

**STATE OF NEW YORK
COUNTY OF DUTCHESS
TOWN OF LA GRANGE**

**TOWN BOARD MEETING
July 27, 2011**

Present: Supervisor Jon Wagner
Councilman Joseph Luna
Councilman Edward Jessup
Councilman Gary Polhemus
Councilman Gary Beck

Recording Secretary: Christine O'Reilly-Rao, Town Clerk

Others Present: Ron Blass, Esq. Van De Water & Van De Water
Steve Mance, Environmental Consultants

The regular meeting of the Town Board was held on Wednesday, July 27, 2011, at the LaGrange Town Hall, 120 Stringham Road. Supervisor Wagner called the meeting to order at 7:00 p.m. The Town Clerk led the flag salute.

Supervisor Wagner asked for a motion to approve the minutes for July 13, 2011. Councilman Jessup moved to do so, seconded by Councilman Polhemus. Supervisor Wagner abstained from the vote due to his absence. The motion carried.

Public Hearing

Supervisor Wagner asked for a motion to open the Public Hearing regarding the Extension of the Lincoln Ridge Subdivision Stormwater Maintenance District.

Councilman Beck moved to do so, seconded by Councilman Luna. The motion carried unanimously.

There were no comments from the Public.

Councilman Jessup moved to close the Public Hearing, seconded by Councilman Beck. The motion carried unanimously.

Councilman Beck moved to adopt the Negative Declaration, seconded by Councilman Polhemus. The motion carried unanimously. (SEE ADDENDUM)

Councilman Jessup, seconded by Councilman Polhemus moved to adopt the EAF (Short Environmental Assessment). The motion carried unanimously. (SEE ADDENDUM)

Councilman Jessup moved to adopt resolution extending the Lincoln Ridge Subdivision Stormwater Maintenance District, seconded by Councilman Luna. The motion carried unanimously. (SEE ADDENDUM)

Supervisor's Report

Supervisor Wagner stated that the Mayors and Supervisors Association will be meeting on August 2nd at Copperfields to discuss the recently passed TAX CAP Legislation in anticipation of 2012 budget preparations. He invited any interested Board members to attend.

Mr. Wagner stated that there had been an article in *The New York Times* which cited a Math and Science Museum in New York City as being the only museum of this type in the State. Mr. Wagner had written a letter to the editor to inform them that Irv Miller's Math & Physics Exploratorium which is located in LaGrange is a similar type of museum.

Correspondence

Bob D'Amato, president of the LaGrange Historical Society is requesting Board approval to set up a small display in Town Hall.

Councilman Luna moved to approve the request, seconded by Councilman Beck. The motion carried unanimously.

Agenda Items

The Court Clerks requested permission to attend the NYS Magistrates Association/ Court Clerks Association Convention from September 25 – 28, 2011 in Niagra Falls. The cost will be \$1,228.00. The Clerks will be using a Town car to defray the cost of attending the convention.

Both Councilman Beck and Polhemus wanted additional information before approving the request.

Councilman Luna stated that the request should be shelved. It was agreed to hold off on approving the request until closer to the date of the Convention.

Mr. Wagner stated that the Building Inspector had requested Town Board's approval to have the rear exit staircase repaired at the July 13th meeting. Since then, the Town's engineering company had evaluated the job and concluded that no structural issues were apparent and that it would just be a basic repair of the steps and treads.

He asked if any Board members had any objections to the planned repair. There were no objections.

Mr. Wagner asked for a motion to waive the 30 day waiting period for liquor license renewal for Giacomo Crescenza D/B/A Tina's Pizzeria, located at 415 Manchester Road in LaGrange.

Councilman Luna moved to do so, seconded by Councilman Beck. The motion carried unanimously.

Mr. Wagner asked for a motion to waive the 30 day waiting period for a liquor license renewal for RSF INC D/B/A Robo's Deli, located at 1482 Route 55 in LaGrange.

Councilman Polhemus moved to do so, seconded by Councilman Jessup. The motion carried unanimously.

The New York State Police are seeking Board approval to install an antenna on the Town Hall building to operate a New York State Police Radio in the sub-station. There will be no cost to the Town.

Councilman Jessup moved to approve the request, seconded by Councilman Beck. The motion carried unanimously.

