

February 10, 2021

MINUTES

**REGULAR MEETING – EDEN TOWN BOARD
2795 East Church Street
Eden, NY 14057
February 10, 2021
7:00 P.M.**

**Due to the COVID-19 Pandemic this meeting was held virtually through GoToMeeting.com. The meeting link was made available to the public prior to the meeting.

TOWN BOARD MEMBERS PRESENT:

MELISSA HARTMAN - SUPERVISOR
RICHARD VENTRY - COUNCILPERSON
SUSAN WILHELM - COUNCILPERSON
MICHAEL BYRNES - COUNCILPERSON (arrived at 7:03 PM)
GARY SAM - COUNCILPERSON

DEPARTMENT HEADS PRESENT:

Gregory Savage - Eden Police Chief
Matthew Colvin - Eden Fire Chief
Rick Kirst - East Eden Fire Chief
Ronald Maggs - Highway Superintendent
Amy Porter - Recreation Director
Dave Rice - Code Enforcement Officer

OTHERS PRESENT:

Emily Hawkins - Town Clerk
Marlene Grunder - Administrative Assistant
William Trask - Town Attorney
Lisa Winter - Bookkeeper

Call to Order:

Supervisor Hartman called the Regular Meeting of the Eden Town Board to order at 7:00 P.M.

Pledge of Allegiance

Opening Statement:

Due to the State of Emergency and Executive Orders issued by the Governor and the Town of Eden, it allows the Town Board to hold board meetings and work sessions via live stream where the public is allowed to listen in. This conference call allows the Town of Eden to conduct town business with the Board and Town attorney.

Approval of Minutes:

MOTION was made by Supervisor Hartman to approve the Town Board Minutes of January 13, 2021 as presented; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman asked if there were any additions or corrections to the Town Board Minutes of January 13, 2021; there were none.

Michael Byrnes arrived to meeting

Budget Transfers:

For December 31, 2020

From Account	To Account	Reason for Amendment	Amount
A889 Reserve for Commercial Permit Fees	A8020.4 Planning - Contractual	Use of Nexamp Commercial Permit Fees for Engineering	\$2,752.50

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SW8320.401 Maintenance - Wepax Water	SW8320.402 Water Contractual -Farnham	Budget Adjustment	\$200.00
A4389 Federal Aid - Other Pub Safety	A4540.4 Ambulance - Contractual	Cares Act Funding for EMS	\$429.57
A4389 Federal Aid - Other Pub Safety	A1620.4 Town Hall - Contractual	Cares Act Funding for COVID Purchases	\$9,000.00
A4389 Federal Aid - Other Pub Safety	A3620.4 Safety Inspection - Contractual	Cares Act Funding for COVID Purchases	\$2,500.00
A899.1 Reserve Revenue Recovery	A4540.4 Ambulance Contractual	Revenue Recovery for EMS	\$9,412.00
A2170 Community Development	A6989.4 Other Economic Assistance	NY Main Street Grant - Eden Dental	\$34,798.35

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A2770 Other Unclassified Income	A4540.4 Ambulance Contractual	Eden Emergency Squad's Portion of WC Loyalty Program	\$500.00
A2192 Cemetery Services	A8810.4 Cemetery - Contractual	Burial Fees Collected for Cost of Burial	\$445.00
A2192 Cemetery Services	A8810.1 Cemetery - Personal	Burial Fees Collected for Cost of Burial	\$110.00

MOTION was made by Supervisor Hartman to approve the Budget Transfers from December 2020, as presented; seconded by Councilperson Ventry; All "Ayes"? Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Supervisor Hartman to approve the Budget Transfers from February 2021, as presented; seconded by Councilperson Ventry; All "Ayes"? Opposed? – None; Abstain? – None; Motion carried.

Audit Bills:

February Payables for 2020

DESCRIPTION	VOUCHER NUMBERS	AMOUNT
General Fund	967-990	\$17,232.27
Fire Dept. Fund	303-312	\$3,575.24
Recreation Dept. Fund	117-119	\$342.97
Water Fund	23-25	\$1,140.41
Street Lights Fund	39-42	\$2,821.79
Refuse & Garbage Fund	26	\$45,262.18

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DESCRIPTION	VOUCHER NUMBERS	AMOUNT
General Fund	17-73	\$45,696.13
Highway Dept. Fund	8-29	\$23,087.08
Fire Dept. Fund	5-30	\$39,138.64
Recreation Dept. Fund	3-10	\$453.98
Refuse and Garbage Fund	1-3	\$47,056.93
Street Lights Fund	1	\$2,299.51
Water Fund	No Activity	
Capital Fund		
H8230.405	No Activity	
H8320.406	No Activity	
H8302.407	No Activity	
Drainage District SD 4	No Activity	

MOTION was made by Supervisor Hartman to approve the Audit of Bills as presented; seconded by Councilperson Sam; All "Ayes"? Opposed? – None; Abstain? – None; Motion carried.

