, 2021

ROLL CALL VOTE: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -

RESOLUTION NUMBER 9 OF 2021

MOTION BY _____

SECONDED BY _____

WHEREAS, the Fort Edward Town Board does hereby appoints Terry Middleton to the Town of Fort Edward Right To Farm for a 5 year term commencing January 1, 2021 term ending December 31, 2025.

DATED: January 11, 2021

Roll Call Vote: Councilman Mercier –
Councilman Middleton –
Councilman Fisher –
Councilwoman Mullen –
Supervisor Losaw -