Mr. Wagner stated that the Board needed to address issues of illegal parking and dumping at Whites Bridge Lane. The lane is located at a dead end near the Overlook Drive – In and is close to the Manchester Water pump station.

Previously, the Town had posted "NO PARKING" signs on both sides of the street, but these have disappeared. He added that the Town recently had to dismantle a diving board that had been placed there. A brief discussion ensued.

Mr. Luna stated that he was disappointed that a long time swimming hole had been misused. Dirty diapers and other hazardous trash have been discarded in that area, endangering the water supply.

Mr. Wagner stated that a local law would have to be enacted to make it possible to enforce the signage. (SEE ADDENDUM)

Councilman Beck moved to set a Public Hearing for August 10, 2011. Councilman Jessup seconded the motion which carried unanimously. (SEE ADDENDUM)

Supervisor Wagner stated that there is a need to regulate the installation and use of outdoor wood boilers on residential parcels. The Board has been working on a draft of the proposed legislation which will be reviewed again in two weeks.

The Town Board had adopted a Procurement Policy in May of 2011. Mr. Wagner stated that the Board needed to amend Guideline # 3 regarding threshold amounts required for estimates. This amendment is necessary due to a change in State requirement regarding threshold amounts. (SEE ADDENDUM)

Councilman Beck moved to do so, seconded by Councilman Luna. The motion carried unanimously.

Mr. Wagner stated that the Board needed to approve an Internal Policy for Special District Procurement and Billing which will address the procedures for the Highway Department to bill for work done for Special Districts. (SEE ADDENDUM)

Councilman Beck moved to do so, seconded by Councilman Luna. The motion carried unanimously.

The Building Inspector is requesting Town Board's approval to refund the following Soil Erosion Bond for 41 Brian Court, Lagrangeville; grid # 6361-04-927053 in the amount of \$1,500.00

Councilman Beck moved to do so, seconded by Councilman Polhemus. The motion carried unanimously.

Committee Reports

Water and Sewer

No report

Recreation

Mr. Polhemus stated that there had been some confusion with Gold's Gym and the swimming test.

Open Space

No report

Highway

No report

Town Attorney

No comments

Administrator of Public Works

No comments

Town Board Comments

No comments

Public Comment

Councilman Luna moved to open the Public Comment, seconded by Councilman Polhemus. The motion was carried by all.

Alison Withers of the LaGrange Library addressed the Board. She stated that in addition to the regular 25 volunteers, the library also has 19 kids who are volunteering for the summer. In addition, the reading program which ends August 12th is going strong.

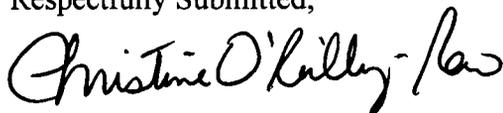
Donna Bolner, District 13 County Legislator, addressed the Board. She stated that there had been some complaints regarding to the Rail Trail. Some policies are being considered to address the issues. The Legislature is considering a law to address demonstrations of any kind at funerals. Lastly, she stated that they are beginning the budget process for the County.

Councilman Luna moved to close the Public Comment, seconded by Councilman Jessup. The motion was carried by all.

Supervisor Wagner asked for a motion to adjourn to executive session to discuss contract negotiations with the union at 7:25 p.m. Councilman Luna so moved, seconded by Councilman Polhemus. The motion was carried by all.

The Board returned at 8:00 p.m. and Councilman Beck moved to adjourn the meeting. Councilman Jessup seconded the motion, which carried unanimously.

Respectfully Submitted,



Christine O'Reilly-Rao
LaGrange Town Clerk

Addendum

- Negative Declaration: Lincoln Ridge Subdivision Stormwater Drainage District
- EAF: Lincoln Ridge Subdivision Stormwater Drainage District
- Resolution: Extension of the Lincoln Ridge Subdivision Stormwater Drainage District
- Resolution: Whites Bridge Lane
- Amended Procurement Policy
- Internal Policy: Special District Procurement and Billing

