

ORGANIZATIONAL MEETING JANUARY 1ST 2024

The Organizational Meeting of the Mayfield Town Board was held on January 1st 2024 at 11:00 AM at the Mayfield Municipal Complex, 28 N. School St Mayfield NY 12117. The meeting was opened by Supervisor Brandon Lehr with the Pledge of Allegiance.

PRESENT: Supervisor Brandon Lehr
Councilman Ralph Desiderio
Councilwoman Lesley Lanzi
Councilman Jack Putman
Councilman Thomas Ruliffson

ALSO PRESENT: Highway Superintendent Jeff Martin, Bookkeeper Nathan Matthews, Marilyn Salvione, Carol Hart

PUBLIC COMMENT: None at this time.

DISCUSSION: The Town of Mayfield Planning Board Chairman requested a member of the Town Board attend Town Planning Board meetings.

RES #1 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board will alternate Board member every quarter to act as a liaison at the Town of Mayfield Planning Board Meetings with Councilman Desiderio attending for the first quarter.

RESOLUTION FOR ELECTED SALARIES FOR 2024

RES #2 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the annual salaries for the following elected officials for 2024:

| | |
|--------------------------------------|---------------------------------|
| Supervisor..... | \$22,629.00 paid bi-weekly |
| Town Clerk..... | \$35,048.00 paid bi-weekly |
| Town Board Members (Total of 4)..... | \$ 4,986.00 each paid monthly |
| Town Justices (Total of 2)..... | \$18,123.00 each paid bi-weekly |
| Superintendent of Highways..... | \$51,286.00 paid bi-weekly |

RESOLUTION FOR BOARD APPOINTMENTS AND SALARIES 2024

RES #3 On motion by Councilwoman Lanzi, seconded by Councilman Desiderio the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board made the following appointments for 2024 with annual salaries below unless otherwise stated.

| | | |
|---------------------------------|-------------------|------------|
| Records Management Officer..... | Nancy Parker..... | \$1,285.00 |
|---------------------------------|-------------------|------------|

| | | |
|--|-----------------------|----------------------------|
| Registrar of Vital Statistics..... | Nancy Parker..... | \$2,313.00 |
| Justice Clerks (Total of 2)..... | | \$17,500 each |
| Historian..... | | \$1,957.00 |
| Cemetery Administrator..... | Diane Henderson..... | \$ 151.03 per pay period |
| Building Cleaner..... | Diane Henderson..... | \$4,211.00 |
| Assessment Review Board Members: \$150.00 per individual up to 10 hour limit, with an hourly rate of \$15.00 per hour after a total of 10 hours. | | |
| Code Enforcement Officer..... | Norman Barbosa..... | \$50,000.00 paid bi-weekly |
| Web Master..... | Michael Stewart..... | \$ 1,164.00 paid bi-weekly |
| Planning Director..... | Norman Barbosa..... | \$ 0 |
| Zoning Secretary..... | Norman Barbosa..... | \$ 0 |
| Codes Clerk..... | Heather Kimball..... | \$17.00 per hour |
| Assessor Clerk..... | Heather Kimball | \$17.00 per hour |
| Assessor..... | Connie Henry..... | \$50,000.00 yearly |
| Planning and Zoning..... | | \$25.00 per meeting |

RESOLUTION FOR SUPERVISOR APPOINTMENT AND SALARIES 2024

RES #4 On motion by Councilman Desiderio, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves Supervisor appointments and salaries for 2024

| | | |
|------------------------|----------------------|-------------|
| Deputy Supervisor..... | Jack Putman..... | No Salary |
| Budget Officer..... | Nathan Matthews..... | \$ 5,000.00 |
| Bookkeeper..... | Nathan Matthews..... | \$31,861.00 |

Motion to accept Historian Sandy Towns resignation

RES # 5 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the resignation of Sand Town as Town Historian with regrets.

Motion to advertise Historian Position on Clerk Board and on the Town Website

RES # 6 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board authorizes advertising the Historian Position on the Clerks Board and Town of Mayfield Website.

RESOLUTION FOR TOWN INVESTMENT POLICY

RES #7 On motion by Councilman Desiderio, seconded by Councilman Putman the following resolution was adopted

RESOLVED that the Mayfield Town Board adopts the following Investment Policy for 2024.

INVESTMENT POLICY

2024

TOWN OF MAYFIELD

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the chief fiscal officer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Mayfield to govern effectively.

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudent discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision.

V. DIVERSIFICATION

It is the policy of the Town of Mayfield to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Mayfield for all moneys collected by any officer or employee of the government to transfer those funds to the chief fiscal officer within 10 business days of deposit, or within the time period specified in law, whichever is shorter.

