

**SOMERS TOWN BOARD ORGANIZATION MEETING
THURSDAY, JANUARY 7, 2016 at 7:00PM**

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I. PLEDGE OF ALLEGIANCE:

II. ROLL CALL:

Public Comment

III. PROCEDURES:

A. *Set the schedule for Town Board Meetings:*

The meeting schedule of the Somers Town Board will begin with the Work Session on the first Thursday of the month at 7:00 P.M. or earlier if a motion for executive session is anticipated and the Regular Meeting will be held on the second Thursday of the month at 7:00pm or earlier if a motion for executive session is anticipated. When necessary, the Work Session and Regular Meeting will be combined at the discretion of the Town Board. Meetings will be held at the Somers Town House unless otherwise advised. When necessary a third meeting will be held on the third Thursday of each month with the location specified in the notice of the meeting. Special meetings and all other work sessions will be held at the Town House, unless another location is specified in the notice of meeting or resolution calling such special meeting, and further that notice of all meetings and work sessions are given to the Town Board, Town Clerk and media by the Supervisor.

B. *Adopt Town Board Meeting Format for 2016:*

1. Pledge of Allegiance.
2. Roll Call.
3. Public Comment.
4. Approval of Minutes.
5. Reports from Department Heads/Town Clerk.
6. Business of the Board with Parks and Recreation first, then Town Board, then an alphabetical listing by department and/or topic including communications and resolutions.
7. Board Comment.
8. Adjournment.

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C. *Schedule of Audit of Claims:*

All claims are to be audited by the Town Board at its regular meeting each month; all claims are to be filed with the Town Clerk no later than the Monday before the Town Board Work Session or earlier as directed by the Supervisor. Claims for the following may be paid in advance of audit with appropriate certification and listed on a subsequent Abstract of Audited Vouchers:

- Fuel Oil, Gas, Propane and Diesel Fuel
- Electricity
- Mail costs
- Telephone service, including cellular telephones
- Health, Dental, Life and Vision Insurance
- Payment for leased vehicles
- Internet Services
- Workers Compensation Insurance
- Post Office
- NYS Pension Installments
- Parks & Recreation Day Camp Trips
- Medicare Part B Reimbursement for retirees.

Department Head or employee submitting claim must assign the proper appropriation code and certify as to correctness of the voucher and that sufficient money exists in the appropriation code. All claims must have the proper supporting documentation i.e. an original invoice. Only when it can be demonstrated that an original invoice is not available will an email or fax copy be accepted.

D. *Submission of Agenda Items:*

Items for regular monthly agendas shall be received in the Supervisor's Office no later than 12 noon of the Thursday in the week preceding the Town Board Work Session meeting. The agendas shall be posted on the Community Bulletin Board in the Town House and on the Web Site the Friday before a meeting with copies available to the public and the Town Clerk. No item shall be added to the agenda during the meeting without a majority of Town Board member's approval.

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E. *Vacancy Announcements:*

Vacancies on the various boards and advisory committees shall be announced at least two (2) months, if possible, prior to the meeting at which action is to be taken. In addition, they will be posted on the Web Site.

F. *Designation of an Official Newspaper:*

Designate The Somers Record the official Town newspapers for the year 2016 with others to be used whenever so designated by the Town Board.

IV. **FINANCIAL:**

A. *Designate depositories:*

JP MORGAN CHASE

Debt Service Fund
General Fund - 2
Joint Bail Account*
Tax Receiver
Town Justice*
Town Justice*
Trust & Agency
Amawalk Heights Water District
Amawalk Shenorock Water District
Capital Funds
Highway Fund
Parks & Recreation Revolving Fund
Payroll Account
Recreation (Builders Fees)
Somers Sewer District No. 1
Town Clerk*

B. Authorize Rick Morrissey, Supervisor, as the signer on the above accounts and the Deputy Supervisor as alternate signer, with the exception of the asterisk (*) accounts; that are signed by the appropriate department heads only.

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C. *Certificates of Deposit:*

Authorize the Supervisor to negotiate and call for bids on Certificates of Deposits (CD) and to automatically renew at the best available interest rate, subject to acceptable Municipal or Federal Bonds securing such monies, and further that a reporting of CD's be presented by the Supervisor to the Town Board at the regular Town Board meeting each month.

D. *Deposit of Funds:*

Authorize the Supervisor to deposit monies of the General Fund, Highway Fund and all other Funds in JP Morgan Chase, Bank of America as deemed appropriate.

E. *Town Auditors:*

Name O'Connor Davies LLP, 500 Mamaroneck Ave., Suite 301, Harrison NY 10528, as Town Auditors for the year 2016.

F. *Reimbursements:*

Authorize reimbursement for Town Officers and employees at \$0.54 per mile as set by the Internal Revenue Service for use of their own automobiles when on official town business. The standard mileage rate is intended to cover all costs of operating a personal vehicle while conducting town business. Such costs include: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Also, authorize reimbursement for Town officers and employees for necessary telephone calls made in connection with town business upon submission of properly executed vouchers.

G. *Procurement Policy and Procedures:*

The Procurement Policy and procedures for the purchase of goods or services as set in the Town Board resolution of January 2, 1992, as amended August 11, 2005, February 9, 2006, October 12, 2006 and February 11, 2010 have been reviewed. That resolution states that each prospective purchase shall be

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evaluated to determine the applicability of General Municipal Law Section 103. It also provides guidelines to aid in this required evaluation. As a result of this review, it has been determined that the existing Procurement Policy and procedures should continue to be utilized for all purchasing activities by the Town.