TOWN OF LAGRANGE TOWN BOARD

**EXTENSION OF THE LINCOLN RIDGE SUBDIVISION
STORMWATER MAINTENANCE DISTRICT**

**NEGATIVE DECLARATION
NOTICE OF DETERMINATION OF NON-SIGNIFICANCE**

WHEREAS, the Town of LaGrange Town Board proposes to extend the Lincoln Ridge Subdivision Drainage District to include the three (3) lots of the Cramer Road Equities Subdivision and

WHEREAS, this negative declaration is prepared in accordance with Article 8 of the Environmental Conservation Law; and

WHEREAS, the name and address of the lead agency is: Town of LaGrange Town Board, 120 Stringham Road, LaGrangeville, New York 12540; and

WHEREAS, the Town of LaGrange Town Board has determined that this action is an unlisted action pursuant to 6 NYCRR Part 617 of the NY State Environmental Quality Review Act (SEQRA) and that the action need not be subject to optional coordinated review by all involved agencies; and

WHEREAS, the Town of LaGrange Town Board has caused the preparation of a Short Environmental Assessment Form (EAF); and

WHEREAS, the Town of LaGrange Town Board has reviewed the action and all relevant supporting documentation and has compared the action with 6 NYCRR 617 and has determined that no significant adverse impacts associated with the proposed action have been identified. The Board offers the following information supporting and substantiating this determination:

1. The action will not result in a substantial adverse change in existing air quality, ground or surface water quality, traffic or noise levels, a substantial increase in solid waste production; or a substantial increase in potential for erosion, flooding, leaching or drainage problems.

2. The action will not result in the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movements of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial impacts on a threatened or endangered species of animal or plant or the habitat of such a species or other significant adverse impacts to natural resources.

3. The action will not create a material conflict with the community's current plans or goals as officially approved or adopted. The action is entirely consistent with and supportive of the goals and objectives of the Town of LaGrange.

4. The action will not result in the impairment of the character or quality of important historical, archeological, architectural or aesthetic resources of the existing community or neighborhood character.

5. The action will not create a hazard to human health.

6. The action will not cause a substantial change in the use or intensity of use of land, including agricultural, open space or recreational resources or in its capacity to support existing uses.

7. The action will not result in the creation of a material demand for other actions that would result in one of the above consequences.

8. The action does not involve changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

NOW, THEREFORE, BE IT RESOLVED THAT the Town of LaGrange Town Board has examined the impacts which may be reasonably anticipated to result from the action, and has determined that these actions will not have any significant adverse impact on the environmental and that a Draft Environmental Impact Statement need not be prepared.

BE IT FURTHER RESOLVED THAT the Town of LaGrange Town Board hereby issues a Negative Declaration pursuant to the requirements of the State Environmental Quality Review Act.

BE IT FURTHER RESOLVED THAT the Town of LaGrange Town Board hereby authorizes the filing of this Negative Declaration pursuant to the requirements of the State Environmental Quality Review Act as contained in its regulations at 6 NYCRR 617.12.

The foregoing resolution was voted upon with all councilmen voting as follows:

Supervisor Wagner	AYE
Councilman Luna	AYE
Councilman Beck	AYE
Councilman Jessup	AYE
Councilman Polhemus	AYE

This Negative Declaration is adopted this 27th day of July, 2011 and is ordered into the record of the Town of LaGrange Town Board with respect to the Extension of the Lincoln Ridge Stormwater Maintenance District.


CHRISTINE O'REILLY-RAO
TOWN CLERK

Contact Person:
Christine O'Reilly-Rao, Town Clerk
120 Stringham Road
LaGrangeville, NY 12540
845-452-1830

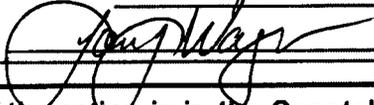
Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR TOWN OF LAGRANGE TOWN BOARD	2. PROJECT NAME Extension of the Lincoln Ridge Stormwater Maintenance District
3. PROJECT LOCATION: Municipality <u>Town of LaGrange</u> County <u>Dutchess</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) Stormwater Maintenance District to be extended to encompass the 3 lots of the Cramer Road Equities Subdivision.	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: Extension of the Lincoln Ridge Stormwater Maintenance District to cover the required maintenance of the stormwater facilities for the Cramer Road Equities Subdivision.	
7. AMOUNT OF LAND AFFECTED: Initially <u>10.5 +/-</u> acres Ultimately <u>10.5 +/-</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: Conditional final subdivision approval from the Town of LaGrange Planning Board.	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>Jon J. Wagner, Supervisor, Town of LaGrange</u> Date: <u>7/27/11</u> Signature: 	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:
 No. This action, the extension of a stormwater maintenance district, will not result in any physical impacts.