The chief fiscal officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are approved, but are not limited to the following:

| <u>Depository Name</u> | <u>Maximum Amount</u> | <u>Officer</u> |
|-------------------------|-----------------------|----------------|
| NBT, NA | \$10,000,000.00 | |
| Pioneer Commercial Bank | \$10,000,000.00 | |
| Key Bank | \$10,000,000.00 | |
| N.Y.C.L.A.S.S. | \$10,000,000.00 | |

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law §10, all Deposits of the Town of Mayfield, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Mayfield or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law §11, the Town of Mayfield authorizes the chief fiscal officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Brokerage certificate of deposit not to exceed \$250,000 per issuer
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligation of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Mayfield;
- Cooperative investment programs with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the [Office of the State Comptroller Opinion No. 88-46](#), and the specific program has been authorized by the governing board.
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Mayfield within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Mayfield within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Mayfield shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Mayfield. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The chief fiscal officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The chief fiscal officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the

officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Mayfield by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held p

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A

Schedule of Eligible Securities

- (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States Government sponsored corporation.
- (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.
- (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

DEPUTY CLERK APPOINTMENT AND SALARY

RES #8 On motion by Councilwoman Lanzi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Heather Hay and Kristin Agerter as Deputy Town Clerk at an hourly rate of \$17.00 not to exceed budget.

DEPUTY REGISTRAR OF VITAL STATISTICS

RES #9 On motion by Councilman Desiderio, seconded by Councilman Putman following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Heather Hay as Deputy Registrar of Vital Statistics.

MISCELLANEOUS

RES #10 On motion by Councilman Desiderio, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the following:

Meal Expense for conferences according to New York State guidelines on the closest city or town. That the Supervisor be authorized to make payment of salaries stated charges, Social Security, Retirement, and certain other fixed and assumed obligations and charges without prior audit of the Town Board.

PRE PAYMENT OF BILLS

RES #11 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the pre-payment of accounts as follows:

1. Forward payment for utilities and health program & unemployment upon receipt to defray finance charges.
2. Forward monies for Fire District # 2 upon receipt from Tax Collector on 2024 Tax Levy.
3. Forward monies for Fire District # 1 according to Contract.

MILEAGE FOR AUTHORIZED TRAVEL

WHEREAS The Mayfield Town Board has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Town who use their personal automobiles while performing their official duties on behalf of the Town.

RES #12 On motion by Councilwoman Lanzi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED: Section 1. That the Mayfield Town Board shall approve reimbursement at the current rate and the effective date established by the Internal Revenue Service at the time the cost is incurred.

Section 2. That this resolution shall take effect immediately.

TRANSFERS FOR ADJUSTMENT OF BUDGET ITEMS

WHEREAS The Mayfield Town Board has determined to authorize transfers for adjustment of budget items by the budget Officer.

RES #13 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED: Section 1. That the Mayfield Town Board authorizes the Budget Officer to make adjustments to the budget items in the amount of \$3,000.00 or less with Supervisor approval.

Section 2. That this resolution shall take effect immediately.

APPOINT TOWN ATTORNEY AND SALARY

RES #14 On motion by Councilman Putman, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Carmel Greco Esquire as attorney for the Town of Mayfield on a per diem basis until a replacement is found.

Other attorneys may be used as deemed necessary.

APPOINTMENT OF TOWN HEALTH OFFICER AND SALARY

The Mayfield Town Board tabled appointing a health officer at this time.

ESTABLISH OFFICIAL NEWSPAPER

RES #15 On motion by On motion by Councilman Desiderio, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board establishes the Leader – Herald as the official newspaper for the Town of Mayfield.

RETURN CHECK FEE POLICY

RES #16 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board imposes a \$50.00 charge on all returned checks issued to the Town of Mayfield and any additional bank charges incurred by the Town due to returned check.

POLICY MANUAL FOR 2024

RES #17 On motion by Councilman Desiderio, seconded by Councilman Ruliffson, the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town board adopts the Plan and Policy manual, (Fixed Asset, Harassment, Code of Ethics, Affirmative Action Plan & Americans with Disabilities Plan, Highway Employee License Policy and Workplace Violence Policy, use of Town computers and cell phones, Alcohol, controlled substances, substance abuse, marijuana in the work place and CDL Drug & Alcohol Testing Policy, Boot Policy and Beach Smoking Policy) for 2024 as filed with the Town Clerk.

APPOINT HARASSMENT OFFICERS FOR THE TOWN

RES #18 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)
RESOLVED that the Mayfield Town Board appoints Jeffrey Martin and Ralph Desiderio as harassment/workplace violence officers for the Town.