Departmental Reports:

Department reports for the month of February 2021 were submitted by Rick Kirst, East Eden Fire Chief; Matthew Colvin, Eden Fire Chief; Robert Pietrocarlo, Chairman Board of Assessors; Greg Savage, Eden Police Chief; Ronald Maggs, Highway Superintendent; Emily Hawkins, Town Clerk; Dave Rice; Code Enforcement Officer; Amy Porter, Recreation Director; and Ray Zabron, Dog Control Officer. All reports are on file in the Town Clerk’s office.

Eden Fire Department requested approval of the Department Officers for 2021:

Matthew Colvin	Chief
Malcolm VanKoughnett	1 st Assistant Chief
Chris Greeley	2 nd Assistant Chief
Dean Nelipowitz	Captain
Chris Doyle-Brown	1 st Lieutenant
Adam Laing	2 nd Lieutenant
David Cole	Safety Officer

MOTION was made by Supervisor Hartman to approve the Eden Fire Department Officers for 2021 as presented; seconded by Councilperson Ventry; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

Eden Fire requested approval of the Social Officers for Eden Fire for 2021:

Jim Salzler	President
Tom Schreiner	Vice President
Joe Winiecki	Secretary
Tom Schreiner	Treasurer
Jonathon Agle	Treasurer
Rich Greeley	Director
Joe Hart	Director
Mike Hart	Director
David Cole	Director
Jonathan Agle	Director
Ron Salzman	Director

MOTION was made by Supervisor Hartman to approve the Eden Fire Social Officers for 2021 as presented; seconded by Councilperson Wilhelm; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

MOTION was made by Supervisor Hartman to remove Joshua Walczyk from the active roster with gratitude of his service; seconded by Councilperson Byrnes; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

Amy Porter gave the following Recreation up-dates:

- Summer Concert Series – 10 weeks beginning June 29th
- Summer Employment Applications – due March 1st
- Acknowledge the resignation of Don Johnson and thank him for his years of volunteering on the board and his support and dedication to the community

New and Unfinished Business:

1. Ratify Requests for Bids for the Library Air Conditioning Replacement:

MOTION was made by Supervisor Hartman to ratify the approval to set the bid opening for the Library Air Conditioning Replacement to March 4, 2021 at 1:00 PM in the Office of the Town Clerk; seconded by Councilperson Wilhelm; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

2. Notice of Extension of Collector’s Warrant:

MOTION was made by Councilperson Wilhelm to approve the extension of the Collector’s Warrant to June 30, 2021 and allow Supervisor Hartman to sign the extension; seconded by Councilperson Byrnes; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

3. Reappointment of Allan Silver to the Conservation Board for a 2-year Term:

4. Reappointment of Lamont Beers as Chairman of Conservation Board for a 1-year Term:

MOTION was made by Supervisor Hartman to approve Allan Silver to the Conservation Board for a 2-year term and Lamont Beers as Chairman of the Conservation Board for a 1-year Term; seconded by Councilperson Byrnes; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

5. Declare 5 Office Chairs and Small Bookshelf Surplus:

MOTION was made by Supervisor Hartman to declare five office chairs and a small bookshelf surplus; seconded by Councilperson Wilhelm; all - “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

6. Municipal Parking Lot Agreement – Main and East Church: Tabled

7. Town Hall Elevator Agreement:

MOTION was made by Supervisor Hartman to approve the Elevator Agreement with Thyssenkrupp for a 10-year term at \$98.00 per month; seconded by Councilperson Wilhelm; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

8. Appointment to the Recreation Board for a 5-year Term:

MOTION was made by Supervisor Hartman to appoint Kate McShea and Randall Perison to the Recreation Board for a 5-year Term; seconded by Councilperson Sam; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

9. Town of Eden Procurement Policy:

**TOWN OF EDEN
PROCUREMENT POLICY
EFFECTIVE FEBRUARY 10, 2021**

WHEREAS, Section 104-b of the 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, Goods and services that are not required by law to be procured pursuant to competitive bidding must still be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption; BE IT

RESOLVED: That the Town of Eden does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereafter Purchaser) shall estimate the cumulative amount of the items of supply and equipment needed in a given fiscal year in order to determine if formal quotes or bids are necessary.