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
 No.

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
 No.

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:
 No.

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
 No.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
 No.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:
 No.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?
 Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

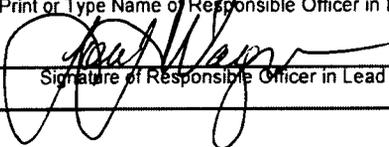
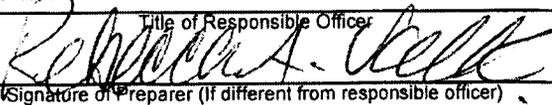
Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

TOWN OF LAGRANGE TOWN BOARD 7/27/11

Name of Lead Agency Date

Jon J. Wagner. Supervisor

Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer

Signature of Responsible Officer in Lead Agency Signature of Preparer (If different from responsible officer)

Reset

RESOLUTION

EXTENSION OF THE LINCOLN RIDGE SUBDIVISION STORMWATER MAINTENANCE DISTRICT

WHEREAS, on July 13, 2011, the Town Board received a petition, accompanied by a map and plan, pursuant to Section 192 of the Town Law, for the extension of the Lincoln Ridge Subdivision Stormwater Maintenance District upon petition under Article 12 of the Town Law; and

WHEREAS, the Town Board, on July 13, 2011, accepted the proposed map and plan Clark Paterson Lee dated May 13, 2011 (hereinafter the "Map and Plan"), and directed the Town Clerk to publish and post a notice for public hearing on the extension of the Lincoln Ridge Subdivision Stormwater Maintenance District in accordance with the applicable provisions of law; and

WHEREAS, the public hearing was duly held on July 27, 2011; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of LaGrange, in the County of Dutchess, that it be and hereby is determined as follows:

- (1) That the petition is signed, and acknowledged or proved, or authenticated, as required by law and is otherwise sufficient;
- (2) That all of the property and property owners within the proposed drainage district are benefited thereby.
- (3) That all of the property and property owners benefited are included within the proposed drainage district.
- (4) It is in the public interest to establish the proposed drainage district as hereinafter described, and

BE IT FURTHER RESOLVED AND DETERMINED, that the Town Board does hereby approve the extension of the Lincoln Ridge Subdivision Stormwater Maintenance District; that the

improvements described in the Map and Plan be constructed and the service therein described be provided for upon the required funds being made available or provided for; and that the district, ast extended, be bound and described as set forth on the map forming a part of the Map and Plan filed with the Town Clerk, and which drainage district encompasses the property shown on Exhibit "A" annexed hereto.

The foregoing resolution was voted upon with all councilmen voting as follows:

Supervisor Wagner	AYE
Councilman Luna	AYE
Councilman Beck	AYE
Councilman Jessup	AYE
Councilman Polhemus	AYE

DATED: LaGrangeville, New York
July 27, 2011


CHRISTINE O'REILLY-RAO, TOWN CLERK

RESOLUTION

Supervisor Wagner, seconded by Councilman Beck, introduced the following proposed local law, to be known as Local Law No.4 of 2011, entitled A LOCAL LAW OF THE TOWN OF LAGRANGE, DUTCHESS COUNTY, NEW YORK TO AMEND SECTION 226-18 OF THE TOWN CODE OF THE TOWN OF LAGRANGE TO PROHIBIT PARKING OR STANDING ON EITHER SIDE OF WHITE'S BRIDGE LANE ALONG ITS ENTIRE LENGTH.

BE IT ENACTED by the Town Board of the Town of LaGrange that the Town Code is amended to read as follows:

Section 1. Section 226-18 of the Town Code is amended to add a new subsection (B) as follows:

B. Both sides of White's Bridge Lane along its entire length.

Section 2. This local law shall take effect immediately upon filing with this state's Secretary of State.

