

Organizational Meeting of the Town Board of the Town of Van Buren, held on January 6, 2021 at 7:00 pm at the Van Buren Town Hall, 7557 Van Buren Road, Baldwinsville, New York.

Mrs. Van Der Water	Councilor
Ms. Darcie Lesniak	Councilor
Mr. Howard Tupper	Councilor
Ms. Patricia Dickman	Councilor
Mr. Ronald Dudzinski	Councilor
Ms. Mary Frances Sabin	Councilor
Mr. Claude Sykes	Supervisor

Ms. Nadine Bell	Town Attorney
Mr. Doug Foster	Highway Superintendent
Mr. Anthony Geiss	Planning Board Chairman
Ms. Lynn Precourt	Town Clerk

Mr. Sykes announced all oaths and official undertakings are in place.

001-21-000 MOTION BY Ms. Dickman, seconded by Mrs. Van Der Water, to approve blanket undertaking bond covering all Town employees as required by Section 25 of the Town Law; and it is further RESOLVED, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 11 (2).

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

002-21-000 MOTION BY Mr. Tupper, seconded by Mr. Dudzinski, to set 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at 7:00 pm as the date and time of regular Town Board meetings. Set 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of each month at 6:30 pm as Town Board work sessions as needed.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

003-21-002 MOTION BY Ms. Sabin, seconded by Mrs. Van Der Water, to appoint Attorneys for Town Board, and Joint Zoning Board and Planning Board. Agreement date November 13, 2020 with Costello, Cooney & Fearon is hereby approved. For 2021 legal services.

Nadine Bell – Town Board Attorney, Joint Zoning Board and Planning Board Attorney

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

004-21-000 MOTION BY Mr. Dudzinski, seconded by Mrs. Van Der Water, to approve the following items:

Designate official newspaper of 2021 – Eagle Newspapers (*The Messenger*) and *The Post Standard* as necessary.

Designate M & T Bank, Baldwinsville, Solvay Bank, Solvay and NYCLASS as the depositories for all general and special accounts and authorize the Supervisor or Deputy Supervisor to make all deposits and withdrawals and sign checks on checking accounts.

Designate M & T Bank, Baldwinsville, as the depository for the funds of the Town Clerk, Justices and Receiver of Taxes.

Authorize the Town Clerk to make deposits in the Receiver of Taxes account.

Authorize the Parks & Recreation Dept. to make deposits in the General account at Solvay Bank.

Authorize the Town Clerk to make deposits in the General account at Solvay Bank and M & T Bank.

Establish petty cash funds as follows:

- a. Town Clerk, \$425.00 (\$125.00, plus \$100.00 in each of 3 cash boxes)
- b. Justices, \$200.00
- c. Parks & Recreation, \$75.00
- d. Parks & Recreation Refunds, \$100.00
- e. Pool, \$150.00, seasonal
- f. Concessions, \$150.00, seasonal

Set mileage reimbursement rate at \$.56 cents for use of personal vehicles for official business. Further, the rate shall stay concurrent with IRS rate throughout the year.

Reaffirm Town's investment policy.

Organizational Meeting January 6, 2021

Direct that fees for building, zoning and planning permits and developer's be collected by the Town Clerk's office and turn over to the Supervisor for deposit.

Approve Schedule of Fees for 2021 for building permits, filing fees, legal and engineering deposits and town clerk fees and park facility fees.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Town Clerk names Deputies – Kathryn Halleron, AnneMarie Doyle and Rosemary Johnson.

Mr. Sykes names Lyn Pinto as Town Historian, Marie Giannone as Confidential Secretary to Supervisor and Greg Maxwell as Budget Officer.

005-21-002 MOTION BY Mrs. Van Der Water, seconded by Ms. Lesniak, to approve appointment of James Virginia to the Joint Zoning/Planning Board with term to expire 12/31/27.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

006-21-002 MOTION BY Ms. Dickman, seconded by Mr. Dudzinski, to approve appointment of Greg Boltus to the Joint Zoning/Planning Board with term to expire 12/31/21 to fill remainder of James Ruddock's term.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

007-21-002 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve appointment of Anthony Geiss as Chairman of the Joint Zoning/Planning Board with term to expire 12/31/21.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

008-21-002 MOTION BY Ms. Dickman, seconded by Mr. Dudzinski, to approve appointment of Greg Maxwell as Comptroller and Budget and Accounting Officer for 4 (four) year term expiring 12/31/2025.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Mr. Sykes appointed Mary Frances Sabin as Deputy Supervisor.