H. *Investment Policy:*

Review of Investment Policy to comply with the primary objectives listed:

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

I. Review policy for Capitalization of Property, Plant & Equipment formerly Fixed Asset Policy to comply with GASB 34 and other State and Federal Laws.

J. *State and County Contracts, Purchasing Procedures:*

Resolve that all purchases made by Departments, where practical and cost effective, be made under New York State and Westchester County and Putnam County Contracts and according to the established procurement policy of the Town Board.

K. *Set Police reimbursement rates.*

L. *Set SEQRA reimbursement rates.*

M. Authorize the Water District Superintendent to request proposals for equipment rental rates from local contractors and upon receipt of the proposed rental rates adopt the highest rate as the maximum hourly rental rate and further that the Water District Superintendent use the contractor with the lowest rate whenever possible, for equipment hired and personnel used for Water District improvements, repair and maintenance operations in the year 2016.

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V. HIGHWAY:

A. *N.Y. State Contracts:*

Authorize the Superintendent of Highways--where practical and cost effective--to purchase items under New York State and Westchester County Contracts and according to the established Procurement Policy of the Town Board.

B *Equipment Rental Rates:*

Authorize the Superintendent of Highways to request proposals for equipment rental rates from local contractors and upon receipt of the proposed rental rates adopt the highest rate as the maximum hourly rental rate and further that the Superintendent of Highways use the contractor with the lowest rate whenever possible, for equipment hired and personnel used for highway improvements, repair and maintenance operations and the removal of snow and ice during the year 2016.

C. *Spending Limit:*

Authorize the Superintendent of Highways to expend monies for the purchase of equipment, tools and implements (other than bid items) and hourly equipment rental, up to the value of \$10,000.00 without prior approval of the Town Board.

D. *Agreement to Spend Highway Funds:*

Approve and execute Agreement for the expenditure of Highway monies for the year 2016.

E. *Set Highway Pay Scale.*

F. *Announce Deputy Superintendent of Highways.*

G. *Announce Secretary to the Superintendent of Highways.*

H. *Award bids for 2016 Materials.*

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VI. APPOINTMENTS:

- A. Town Clerk Patricia Kalba announces the appointment of Geraldine Gilmore as Deputy Town Clerk to serve at the pleasure of the Town Clerk.
- B. Approve the annual salary of Patricia Kalba, Election Liaison at \$2,500.00 and Geraldine Gilmore, Election Liaison at \$500.00 per annum for term January 15, 2016 to January 14, 2017.

C. ***Vital Statistics:***

Appoint Patricia Kalba, Registrar of Vital Statistics for the term January 1, 2016 to December 31, 2016, to be compensated as revenues occur.

Registrar Kalba to designate Geraldine Gilmore as Deputy Registrar of Vital Statistics for the term January 1, 2016 to December 31, 2016, to serve without compensation in the absence of the Registrar.

- D. The Supervisor announces the designation of the Deputy Supervisor to serve at the pleasure of the Supervisor.
- E. Tax Receiver Joan Ribauda announces the appointment of Michele McKearney as Deputy Tax Receiver to serve at the pleasure of the Tax Receiver.
- F. ***Board Chairman:***
1. Appoint chairman of the Affordable Housing Board to a term ending December 31, 2016.
 2. Appoint chairman of the Architectural Review Advisory Board to a term ending December 31, 2016.
 3. Appoint chairman of the Open Space Committee to a term ending December 31, 2016.

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4. Appoint chairman of the Parks & Recreation Board to a term ending December 31, 2016.
5. Appoint chairman of the Planning Board to a term ending December 31, 2016.
6. Appoint chairman of the Zoning Board of Appeals to a term ending December 31, 2016.
7. Fire Prevention Bureau - one-year appointment to December 31, 2016.
8. Appoint chairman of the Somers Energy Environment Committee to a term ending December 31, 2016.

G. SUPERVISOR:

1. The Supervisor announces the appointment of the Town Historian.
2. The Supervisor appoints the Confidential Secretary to the Supervisor.
3. The Supervisor's Annual Report to the Comptroller:

Resolution that pursuant to Section 29, Sub. 10A of Town Law, the Supervisor is hereby directed to submit to the Town Clerk, within 120 days after the close of the fiscal year, a copy of the report to the State Comptroller, required by Section 30 of General Municipal Law, and the Town Clerk shall cause notice of the report to be published within ten days after receipt thereof in the official newspaper.

4. Authorize Town Officials to attend the Association of Towns meetings

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VII. APPOINTMENTS/CONTRACTS:

- A. Accept the "Consulting Services Proposal from Frederick P. Clark Associates as outlined in proposal from David H. Stolman, AICP, PP dated December 31, 2015 and authorize Supervisor to execute same for the calendar year 2016.
- B. ***Legal Counsel:***
1. Accept the "Legal Services for 2016" from Stephens, Baroni, Reilly & Lewis LLP from Roland A. Baroni, Jr., dated January 1, 2016 and authorize Supervisor to execute same for the calendar year 2016.
 2. Authorize Supervisor to execute proposal from Ernest R. Stolzer, Esq., Bond Schoeneck & King, PLLC dated November 3, 2015 as special labor counsel to the Town for the calendar year 2016.
- C. Accept the proposal for engineering support from Woodard & Curran for 2016 per letter dated December 8, 2015.
- D. Announce Town Board Liaisons.
- E. Appoint Service Officer for the term January 1, 2016 to December 31, 2016 to serve without compensation.

VIII. SALARIES and STANDARD WORK DAY:

- A. Resolution setting salaries and longevity payments (where applicable) of Town Officials and Employees for the year commencing January 1, 2016.
- B. Acknowledge change in regulation which defines the process of reporting work activities for elected and appointed officials.

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