Supervisor Wagner advised the Town Board that, pursuant to the Municipal Home Rule Law of the State of New York, it will be necessary to hold a public hearing upon this law. He offered the following resolution which was seconded by Councilman Jessup, who moved its adoption:

Whereas, on July 27, 2011 Supervisor Wagner has introduced this local law for the Town of LaGrange, to be known as "Town of LaGrange Local Law No.4 of the Year 2011, a local law of the Town of LaGrange, Dutchess County, New York to amend Section 226-18 of the Town Code of the Town of LaGrange Prohibit Parking or Standing on either side of White's Bridge Lane along its entire length."

RESOLVED, that a public hearing be held in relation to the proposed changes as set forth in the form of notice, hereinafter provided, at which hearing parties of interest and citizens shall have an opportunity to be heard, to be held at the Town Hall, 120 Stringham Road, LaGrangeville, New York, on August 10, 2011, at 7 o'clock p.m., Prevailing Time, and that notice of said meeting shall be published in the official newspaper of general circulation in the Town of LaGrange, by the Town Clerk, at least five (5) days before such hearing and that notice shall be in the following form:

NOTICE OF PUBLIC HEARING

TAKE NOTICE, that the Town Board of the Town of LaGrange will hold a public hearing at the Town Hall, 120 Stringham Road, LaGrangeville, New York on August 10, 2011 at 7 o'clock, p.m., on Local Law No. 4 of the Year 2011, to amend Section 226-18 of the Town Code of the Town of LaGrange to Prohibit Parking or Standing on either side of White's Bridge Lane along its entire length.

TAKE FURTHER NOTICE, that copies of the aforesaid proposed local law will be available for examination at the office of the Clerk of the Town of LaGrange, at the Town Hall, 120 Stringham Road, LaGrangeville, New York between the hours of 8:30 a.m. and 4:00 p.m. on all business days except Tuesdays between the hours of 8:00 a.m. and 3:30 p.m. between the date of this notice and the date of the public hearing.

TAKE FURTHER NOTICE, that all person interested and citizens shall have an opportunity to be heard on said proposal at the time and place aforesaid.

DATED: LaGrangeville, New York
July 27, 2011


CHRISTINE O'REILLY-RAO
TOWN CLERK

The foregoing resolution was voted upon with all councilmen voting as follows:

Supervisor Wagner	AYE
Councilman Luna	AYE
Councilman Beck	AYE
Councilman Jessup	AYE
Councilman Polhemus	AYE

DATED: LaGrangeville, New York
July 27, 2011


CHRISTINE O'REILLY-RAO
TOWN CLERK

S:\WPDOCS\LaGrange (0070)\Local Laws & Misc. Resolutions\2011\No Parking White's Bridge Lane\07.28.11 Resolution of Introduction.doc

Adopted on May 12, 2011
Amended July 27, 2011

Town of LaGrange
Procurement Policy

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, §103 or any other law; and

WHEREAS, comments have solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED: That the Town of LaGrange 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, §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.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, §103. These thresholds shall be deemed to change as and when the state legislature amends them.

Guideline 3. All estimated purchases of:

- *Less than \$20,000 but greater than \$3,000 require preparation of a written quote sheet/request for purchase ("RFP"). Written or faxed quotes must be solicited from at least three (3) vendors, and the results entered on the quote sheet. Approval of the Supervisor shall be required.*
- *Less than \$3,000 but greater than \$1,000 require receipt of at least two (2) oral or faxed quotes from two (2) vendors which shall be entered on a quote sheet.*
- *Less than \$1,000 may be based on one (1) oral quote, which shall be entered upon a quote sheet. Approval of a Department Head is required.*

All estimated public works contracts of:

- Less than \$35,000 but greater than \$10,000 require a written RFP and fax/proposals from three (3) contractors.
- Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from two (2) contractors.
- Quotes for less than \$3,000 are left to the discretion of the town officer or employee.

All public works contracts require advance approval of the Town Board.

Any written quote sheets/request for purchase shall describe the desired goods, quantity and the particulars of delivery. The proposed Purchaser shall compile a list of all vendors from whom quotes have been requested and the quotes received.

