TOWN OF STANFORD
TOWN BOARD
MINUTES, JULY 14th, 2022

 The Town of Stanford Town Board met for their monthly meeting on Thursday, July 14th, 2022 at the Town Hall. Supervisor Burton called the meeting to order at 7:00 PM with the Pledge of Allegiance led by Jim Griffin.
 This meeting was dedicated to the Community Garden committee: Ann Derry, Dennis Wedlick, Curtis DeVito, Jess Clark, Ben Miller, Ann Derry, Julia Descoteaux, Jan Miller, Jim Bail, Gary Lovett, Jackson Fratesi, Emma Dries, Jim Myers, Jesse Gomme with gardeners Anne Bernstein, Samantha Ham, Lucy Kasofsky and the Stanford Garden Club.

Roll call: Wendy Burton – present

 Anne Arent - present

 Margaret Fallon – present

 Nathan Lavertue - present

 Frank Pepe – present

 Also in attendance was Town Attorney Robert Butts.

LIAISON REPORTS:

 Councilwoman Anne Arent said that the ZBA had not met.

Councilwoman Margaret Fallon stated that the CAC had been clearing at the Stanford Wildlife Preserve, fixed the kiosk and helping with the Community Garden and working on the Climate Smart Community Pledge with some other towns.

 Nathan Lavertue reported that the summer program was going well but they were having some trouble with the chlorine pumps; the “Little Library” was a big hit; the Community Garden will be fenced shortly; tennis courts were done but need to “cure” and be lined, but will be all ready by the end of the month; and that the Rec. and the Haunted Fortress will be at Community Day in September. The soccer program that was to be combined with Pine Plains will not happen, Stanford already has 72 -100 children signed up. Also discussed was the fundraising campaign, that the skate park will get done before winter, and they hope that the Town Board will discuss having an assistant Rec. Director funded year around.

 Frank Pepe spoke of the Town’s insurance covering all Haunted Fortress volunteers. He was unable to go to the last Planning Board meeting but all items on their agenda were approved; there were also incoming applications from Millbrook School and one from a Hobbs Lane resident. He added that he would be having a meeting with the County’s Human Rights on Aug. 9th, looking for more dialog with the local towns. He also briefly read an AP article about Pride Month and that there was more harassment of the LGBTQ2+ community. For Community Day, he was working on getting a page in the Grange’s booklet listing the planned Fireworks donors.

SUPERVISOR’S REPORTS: Supervisor Burton thanked the Community Garden team for their extraordinary work again; she had a web call meeting with Teddy Secor and Lou Casciano to work on the website’s Emergency Preparedness plan content, adding that Teddy was one of ten “Local Champions” in Dutchess and Ulster to be trained on how to move the Town forward as a certified Climate Smart Community. The Special Events committee was closing their voting for the spring photos and accepting summer ones and would be showing an outdoor movie at the Rec. in July, “A League of Their Own.” There will also be a celebration of our farms weekend in the Fall with tours by bike and car that would celebrate our farming heritage and host a panel discussion with local farmers. And lastly, her secretary Jane Cottrell has been working on getting prices for a speed monitor for the Town’s local, County and State roads.

PRIVILEGE OF THE FLOOR: No one addressed the Board at this time.

MOTION TO APPROVE AGENDA: A motion was made by Wendy Burton to approve the agenda with the following additions: Rec. Commission asking for a policy to ban smoking and a donation to the Grange for their Food Pantry. With these additions noted, the motion was seconded by Margaret Fallon. Motion carried with all voting in favor.

NEW BUSINESS:
1. FIRE COMPANY’S REQUEST TO USE THE REC. PARK AND REQUEST A WAIVER ON COMMUNITY DAY: Ed Zick from the Fire Company explained that they were working on

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a plan to get older or unused fire equipment to a small town like ours in the Ukraine. In an effort to raise money for this undertaking, they were planning a Ukrainian dinner on Community Day and needed extra room to hold this dinner. They were also requesting that the Town allow them to use the Rec. Park/pavilion and waive the local law so that they could have alcohol (beer and wine) at this event. Ed stated that the area where the alcohol would be served and consumed would be cordoned off. They were still working on these plans but hoped that the Town would grant their request as they continued planning the fundraiser. A motion was made by Frank Pepe, seconded by Anne Arent, to allow the Fire Company to use the Rec. area and waive the alcohol restriction for their fundraiser. Motion carried with all voting in favor.

2. APPOINT KEVIN TRAVIS TO THE HAUNTED FORTRESS SUB-COMMITTEE: A motion was made by Wendy Burton, seconded by Margaret Fallon, to appoint Kevin Travis to the Haunted Fortress. He would be taking the place of Wayne Thompsett who agreed to work on the project when he could, but not be on the committee. Motion carried with all voting in favor.