009-21-002 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve the appointment of Roger Hand to Board of Assessment Review, term to expire 9/30/24 to fill the remainder of George McNabb's term.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

010-21-002 MOTION BY Ms. Dickman, seconded by Mr. Dudzinski, to reappoint Ann Marie Doyle to BAR, term to expire 9/30/2025.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

011-21-002 MOTION BY Ms. Sabin, seconded by Ms. Lesniak to approve appointment of Wendy Van Der Water to represent the Town on the Canton Woods Board of Directors.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

012-21-002 MOTION BY Ms. Sabin, seconded by Mr. Dudzinski, to approve appointment of Melissa Mariano (Town of Camillus Dog Control Office) as Dog Control Officer.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

013-21-002 MOTION BY Ms. Sabin, seconded by Ms. Dickman, to approve appointment of Jason Hoy as Town Engineer.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

014-21-002 MOTION BY Ms. Sabin, seconded by Ms. Dickman, Appointment of Anthony Geiss as Town representative to OCRRA Board.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

015-21-000 MOTION BY Mrs. Van Der Water, seconded by Mr. Dudzinski, to approve the following items:

Approve payroll rates and dates for 2021 per budget for elected, nonaffiliated and appointed personnel and name individuals to those positions:

Organizational Meeting January 6, 2021

Supervisor	\$48,801.00, annual	
Town Board	\$8,350.00 each, annual	
Justice	\$37,595.00 each, annual	
Town Clerk	\$69,759.00, annual	Lynn Precourt
Deputy Town Clerk	\$23.98/hr.	Kate Halleron
Deputy Town Clerk (pt time)	\$15.95/hr. (100 hrs).	AM. Doyle
Highway Supt.	\$67,203.00, annual	Douglas Foster
Assessor	\$84,746.00, annual	Theresa Golden
Deputy Supervisor	\$2,081.00, annual	
Board of Assessment Review	\$200.00, each, annual	listing attached
Joint Zoning/Planning Board Chairman	\$4,760.00, annual	Anthony Geiss
Joint Zoning/Planning Board Members	\$3,050.00, each,	listing attached
Historian	\$1,600.00, annual	Lyn Pinto
PT Confidential Secretary to Supervisor	\$16.52/hour	Marie Giannone
Comptroller/Budget Accounting Officer	\$42,436.00 annual	Greg Maxwell
Assessor Clerk		On call/maxim \$500
Court Security – Sheriff Deputies -	\$74.20 each for first two (2) hours, thereafter \$37.10 for every full or partial hour over two (2) hours.	
Buildings & Grounds seasonal staff:		
Summer employees (2)	\$15.00/hours 15 wks @ 32.5 hrs per wk.	
Dog Control Office	By intermunicipal contract	Melissa
Mariano		
Town Engineer	\$104,348	Jason Hoy
Code Enforcement Officer	\$31.83/hr.	Casey Palmer
Parks Director	\$32.32/hr.	Cathy Perkins

Approve seasonal personnel job roster and rates for Parks & Recreation Department per attached sheets. Union and affiliated personnel payroll rates per respective agreements.

Organizational Meeting January 6, 2021

Board Committees:

Public Safety:	Howard Tupper, Chairperson Patricia Dickman Darcie Lesniak
Parks & Recreation And Facilities:	Wendy VanDerWater, Chairperson Patricia Dickman Claude Sykes
Erie Canal Committee:	Ronald Dudzinski, Chairperson Howard Tupper
Personnel:	Patricia Dickman, Chairperson Mary Frances Sabin Darcie Lesniak
Highway:	Claude Sykes, Chairperson Ronald Dudzinski Wendy VanDerWater
Planning & Zoning:	Mary Frances Sabin, Chairperson Ron Dudzinski Howard Tupper
Cable TV:	Mary Frances Sabin, Chairperson Darcie Lesniak
Ethics:	Lynn Precourt, Chairperson Bradley Benton Loren Michels
Insurance:	Patricia Dickman, Chairperson Lynn McCormick Claude Sykes Greg Maxwell
Economic Development:	Darcie Lesniak, Chairperson Patricia Dickman Mary Frances Sabin

Reaffirm Town Procurement Policy (Chapter 50 Town Code) as revised in 2011.