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

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the proposed 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 bidder. (For example, the second low bidder is a business in the 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 quote provider is not deemed responsible, facts supporting that judgment 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 proposed Purchaser is unable to obtain the required number of the proposals or quotations, the Purchaser shall document the efforts made. In no event shall the inability to obtain the 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 severely handicapped
- e) Goods purchased from correctional facilities
- f) Goods purchased from another governmental agency
- g) Goods purchased at auction

Guideline 7. All purchase requests must go to the Comptroller after approval. The Comptroller will subtract the approved purchase amount from the appropriate budget line, then issue a Purchase Order in a form acceptable to the Town Board. Purchase requests that are not possible due to the lack of budget funds in a particular budget line will be referred to the Supervisor and Town Board to make the appropriate budget transfer if possible prior to the purchase order being issued.

Guideline 8. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonable practicable.

Adopted on July 27, 2011

Special District Procurement and Billing Policy

Introduction

Special Districts are set up to structure, organize and run various infrastructure entities in the Town of LaGrange such as, but not limited to Water, Sewer, Storm Water, and lighting. The LaGrange Town Board serves as the governing board for all such districts and must approve all expenditures made on behalf of the districts.

Overview

Purchases made on behalf of any district must be approved in accordance with existing procurement policies in place at the time of the purchase (See also Town of LaGrange Procurement Policy) as well as any applicable state statutes.

Capital Improvement Projects and all Maintenance Projects made on behalf of a district must be approved by the LaGrange Town Board prior to any work commencing. Emergency work may be conducted on a case by case basis to ensure uninterrupted essential services are available to district members.

Purchase Procedure

All purchases must adhere to the requirements set forth in the Town of LaGrange Procurement Policy as well as any applicable state statutes.

- All purchases made on behalf of a district must be requested in writing by use of a purchase request form (see attached).
- The process outlined on the form regarding purchase quotes must be adhered to and supporting documentation must be submitted with the form.
- The appropriate individual or board must approve the purchase by signing the request.
- The approved purchase request must be submitted to the Town Comptroller for the issuance of a purchase order.
- No purchase may be made on behalf of a district without a purchase order.

Work and/or Public Works Procedure

Proposals for work to be done on behalf of a district that is performed by an outside agency must first be reviewed for compliance with current public works project laws.

Proposed work to be done for districts that is performed by another town department such as the Highway Department may proceed as indicated below:

- All work performed and/or public works projects involving but not limited to: capital improvements, cleaning, maintenance and repair of any special district infrastructure must be approved by the LaGrange Town Board before any work can proceed. This approval process must occur even if the proposed work is to be carried out by a town department.
 - All such work plans must be in writing and must include written detail about all aspects of the work to be performed including but not limited to:
 - The scope or nature of the work
 - All materials required for the work.
 - The cost of all equipment required for the work to be completed.
 - The cost of all manpower required for the work to be completed.
 - Any and all additional costs associated with the work to be completed.
- The work plan must be submitted to the Town of LaGrange Administrator of Public Works NO LATER THAN the Tuesday preceding a business meeting of the LaGrange Town Board which takes place on the second and fourth Wednesdays of each month.
 - The Administrator of Public Works will review the work plan for completeness and advise the Town Board in writing of any details needed to clarify the scope and nature of the work.
 - The Administrator of Public Works will make any recommendations needed regarding the proposed work such as additions, deletions or changes.
 - The Administrator of Public Works will coordinate the approval process with the Town of LaGrange Legislative Aide.
 - The submission will be added to the next available Town Board Business agenda for discussion and possible approval.
 - Copies of the work plan along with any attached detail added by the administrator of Public Works will be distributed to the Town Board.
 - Upon Approval, the Town Clerk will notify the Administrator of Public Works and the Town Comptroller of such approval.
 - The Administrator of Public Works will ensure that the appropriate department or agency will begin the work in a timely fashion.

- The Town Comptroller will ensure that all bills received for the work are in compliance with the original approvals.
- Changes to the cost, scope or nature of the work subsequent to Town Board approval, must be submitted to the Administrator of Public Works in writing for review and may be approved by the Town Supervisor. Changes that substantially vary from the original work plan may be submitted to the Town Board for approval.
- Billing
 - All billing for approved work performed for a special district must be submitted upon completion of the work.
 - All billing for approved work must be submitted in a format to be prescribed by and approved for acceptance by the Town Comptroller.