SUPERVISOR APPOINTMENT OF COMMITTEES

RES #19 On motion by Councilman Ruliffson, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)
RESOLVED that the Mayfield Town Board approves the appointments to the following committees with the elimination of the Youth Commission and the addition of a sub committee for negotiations:

| | |
|----------------------------------|-------------------------|
| Property Control/Inventory..... | Lanzi and Desiderio |
| Highway..... | Desiderio and Ruliffson |
| Building and Grounds..... | Ruliffson and Desiderio |
| Insurance..... | Lanzi and Desiderio |
| Cable TV..... | Ruliffson and Putman |
| Animal Control..... | Ruliffson and Putman |
| Policy..... | Lanzi and Desiderio |
| Comprehensive Plan..... | Lanzi and Putman |
| Monthly Voucher Audit..... | Desiderio and Putman |
| Negotiations..... | Entire Board |
| Negotiations- sub committee..... | Desiderio and Putman |
| Town Beach..... | Lanzi and Putman |
| Cemetery..... | Putman and Ruliffson |

The Supervisor reminded the Mayfield Town Board that issues of concern would be reviewed by the committee and then reported back to the Board for action to be taken. The Supervisor, as ex officio may sit on all committees. All matters regarding personnel would be conducted by the entire board.

ANNUAL INVENTORY

RES #20 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)
RESOLVED that the Mayfield Town Board annual inventory shall be reviewed by the Property Control committee, verified by each department head and returned to the board for approval by March 12th 2024. A copy will be filed with the Town Clerk for record and a copy forwarded to the Bookkeeper.

PROCUREMENT POLICY - DEPARTMENT HEAD PURCHASES

Resolution # 21 of 2024

Procurement Policy

PROCUREMENT POLICY FOR THE TOWN OF MAYFIELD

TOWN OF MAYFIELD PROCUREMENT POLICY 2024 and DEPARTMENT HEAD PURCHASES

WHEREAS,

Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all good and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Town of Mayfield involved in the procurement process, now, therefore

RES#21 On motion by Councilman Putman, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that all Department Heads be able to make purchases within budget for department needs and need to only come to the Town Board for purchases over budget.

and

that the Mayfield Town Board does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to §175-b of the State Finance Law; goods purchased from correctional institutions pursuant to §186 of the Correction Law; purchases under State contract pursuant to §104 of the General Municipal Law; purchases under county contracts pursuant to §103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

| Estimated Amount of Purchase Contract | Method |
|--|---|
| \$2,500 - \$7,499.99 | Verbal quotations |
| \$7,500 - \$19,999.99 | Written/fax quotations or written request for proposals |

| Estimated Amount of Public Works Contract | Method |
|--|---|
| \$2,500 - \$7,499.99 | Verbal quotations |
| \$7,500 - \$19,999.99 | Written/fax quotations |
| \$20,000 - \$34,999.99 | Written/fax quotations or written request for proposals |

A good faith effort shall be made to obtain three proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt(s) made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law §104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of Mayfield to solicit quotations or document the basis for not accepting the lowest bid:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to §103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town of Mayfield is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$2,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such minuscule contracts would be awarded based on favoritism.

7. This policy shall be reviewed annually.

RES #22 On motion by Councilman Desiderio, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the purchases up to \$500 for all appointed employees without Town Board approval, and over \$500 with supervisor approval.

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

RES #23 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Christopher Warner as Deputy Highway Superintendent upon the recommendation of the Highway Superintendent at a salary of \$2,000.00 paid monthly.

APPOINTMENT TO GREAT SACANDAGA LAKE ADVISORY COUNCIL

RES #24 On motion by Councilman Desiderio, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Jack Putman and Lesley Lanzi as an alternate to the Great Sacandaga Advisory Council for 2024

SET DATES FOR MEETINGS

RES #25 On motion by Councilwoman Lanzi, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves to schedule the following dates for monthly meetings to start at 6:00 PM.

| | |
|----------------------------|--|
| January 9 th | Monthly Meeting |
| January 23 rd | Workshop Meeting (if needed) |
| February 13 th | Monthly Meeting |
| February 27 th | Workshop Meeting (if needed) |
| March 12 th | Monthly Meeting |
| March 26 th | Workshop Meeting (if needed) |
| April 9 th | Monthly Meeting |
| April 23 rd | Workshop Meeting (if needed) |
| May 14 th | Monthly Meeting |
| May 28 th | Workshop Meeting (if needed) |
| June 11 th | Monthly Meeting |
| June 25 th | Workshop Meeting (if needed) |
| July 9 th | Monthly Meeting |
| July 23 th | Workshop Meeting (if needed) |
| August 13 th | Monthly Meeting |
| August 27 th | Workshop Meeting (if needed) |
| September 10 th | Monthly Meeting |
| September 24 th | Workshop Meeting (if needed) |
| October 8 th | Monthly Meeting |
| October 22 nd | Workshop Meeting (if needed) (budget workshop) |
| November 7 th | Monthly Meeting – Thursday (budget public hearing) |
| November 19 th | Workshop Meeting (if needed) |
| December 3 rd | Monthly Meeting |

December 24th Workshop Meeting (if needed) (tentative year end meeting)
January 1st 2025 Organizational Meeting at 11:00 AM

APPOINTMENT OF DOG CONTROL OFFICER

RES #26 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointment of Karen Wilson as Dog Control Officer for the Town of Mayfield with a salary of \$6,288.00 and a back up Dog control Officer at \$50 per call effective January 1st 2024 to December 31st 2024.