3. HAUNTED FORTRESS STIPEND FOR THE HIGHWAY SUPERINTENDENT: A motion was made by Wendy Burton, seconded by Frank Pepe, to give Highway Supt. Myers a $1,000 stipend for all the work he had done and will oversee in the future for the Haunted Fortress. Motion carried with all voting in favor.

 4. HAUNTED FORTRESS REPORT: Fortress chairman Greg Arent gave a report to the Town Board on what they had already accomplished and what was being worked on. Old costumes that had been packed away for three years were in pretty good shape; they were having a “fix and build” day this coming Sunday and were looking for people with construction skills; spoke of all the help that Jim Myers and the Highway crew had done – replaced the gravel, trimmed the poison ivy and other overgrowth; they would be having a booth at Community Day and have a tombstone drawing contest; Larry Triola who had helped Pete Wing construct the old Haunted House had volunteered to help too; they had found binders with notes on makeup, etc. and 8” x 10” photos of the original one as well as some of Pete’s drawings. He stressed that people don’t need to have a skill to come and help. Supervisor Burton added the Board’s gratitude for all the work they had done and still had to do. Mr. Arent also said that opening day would be Friday, October 7th and would continue each weekend through the end of October. On Oct. 13th they were planning a sensory daytime show for those who found the evening performances too scary or too much to handle. They were working on a website and the official name would be the “Haunted Fortress of Stanford.”

5. PURCHASE TAX COLLECTOR SOFTWARE: A motion was made by Wendy Burton, seconded by Anne Arent, to approve the purchase of tax collection software “InfoTax” from Harris School Solutions of Albany in the amount of $5,905.00. The cost included one-on-one training and would be on the Tax Collector’s laptop(still to be purchased) and on the Town Clerk’s computer. Motion carried with all voting in favor.

6. RESOLUTION #7A – HAUNTED FORTRESS: The following resolution was read by Wendy Burton: **RESOLUTION #7A OF 2022**

**BUDGET MODIFICATION RESOLUTION TO FUND THE HAUNTED FORTRESS OPERATING EXPENSES**

 **Whereas** the Town of Stanford needs to add $15,000 to the Haunted Fortress budget line 00-06-7181-40, and,
 **Whereas** the Zoning Commission Consultant expenditure line 00-07-8011-41 will not utilize its full 2022 budget due to necessary delays in completing the Comprehensive Review Plan.
 **Now therefore it be resolved** that the following budget amendments be made to the 2022 budget for the funding of the repair and opening of the Haunted Fortress in October 2022
 00-06-7181-40 +$15,000.00
 00-07-8011-41 -$15,000.00
ROLL CALL VOTE: Wendy Burton – yes; Anne Arent - yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – yes.

Resolution #7A of 2022 adopted by the affirmative votes of the Board members present and certified this 14th day of July 2022. *Ritamary Bell,* Town Clerk

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7. RESOLUTION #7B OF 2022 – IN SUPPORT OF SPARC PARK GRANT:

 **RESOLUTION 7b of 2022 in support of the proposal to the new York state office of park recreation & historic preservation (orphp) environmental protection fund grant program for parks, preservation and heritage**
Motion made by: Wendy Burton
Seconded by: Margaret Fallon
**Whereas** Sparc Park was built over three decades ago through the extraordinary grassroots efforts of hundreds of members of the Stanford Community who raised funds and donated their time and labor, to construct the playground, which is the cherished heart and soul of our town, and
 **Whereas** Sparc Park, because of its age, is not A.D.A. compliant, and has outlasted the span of years certified by the design company of the materials that were used, and
 **Whereas** the Town Board of the Town of Stanford understands the importance of adequate and appropriate recreational opportunities for both residents, neighboring towns and visitors to our Rec Park, and
 **Whereas** the stated mission for the ORPHP Environmental Protection Fund Grant Program is to preserve both parks and heritage, and Sparc Park represents both of these facets of the mission, and
 **Whereas** a primary, stated goal of the Town Board of the Town of Stanford is to promote and encourage Community Building Activities, and is currently organizing the next generation of volunteers to step forward and replicate the building of an A.D.A. compliant Sparc Park
 **Therefore be it resolved that** the Town Board of the Town of Stanford unanimously supports the application for a grant from the ORPHP to help our community rebuild the historic Sparc Park playground to preserve our community’s cultural and recreational heritage.
 ROLL CALL VOTE: Wendy Burton – yes; Anne Arent - yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – yes.
 Resolution #7B of 2022 adopted by the affirmative votes of the Town Board members and certified this 14th day of July 2022. *Ritamary Bell,* Town Clerk
Supervisor Burton added that she was looking for more people to write letters in support of the project.

8. PROCUREMENT POLICY-FIRST READING: With thanks going to Bookkeeper Kim Acard and Secretary Jane Cottrell, a new Procurement Policy was drafted and read by both Councilwoman Fallon, and Supervisor Burton.