Guideline 2. Formal bidding pursuant to GML, Section 103 is required for all purchases of:

- Supplies or Equipment which will exceed \$20,000.00 in the fiscal year
- OR
- Public Works Contracts over \$35,000.00

Guideline 3. All estimated purchase of Supplies or Equipment:

- Less than \$20,000.00 but greater than \$10,000.00 require written request for proposal (RFP) and/or documented quotes from three (3) vendors.
- Less than \$10,000 but greater than \$500.00 require documented quotes from two (2) vendors.

All estimated public works contracts of:

- Less than \$35,000.00 but greater than \$20,000.00 require a written RFP and/or documented quotes from three (3) contractors.
- Less than \$20,000.00 but greater than \$5,000.00 require a written RFP and/or documented quotes from two (2) contractors.
- Less than \$5,000.00 are left to the discretion of the Purchaser.

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Any written Request for Proposal shall describe the desired goods and/or services, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom quotes have been requested and copies of all quotes offered. This information shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. 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 bid. If a bidder is not deemed responsible, facts supporting that judgement shall also 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 meet such requirements, the attempt must be well documented. In no event shall the inability to obtain the required number of proposals or quotes be a bar to the procurement.

Guideline 6. Except when 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. Emergencies;
- c. Sole-Source situations;
- d. Goods purchased from agencies for the blind or handicapped;
- e. Goods purchased from correctional facilities
- f. Goods purchased from another government agency;
- g. Goods purchased at auction

Guideline 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

MOTION was made by Supervisor Hartman to approve the Town of Eden Procurement Policy as presented effective February 10, 2021; seconded by Councilperson Sam; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

10. Set Public Comments for Police Reform Plan:

Chief Savage stated that the Police Department has followed the Executive Orders and have updated their policies to submit to the Town Board.

The Public will be able to review the policy and submit their comments at the March 10th Town Board Meeting.

11. Appointments for Assessment Board of Review for a 5-year Term:

MOTION was made by Supervisor Hartman to appoint Brent Hardy and Joelle Bence to the Assessment Board of Review for a 5-year term; seconded by Councilperson Ventry; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

12. Fitness Trail at Swartz Park:

Amy Porter, Recreation Director, presented a proposal for a Fitness Trail at Swartz Field. The objective of the project is to provide a safe, easy, accessible walking/fitness trail for multigenerational individuals of the Eden Community to enjoy. The trail promotes, health, fitness, and wellness for residents. The 5-foot wide, mulched or stoned, half mile trail will follow the perimeter of the park and will include five exercise stations. The future vision for the trail, determined by interest, would be up-dated to a paved path that would make it more accessible for people and activities.

The estimated cost of the proposed project is between \$18,750 and \$22,750 with possible savings using in-kind services and grant opportunities. A grant from the Eden Community Foundation would provide 5 fitness stations along the trail.

Supervisor Hartman asked for a spreadsheet of the total cost taking into account the money funded by the Town and the money funded by grants.

13. Loomis Services for Tax Collection:

MOTION was made by Supervisor Hartman to approve Loomis for tax collection transport services in the amount of \$24.68 per pick up for the 2021 Town and County Tax Collection; seconded by Councilperson Ventry; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

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Supervisor's Report:

- Allocations for the Town of Eden in the next COVID relief package could bring in 1.4 million to the Town which will offset revenue loss and help fund police retirement, recreation, and infrastructure updates.
- Working daily on vaccination plan for Town of Eden residents

Hearing of Visitors: There were none.

MOTION was made by Supervisor Hartman to close the Regular Meeting of the Eden Town Board; seconded by Councilperson Ventry; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman adjourned the Regular Meeting of the Eden Town Board at 8:00 P.M.

Executive Session:

Adjourned Executive Session of the Eden Town Board at 8:15 P.M.

Respectfully Submitted by:

Emily Hawkins, Town Clerk