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Blanket approval for memberships and dues for professional, county and state associations for elected officials and department heads.

Set standard work day for retirement system purposes at seven (7) hours per day for IUOE members and non-represented hourly employees.

Approve blanket approval for Town Engineer utilizing D. E. Tarolli to perform budgeted or emergency drainage and culvert work within the town for the ensuing calendar year via Onondaga County contract.

Set bill out rate for Town Engineer for 2021 at \$76.00 per hour.

Appointment of Greg Maxwell as Town Safety Coordinator.

Adjourn to Regular Town Board meeting, January 6, 2021, immediately following this meeting.

Mrs. Van Der Water – Yes, Ms. Lesniak – Yes, Mr. Tupper – Yes, Ms. Dickman – Yes, Mr. Dudzinski – Yes, Ms. Sabin – Yes, Mr. Sykes – Yes

All Ayes – Motion Carried & Adopted

Respectfully submitted,



Lynn Precourt

Town Clerk

Dated: 1/7/21



## SCHEDULE OF FEES

### Park Fees:

<u>PAVILIONS</u>	<u>2021 Resident Fees</u>	<u>2021 Non-Res. Fees</u>
Pavilion A	\$30.00	\$55.00
Pavilion B	\$140.00	\$170.00
Pavilion C & D	\$120.00	\$150.00
Pavilions E, F & G	\$40.00	\$65.00
Lodge(4/16-9/30)	\$155.00	\$185.00
Lodge (10/1-4/15)	\$185.00	\$215.00

<u>POOL</u>	<u>2021 Resident</u>	<u>2021 Non-Res</u>
All ages	\$3.00	\$4.00

\*Subject to change, daily and season passes

### Season Passes

Resident Family of 4	\$150.00
Each Additional Dependent	\$35.00
Non-Resident Family of 4	\$170.00
Each Additional Dependent	\$40.00
Resident Individual	\$55.00
Non-Resident Individual	\$85.00
Senior Citizens	\$40.00

**We will offer a \$10.00 discount to anyone that purchases a family pass before May 31st.**

**PROGRAM FEES:** All of the Parks and Recreation Department's programs are run on a self-sustaining basis, but making a profit is also factored in. The fees are all listed in the program brochures.

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**November 20, 2020**

**TOWN OF VAN BUREN PARKS AND RECREATION DEPARTMENT  
WAGES FOR 2021 SEASONAL EMPLOYEES**

The following are our budgeted wages for our 2021 seasonal employees.

Wages are based on employee job responsibilities, whether the employee is in a supervisory position over other staff, and whether certifications are needed for employment (i.e., lifeguards need certifications to work, whereas recreation staff do not, and Water Safety Instructors (WSI's) need additional certification than "regular" lifeguards). Also, wages increase each year to try to entice employees back.

**SUMMER ASSISTANT**

1 returning employee                      \$15.35/hr.

**PARK ATTENDANT WAGES**

3 Returning employee                      \$13.70/hr.

**CONCESSION STAND EMPLOYEES**

2 Returning Employee                      \$13.15/hr.

**POOL STAFF WAGES**

2 Supervising Lifeguard/WSI              \$15.40/hr.

3 Returning WSI                              \$13.65/hr.

4 Returning Guards                          \$13.40/hr.

5 Returning Lifeguard s                      \$13.15/hr.

2 Returning Cashiers                          \$13.15/hr.

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# Town of Van Buren Building Permit Fees 2021

(non-refundable)

Please round to the nearest one dollar amount.



## Building Permits:

Residential Structures including manufactured homes	\$	25.00
plus per sq/ft	\$	0.25
plus foundation (see foundation)		
 Commercial Structures	\$	25.00
plus per thousand of construction cost	\$	10.00
minimum fee	\$	100.00
maximum fee	\$	40,000.00
 Detached Garage/ Pole barns	\$	25.00
plus per sq/ft	\$	0.20
plus foundation (see foundation)		
 Open decks	\$	25.00
plus per sq/ft	\$	0.20
 Covered decks/ porches	\$	25.00
plus per sq/ft	\$	0.20
 Solid fuel appliances/ fireplaces/ gas heaters/ standby generators	\$	75.00
 In-Ground swimming pool and fence	\$	100.00
 Above Ground swimming pool	\$	50.00
 Shed 144 sq/ft or more	\$	25.00
Plus per sq/ft		\$0.25
 Site Development Permit	\$	50.00
 Foundation: Masonry basement/ crawl space/ slab on grade	\$	25.00
plus per sq/ft	\$	0.15
 Fence	\$	40.00
 Sign	\$	25.00
plus per sq/ft	\$	1.50
 Mobile home	\$	50.00
 Demolition Permit		\$100
 Storage Trailers (TEMP) - Non Residential per trailer	\$	100.00
 Solar PV System	\$	150.00