**PROCUREMENT POLICY**

**For 2022**

**Town of Stanford, NY**

 **WHEREAS**, Section 104-b of New York General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

 **WHEREAS**, comments have been solicited from those officers of the town involved with procurement.

 **NOW, THEREFORE**, be it **RESOLVED**: That the Town of Stanford does hereby adopt the following procurement policies and procedures for the purpose stated below:

 **Purpose.** Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured 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, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting an internal policy and procedures governing all procurements of goods and services that are not required to be made pursuant to the competitive bidding requirements of GML §103 or of any other general, special or local law.

**Guideline 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML§103.

**Guideline 2**. All purchases of a) supplies or equipment which will exceed $20,000 in the fiscal year or b) public works contracts over $35,000 shall be formally bid pursuant to GML §103.

**Guideline 3.** (a) All estimated purchases of:

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 (i) Less than $20,000 but greater than $6,000 require a written request for proposal (RFP) and written price quotes from three vendors, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be signed by a department head or the Supervisor and approved by three members of the Town Board.

 (ii) Equal to or less than $6,000 but greater than $2,000 require an oral request for the goods and oral or written quotes from two vendors, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be signed by a department head or the Supervisor and approved by three members of the Town Board.

 (iii)Equal to or less than $2,000 but greater than $250 are left to the discretion of the Purchaser, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be signed by a department head or the Supervisor and approved by three members of the Town Board.

All estimated public works contracts of:

 Less than $35,000 but greater than $10,000 require a written RFP and proposals from three contractors, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be signed by a department head and approved by the Supervisor and the Town Board.

 Equal to or less than $10,000 but greater than $5,000 require a written RFP and proposals from two contractors, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be signed by a department head and approved by the Supervisor and the Town Board.

 Equal to or less than $5,000 but greater than $500 are left to the discretion of the Purchaser, so long as there are sufficient funds currently available in the budget or available through acceptable budget modifications. A voucher must be approved by the Supervisor.

 Any written RFP shall describe the desired good, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written or oral quotes have been requested and the written and oral quotes submitted.

 All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

 The Highway Superintendent does not require prior Supervisor or Town Board approval to purchase tools or equipment not exceeding $5,000.00.

**Guideline 4.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser provides written justification giving 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 be documented and filed with the record supporting the procurement.

**Guideline 5.** 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 attempts made to obtain them. In no event shall the inability to obtain proposals or quotes be a bar to the procurement.

**Guideline 6.** Except as directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

 (a) Acquisition of professional services;
 (b) Public emergencies as described in GML §103(4);

 (c) Sole source situations;

 (d) Surplus and second-hand supplies;

 (e) Purchase contracts for less than $250.00;

 Public works contracts for less than $500.00.

**Guideline 7.** Under certain statutory exceptions to the quotation and proposal requirements of State law and this policy, the Town is authorized to consider other expedient procurement methods as follows:

 (a) through certain State and Federal contracts per GML §104;

 (b) through certain county contracts, except contracts involving services subject to Article 9 of the New York State Labor Law, per GML §103(3);

 (c) pursuant to State Finance Law §162;

 (d) purchases from NYS OGS Preferred Source organizations;

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 (e) pursuant to any New York State Law enacted as an exception to the requirements of GML §103.

**Guideline 8.** The following are responsible for purchasing goods and services for the Town:

 (a)Town Supervisor

 (b)Superintendent of Highways

 (c)Town Clerk

 (d)Town Justices

 (e)Department Heads

**Guideline 9.** This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

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

[Historical references: \*Adopted: March 10, 2005,\*Adopted: February 9, 2012,\*Amended: October 11, 2012,\*Adopted: January 10, 2013,\*Adopted: January 2, 2014,\*Amended: January 9, 2014,\*Adopted: January 5, 2015,\*Adopted: January 4, 2016,\*Adopted: January 3, 2017,\*Adopted: January 3, 2018,\*Adopted: January 3, 2019\*Amended and Restated: \_\_\_ 2022.]

 This policy will be read again at the August 2022 Town Board meeting.

9. BURDICK PARK REPORT: Tabled until next month.

10. COMMUNITY DAY – BOOKLET AD AND FIREWORKS: Brief discussion about the possible fireworks show for Community Day and the local donors. Councilman Lavertue will work on doing a Town Board page for the Grange booklet.

11. RESOLUTION #7C – IN SUPPORT OF CLIMATE ACTION SCOPING PLAN: Tabled until next month.

12. ENERGY REPORT: The Board had briefly discussed the energy report at their Monday workshop, with Councilman Pepe adding that the Daylight Savings Company was easy to work with. However, he said that no one on the Board has the knowledge to go through with these plans and we should find a firm to oversee such projects. Supervisor Burton added that we are still waiting for the structural report from CPL so before going forward this report should be discussed. After discussion, Mr. Pepe suggested that the Board’s first step should be to find an overseer and look for additional funding and will keep all posted.