REAPPOINT PLANNING BOARD, BOARD OF ASSESSMENT REVIEW AND ZONING BOARD MEMBERS WHOS TERM HAS EXPIRED

RES #27 On motion by Councilman Desiderio, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the reappointment of the expired Board member terms

| | | |
|-----------------|--------------------------|-------------------------|
| Jerry Moore | Planning Board | Term expires 12/31/2028 |
| David Jankowski | Planning Board Alternate | Term expires 12/31/2024 |

APPOINTMENT OF PLANNING BOARD MEMBERS, ZONING BOARD MEMBERS, BOARD OF ASSESSMENT REVIEW MEMBERS AND ALTERNATES

RES #28 On motion by Councilwoman Lanzi, seconded by Councilman Putman the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the appointments for the Planning Board, Zoning Board, Board of Assessment Review and Alternates to the Planning Board:

It is noted that Planning Board members are as listed:

| | | |
|-----------|-----------------|-------------------------|
| | Jerry Moore | Term expires 12/31/2028 |
| | Richard Miles | Term expires 12/31/2025 |
| | Aaron Howland | Term expires 12/31/2024 |
| | John Kessler | Term expires 12/31/2026 |
| | Grant Rauch | Term expires 12/31/2027 |
| Alternate | David Jankowski | Term expires 12/31/2024 |

It is noted that the Zoning Board of Appeals members are as listed:

| | | |
|--|----------------|-------------------------|
| | Peter Tautznik | Term expires 12/31/2027 |
| | Larry Cioffi | Term expires 12/31/2024 |
| | Richard Dixon | Term expires 12/31/2025 |

It is noted that the Assessment Board of Review members are as listed:

| | | |
|--|-----------------|-------------------------|
| | Barrie Hampton | Term expires 09/30/2027 |
| | Kevin Putman | Term expires 09/30/2028 |
| | David Jankowski | Term expires 09/30/2025 |

Adrien Zambella

Term expires 09/30/2026

ADVERTISE OPEN BOARD POSITIONS

RES #28 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves advertising the open positions for the above Boards on the Clerks Board and the Town Website.

SCHEDULED HOLIDAYS FOR TOWN EMPLOYEES

RES # 29 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves the following dates as established holidays for 2024.

| | | | |
|----------------------------|---------------------------|------------------|----------------------|
| Martin Luther King Day | January 15 th | All Town Offices | No Garbage Collected |
| Presidents Day | February 19 th | All Town Offices | No Garbage Collected |
| Good Friday | March 29 th | All Town Offices | No Garbage Collected |
| Memorial Day | May 27 th | All Town Offices | No Garbage Collected |
| Primary Day (if necessary) | | All Town Offices | |
| 4 th of July | July 4 th | All Town Offices | No Garbage Collected |
| 5 th of July | July 5 th | All Town Offices | No Garbage collected |
| Labor Day | September 2 nd | All Town Offices | No Garbage Collected |
| Columbus Day | October 14 th | All Town Offices | No Garbage Collected |
| Election Day | November 5 th | All Town Offices | No Garbage Collected |
| Veterans Day | November 11 th | All Town Offices | |
| Thanksgiving Day | November 28 th | All Town Offices | No Garbage Collected |
| Day After Thanksgiving | November 29 th | All Town Offices | |
| Christmas | December 25 th | All Town Offices | No Garbage Collected |
| New Years Day | January 1 st | All Town Offices | No Garbage Collected |

ESTABLISH OFFICIAL DEPOSITORY FOR TOWN

RES #30 On motion by Councilman Desiderio, seconded by Councilman Ruliffson the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town Board approves to designate NBT, PIONEER COMMERCIAL BANK AND NYCLASS as the official depositories for the Town.

APPOINT IN HOUSE TECH

RES # 31 On motion by Councilman Ruliffson, seconded by Councilwoman Lanzi the following resolution was adopted 5 AYES (Lehr, Desiderio, Lanzi, Putman, Ruliffson)

RESOLVED that the Mayfield Town board approves the appointment of Connie Henry as in house tech at a rate of \$2000.00 per year.

On motion by Councilman Ruliffson, seconded by Councilman Putman the meeting was adjourned at 12:20 PM.

Nancy Parker
Town Clerk/RMO