Operational Permits (Haz-mat, Flammable Compressed gases, ect.)	
Residential Use	\$ 50.00
Industrial/ Business Use	\$ 200.00
Outdoor Fireworks Displays	\$ 500.00
Public Events***	\$100.00
Remodeling, Change of Occupancy, Conversion	\$ 25.00
plus residential per sq/ft	\$ 0.15
plus commercial per sq/ft	\$ 0.20
Fee to Rescind Stop Work Order	
Residential	\$ 100.00
Commercial	\$ 200.00
Plan review - no permit issued	50% of fee
Flood Plain Development Permit	\$ 200.00

**Double fee for building permit after construction commenced**

**Extension of Permit**      \$25.00

**Fire Inspections**      Residential- \$20/per building  
Commercial- \$35/per building

**Communication Tower Antenna Replacement**      \$75

**After Hours Inspection**      \$100

**Misc. Inspections (Site visit, reinspection if not ready, Etc.)**\$15

**Certificates of Occupancy/ Compliance**

Residential – First Inspection	\$0
Commercial - First Inspection	\$0
Second Inspection and each additional	\$ 50.00

**Filing Fees - All non-refundable**

Residential Area Variance	\$ 100.00
Use Variance	\$ 225.00
Commercial Variance (use or area)	\$ 300.00

Special Use Permits		\$	175.00
Zone Changes		\$	300.00
Site Plan/Project Plan Review		\$	250.00
Subdivisions	2-4 lots	\$	125.00
	5-30 lots	\$	275.00
	31 + lots	\$	375.00
Code Interpretation		\$	25.00
Zoning Compliance Letter		\$	25.00

Prepared by Codes 12/16/2020

***Legal/ Engineering Deposits***  
***Per Town Zoning Regulations Sec. 200-81B(4)***

I.	Subdivisions		
	2 lots		\$100
	3-30 lots		\$275
	31-60 lots		\$250
	60+ lots		\$225
II.	Zone Change		
	Residential/Business/Industrial Use		\$1000
	Planned Unit Development (PUD) Residential		
	Under 30 lots		\$400/lot
	31-60 lots		\$350/lot
	60+ lots		\$300/lot
	Planned Office/Commercial/Industrial (POD)(PCD)(InP)		
	Per affected Acre		\$1000
	Apartment/ Townhouse		\$300/unit
III.	Variance		
	Business or Industrial		\$1000
IV.	Special Use Permit		
	Business or Industrial		\$1000
V.	Site Plan		
	Business Use		\$1500

Industrial Use \$3000  
Owner Occupied 1&2 Family Residences are Exempt from Fee

### ***Deposits for Variances & Special Use Permits***

VI.	Park Fees (In Lieu of Land for Public Use) adopted by Town Board, May '04	
	Minor Subdivisions (3 lots or less)	\$150/lot
	Major Subdivisions (4+ lots)	\$350/lot
VII.	Communication Towers	\$8500
VIII.	MS4 Development Permit (per affected acre)	\$1650

### ***Legal/Engineer***

Legal Fees (Hr)	as per fee schedule with Town	
Engineer Fees	\$76/Hr	if consultant is required, actual rate is billed by consultant