13. SENIORS’ INTERESTS: Councilman Pepe had also met with the Forever Young Club to find out what they would like to see in Town: 1) a grocery store or a grocery delivery program; 2) Senior housing; 3) small house repairs; 4) transportation; 5) non-computer communication, even though they all have cell phones; 6) volunteers to help with legal and medical jargon. After further discussion, it was agreed that this item will be put on the August agenda, with Supervisor Burton adding that maybe a task force can be created.

OTHER: AGENDA ADDITIONS:

REC. COMMISSION CONCERNS: The Commission had issues with people drinking and smoking at the Rec. Park. Discussion followed with Supervisor Burton and Councilman Lavertue working on this.

BUDGET DEVELOPMENT SCHEDULE: Councilman Pepe handed out revised copies of the Budget Development Schedule for 2022 for the 2023 Town Budget.

RESOLUTION TO DONATE $3,000 TO THE GRANGE FOOD PANTRY FROM ARP FUNDING: The following resolution was read by Supervisor Burton:

**RESOLUTION #7D OF 2022**

**A GRANT OF A.R.P. FUNDS TO THE STANFORD GRANGE #808 FOR THEIR FOOD PANTRY**

Motion made by: Wendy Burton, seconded by: Margaret Fallon

 **Whereas** the United States Treasury has issued its Final Rule on the allowed uses for distribution of American Rescue Plan Funds, and

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 **Whereas** one of the allowed uses is to assess nonprofits that were negatively financially impacted by the COVID 19 pandemic, and

 **Whereas**, the Stanford Grange #808 is a nonprofit community organization whose Food Pantry provides food to those within Stanford who suffer from food insecurity, and whose own funds need replenishing as demand on the food they supply has greatly increased, now

 **Therefore be It Resolved** that the Town Board of the Town of Stanford approve the donation of $3,000 from the American Rescue Plan Fund account to provide assistance to the Stanford Grange #808 in its ongoing mission of serving those in our community who are in need of the assistance that the Food Pantry provides.

ROLL CALL VOTE: Wendy Burton – yes; Anne Arent - yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – yes.
 Resolution #7D of 2022 adopted by the affirmative votes of the Town Board members and certified this 14th day of July 2022.

14. APPROVAL OF MINUTES: The Minutes of the June 9th, 2022 regular meeting were approved as written on a motion made by Wendy Burton, seconded by Margaret Fallon. Motion carried with all voting in favor.

15. APPROVAL OF ABSTRACT #7 FOR JULY 2022: The July Abstract of Claims was approved for payment on a motion made by Wendy Burton, seconded by Nathan Lavertue, as follows: General Fund: check #s 6556 - 6620, in the amount of $74,552.79
 Highway Fund: check #s 4140 - 4153, in the amount of $42,482.43

Stanfordville/Bangall Light District: check #3051 in the amount of $937.44

[Escrow account: ck #s 1018 – 1023 in the amount of $4,031.88]

 Grand total of Abstract #7 of 2022: $122,014.54

Motion carried with all voting in favor.

SUPERVISOR’S FINANCIAL REPORTS: Ms. Burton had submitted to the Board two payroll verification reports and the June bank reconciliation reports. Her financial report for the end of June: everything was looking good halfway through the year; the General Fund had spent 47.5% and the Highway, 48.3%. The General Fund had received 78% of its anticipated revenue, and the Court had received 64.8%, adding that Patty Koch was doing an amazing job as the only clerk for the last six months.

PRIVILEGE OF THE FLOOR: Jane Cottrell, 5951 Rt. 82 – stated that she thought that the wording of the grant for the support of SPARC Park should include mention of other towns such as “…the Stanford community and northeast Dutchess towns…” After brief discussion, the Board members agreed to add in the words “…for both residents, *neighboring towns*  and visitors…” She also added, regarding the seniors’ concerns, start a cooperative procurement or shared services with other towns that could be good for all who would be interested.

 Jim Griffin, spoke of the Pine Plains and Stanford soccer program having their best seasons so far.

 A motion was made by Wendy Burton, seconded by Margaret Fallon, to close the regular meeting at 8:35 PM and go into an Executive Session regarding litigation and possible negotiations. Motion carried with all voting in favor. The Town Board came out of their Executive Session at 9 PM on a motion made by Wendy Burton, seconded by Frank Pepe. Motion carried with all voting in favor.

 With no action taken, a motion was made at 9:01 PM by Margaret Fallon, to adjourn the meeting, seconded by Wendy Burton. Motion carried with all voting in favor.

Respectfully submitted,

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Ritamary Bell, Town Clerk