\*\*\* Upon request to Town Board fee may be waived for non-profit

## EXPIRATION DATES FOR ELECTED & APPOINTED OFFICIALS

<b>Town Board</b>	Claude Sykes	12/31/21(2 year term)
	Patricia Dickman	12/31/21 (4 year term)
	Mary Frances Sabin	12/31/23
	Howard Tupper	12/31/23
	Wendy VanDerWater	12/31/23
	Ronald Dudzinski	12/31/21
	Darcie Lesniak	12/31/21
<b>Deputy Supervisor</b>	Mary Frances Sabin	12/31/21
<b>Joint Zoning/ Planning Board</b>	Anthony Geiss, Chair	12/31/22 (7 year term)
	Greg Boltus	12/31/21
	James Virginia	12/31/27
	Jim Schanzenbach	12/31/26
	James Bowes	12/31/25
	Roger Roman	12/31/24
	Mark Budosh	12/31/23
<b>Board of Assessment Review</b>	Roger Hand	9/30/24
	Ann Marie Doyle	9/30/25
	Robert Paxton	9/30/21
	Thomas Dillon	9/30/23
	Mary Crego	9/30/22
<b>Highway Supt.</b>	Douglas Foster	12/31/21 (4 year term)
<b>Town Clerk/Receiver of Taxes</b>	Lynn Precourt	12/31/23 (4 year term)
<b>Town Justices</b>	Ed Van Der Water	12/31/21 (4 year term)
	Darlene O’Kane	12/31/23
<b>Comptroller</b>	Greg Maxwell	12/31/25 (4 year appointment)
<b>Assessor</b>	Theresa Golden	9/30/25 (6 year term/Appointed)
<b>Historian</b>	Lyn Pinto	12/31/21
<b>OCRRA Rep.</b>	Anthony Geiss	12/31/21

## Chapter 50

### PROCUREMENT POLICY

#### ARTICLE I Policy

- § 50-1. Evaluation of purchase.
- § 50-2. Purchases to be formally bid.
- § 50-3. Estimated purchases requiring quotes or proposals.
- § 50-4. Award of purchase or contract.
- § 50-5. Good faith effort.
- § 50-6. Exceptions from solicitation of quotes or proposals.
- § 50-7. Miscellaneous provisions.

#### ARTICLE II Procedures

- § 50-8. Determination.
- § 50-9. Purchase order.
- § 50-10. Attachments to purchase order.
- § 50-11. Signing of order.
- § 50-12. Distribution of purchase order.
- § 50-13. Submission of order to Comptroller; recordkeeping.  
Requested Quote Sheet

[HISTORY: Adopted by the Town Board of the Town of Van Buren 8-26-1996. Amendments noted where applicable.]

#### GENERAL REFERENCES

Investment policy — See Ch. 36

Personnel policies — See Ch. 45.

#### ARTICLE I Policy

##### § 50-1. Evaluation of purchase.

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

##### § 50-2. Purchases to be formally bid. [Amended 10-19-2010 by L.L. No. 5-2010; 8-2-2011 by L.L. No. 5-2011]

All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law § 103.



bidder (for example, the second low bidder is a business in town paying Town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier).

If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

**§ 50-5. Good faith effort.**

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 attempt made in obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

**§ 50-6. Exceptions from solicitation of quotes or proposals.**

- A. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
- (1) Acquisition of professional services.
  - (2) Emergencies (as declared by the Town).
  - (3) Sole source situations.
  - (4) Goods purchased from agencies for the blind or severely handicapped.
  - (5) Goods purchased from correctional facilities.
  - (6) Goods purchased from another governmental agency.
  - (7) Goods purchased at auction.
  - (8) Good purchased through state or county contracts.
- B. Supporting documentation explaining the above must accompany the purchase (i.e.: a copy of relevant state or county contracts).

**§ 50-7. Miscellaneous provisions.**

- A. This policy is intended to be a guideline for Town personnel involved in the purchase of goods and services, and no unintentional violation of this policy shall be deemed to create a claim or cause of action or form the basis of any claim or a cause of action against the Town personnel.
- B. This policy does not supersede those instances (i.e.: conferences, meetings, etc.) where prior Town Board approval is required before Town funds can be committed. Interpretations of the applicability of this policy to a specific situation will be made by the Town Comptroller's office in conjunction with the Town Supervisor's office.
- C. Purchase orders will be issued when funds are committed and budgeted amounts encumbered when acquisitions are made under the policy. All purchase orders are to be submitted to the comptroller's office when written and sent to a supplier.

**§ 50-12. Distribution of purchase order.**

Purchase orders shall be distributed as follows:

- A. White copy: sent to the supplier.
- B. Light yellow: to the Comptroller's office (duplicate).
- C. Pink (triplicate): kept by the department head. When the product is received, this copy shall become the receiving copy to verify quantities received. It shall also be attached to the invoice/voucher and submitted to the Comptroller's office. If multiple receiving against the purchase order is anticipated, a photo copy shall be submitted until the final receiving is received.
- D. Dark yellow, file copy: kept by the department head.

**§ 50-13. Submission of order to Comptroller; recordkeeping.**

- A. Purchase orders shall be submitted to the Comptroller's office for processing when the department makes the commitment to purchase.
- B. The Comptroller's office shall date stamp all purchase orders upon receipt.
- C. The Comptroller shall review the purchase order for adherence to bid procedures, if required, appropriation lines being charged for correctness and whether the purchase order is complete.
- D. Open purchase orders shall be entered into the computer, monthly or at year end encumbering the funds.
- E. When the goods are received, the department head shall compare the purchase order to the receiving documents to the invoice for correctness. If the purchase order is complete, the pink copy shall be attached to the invoice and submitted to the Comptroller's office. If the order is not complete, the copy shall be attached to the voucher.
- F. Comptroller's office shall date stamp the vouchers and number them in sequence when received.
- G. The voucher shall be verified to supporting documentation for completeness. If a significant problem exists, the voucher shall be returned to the department for correction.
- H. The voucher shall be entered into the computer for payment.

**PROCUREMENT POLICY**

*50 Attachment 1*

**TOWN OF VAN BUREN**

**Requested Quote Sheet**

Date: \_\_\_\_\_

Item: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description (if needed): \_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_  
Company Phone Quote  
\_\_\_\_\_  
Representative

2. \_\_\_\_\_  
Company Phone Quote  
\_\_\_\_\_  
Representative

3. \_\_\_\_\_  
Company Phone Quote  
\_\_\_\_\_  
Representative

4. \_\_\_\_\_  
Company Phone Quote  
\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature of person preparing form

# INVESTMENT POLICY FOR THE TOWN OF VAN BUREN

## 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 (the Supervisor) who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include the adequate internal control structure to provide a satisfactory level of accountability based on a data base 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 Van Buren to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, 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 decisions.

**V. DIVERSIFICATION**

It is the policy of the Town of Van Buren to diversify its deposits and investments by financial institution, by investment instrument and by maturing schedule.

**VI. INTERNAL CONTROLS**

It is the policy of the Town of Van Buren for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor within 30 days of deposit, or within the time period specified in law, whichever is shorter.

The Chief Fiscal Officer (Supervisor) 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 of 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 DEPOSITORIES**

The banks and trust companies authorized for the deposit of moneys up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
M & T Bank	Allowed	Branch Manager
MBIA Asset Mgmt – NYCLASS	Allowed	Asset Manager
Solvay Bank	Allowed	Branch Manager

**VII. COLLATERALIZING DEPOSITS**

In accordance with the provisions of the General Municipal Law, S10, all deposits of the Town of Van Buren, 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” or provided by General Municipal Law, S10, 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” issues 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 nationally recognized statistical rating organization or by a 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 organizations.

#### IX. SAFEKEEPING AND COLLATERIZATION

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

The security agreement shall provide the eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, or any cost 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 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 securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town 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 rating of the 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 the General Municipal Law, S11, the Town of Van Buren authorizes the Chief Fiscal Officer (Supervisor) to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs on the following types of investments:

- Special time deposit accounts
- Certificate of deposit

- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where payment of principal of principal and interest are guaranteed by the United States of America
- Obligations of the State of New York
- Obligations pursuant to LFL S24.00 or 25.00 (with approval of State Comptroller) by any municipality, school district, or district corporation other than the Town of Van Buren
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments
- Certificates of Participation (COP) issued pursuant to GML, S109-b, Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, S6-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 Van Buren 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 Van Buren within two years of the date of purchase.

**XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Town of Van Buren shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which 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 Van Buren. 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 (Supervisor) 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 (Supervisor) is authorized to contract for the purpose 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 of prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town by the bank or trust company. Any obligation



held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML S10.

The custodial agreement shall provide the securities held by the bank or trust company, as 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 liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### 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 and African Development Bank
- (iii) Obligations partially insured or guaranteed by an 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 by the State of New York, obligations issued by a municipal corporation, school district or district or district corporation of such State or obligations of any public benefit corporation which under a State statute may be accepted as security for deposits of public money
- (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest categories by at least one nationally recognized statistical rating organizations
- (vi) Obligations of Puerto Rico rated in one of the three highest categories by at least one nationally recognized statistical rating organization
- (vii) obligations of countries, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization
- (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally statistical rating organization
- (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (x) Commercial paper and bankers' acceptances issued by a bank, other than the bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (xi) Zero coupon obligations of the United States government marketed as "Treasury strips"