



The Town of Franklin

P.O. Box 209, Route 3, Vermontville, NY 12989 • 518-891-2189 • Fax: 518-891-6389 • www.townoffranklin.com



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Town of Franklin Board Meetings

Regular Monthly Town Board Meeting
March 11, 2015
5:30pm

Board members present:

Supervisor Art Willman, Councilman Don Hamm, Councilman Cliff Smalley and, Councilman Tom Bartiss

Board Members Absent:

Councilman Al Berg

Others Present:

Highway Superintendent Jacques DeMars, Historian Melinda Hadley, Ed Martin, Doris Hamm, and Town Clerk Lauren LeFebvre

CALL TO ORDER.

Supervisor Willman called the meeting to order at 5:30pm. The Pledge of Allegiance was recited. The Town Clerk called the role, noting Councilman Berg absent and a quorum present.

REVIEW/APPROVAL OF February 11, 2015 MINUTES

Minutes were approved as presented. (T. Bartiss-D. Hamm m/s/p) All aye

APPROVAL OF CLAIMS

The board audited and approved payment of the following claims

General Fund	Abstract 3	Claims 46-60	\$5,594.85
Highway Fund	Abstract 3	Claims 30-44	\$11,374.83
Pre-Pay General	Abstract 3	Claims 6-9	\$2,317.20

(D. Hamm-T. Bartiss m/s/p) All Aye

SUPERVISOR'S REPORT.

Balances on hand as of February 28, 2015

General Fund	Checking	\$252,340.45
	Savings	\$75,477.77
	Historian	\$3,038.11
	Kate Mt Sp Reserve Fund	\$11,838.68
	Cemeteries Sp Reserve Fund	\$2,220.64
Highway Fund	CLASS	\$87,372.45
	Checking	\$196,556.51
	Savings	\$672,440.70
	Cap. Proj. Hwy.	\$46,550.80
Landfill Clo Cap. Res.	CLASS	\$538,659.03
	Checking	\$6,749.00
	CLASS	\$24,077.19
Fire Protection	Checking	\$15,570.29
	CLASS	\$685.30
Capital Project Building	CLASS	\$25,451.13

Approved as presented. (D.Hamm-T.Bartiss m/s/p) All Aye

HIGHWAY SUPERINTENDENT'S REPORT**Superintendent DeMars read the following report:**

Plowed and sanded when needed.

Cut banks as time permits.

Had loader and backhoe out pushing back banks at intersections and Norman Ridge.

Frozen culvert on Rock Street- With the aid of Wilmington's mobile steam jenny van, we thawed out the culvert and the water that was backed up, went through the culvert and down the ditch line. (3/6/'15) Town of Harrietstown, brought their tow behind unit over and thawed the culvert again. This section of Rock Street has at least one spring that appears to flow year round and dumps water into our ditch.(3/11/'15)

Due to mechanical failure, truck #2 was down on Monday March 9. I have rearranged shifts to try to compensate for this problem. Parts required to fix Truck #2 arrived today and the truck should be operational within 24-48 hours.

Clark's is reporting the two tandems ordered in Feb 2014 and September are scheduled to be delivered soon. The first one ordered is scheduled to arrive at Clark's on 3/25 and the second one is slated to arrived April 4-10.

Gas, fuel and maintenance logs given to Highway Committee

HIGHWAY COMMITTEE REPORT

Discussion was held regarding the length that has elapsed since the Town initially accepted Clark's bid in February 2014 as the delivery date 120-150 days. It was the consensus of the board that the current financial arrangement (price, trade in, etc) is unacceptable as it is now 2015 and the trucks are 2014.

NEW BUSINESS**A. Review of Town Procurement Policy****RESOLUTION 11 REVISING PROCUREMENT POLICY**

On motion by Councilman Smalley, second by Councilman Hamm, BE IT RESOLVED that the Town Board of the Town of Franklin does hereby amend the Procurement Policy as follows:

11. PROCUREMENT OF GOODS AND SERVICES BETWEEN \$2,000 AND \$10,000.

(a) GENERAL RULE. All contracts for public work and purchase contracts between \$2,000 and \$10,000 shall require:

- (1) A written request for proposal (RFP), and
- (2) Written or FAX proposals from at least three vendors.

(b) REQUEST FOR PROPOSALS. All RFPs shall be in writing, and shall describe the desired goods, quantity, particulars of delivery, and any other relevant information, with sufficient clarity and specificity to ensure receipt of responsive proposals.

(c) EFFORT TO OBTAIN PROPOSALS. A good faith effort shall be made to obtain the number of proposals required under this Section. In no event, however, shall the inability to obtain the proposals be a bar to the procurement.

(d) DOCUMENTATION. The Purchaser shall compile a list of all vendors from whom proposals have been requested and the proposals offered. This information, along with the originals or copies of all proposals offered and all other information relevant to the procurement, shall be preserved and filed with the documentation supporting the procurement involved. If the

Purchaser is unable to obtain the required number of proposals, the Purchaser shall document the attempts made at obtaining the proposals.

12. PROCUREMENT OF GOODS AND SERVICES BETWEEN \$1,000 AND \$1,999.

(a) GENERAL RULE. All contracts for public work and purchase contracts between \$1000 and \$1,999 shall require:

- (1) A written or oral solicitation, and
- (2) Oral, written, or FAX proposals from at least three vendors.

(b) SOLICITATIONS. All solicitations under this Section—whether oral or written—shall describe the desired goods, quantity, particulars of delivery, and any other relevant information, with sufficient clarity and specificity to ensure responsive proposals.

(c) EFFORT TO OBTAIN PROPOSALS. A good faith effort shall be made to obtain the number of proposals required under this Section. In no event, however, shall the inability to obtain the proposals be a bar to the procurement.

(d) DOCUMENTATION. The Purchaser shall compile a list of all vendors from whom proposals have been requested and the proposals offered. All oral solicitations and vendor proposals shall be reduced to writing. This information, along with the originals or copies of all proposals offered and all other information relevant to the procurement, shall be preserved and filed with the documentation supporting the procurement involved. If the Purchaser is unable to obtain the required number of proposals, the Purchaser shall document the attempts made at obtaining the proposals.

13. PROCUREMENT OF GOODS AND SERVICES BELOW \$1000.

(a) GENERAL RULE. All contracts for public work and purchase contracts below \$1000 shall be at the discretion of the Purchaser.

(b) DOCUMENTATION. Information sufficient to identify the purchase, including any receipt indicating the cost of the purchase and the identity of the vendor, shall be preserved and filed with the documentation supporting the procurement involved. If bids are solicited, the Purchaser shall compile a list of all vendors from whom proposals have been requested and the proposals offered. All oral solicitations and vendor proposals shall be reduced to writing. This information shall also be preserved and filed with the documentation supporting the procurement involved.

14. EXCEPTIONS TO GENERAL RULES FOR PROCUREMENT BY THE TOWN.

(a) NATURE OF EXCEPTIONS. Unless otherwise directed by the Town Board, the policies and procedures governing contracts for public work between \$10,000 and \$20,000 under Section 10, and the procurements of goods and services between \$1000 and \$10,000 under Sections 11 through 13, shall not apply to:

- (1) Acquisition of professional services;
- (2) Emergencies;
- (3) Sole source situations;
- (4) Goods purchased from agencies for the blind and severely handicapped;
- (5) Goods purchased from correctional facilities;
- (6) Goods purchased from another governmental agency, including OGS (as provided by Section 7); and
- (7) Goods purchased at auction.

Those Voting Aye:
Supervisor Willman
Councilman Bartiss
Councilman Smalley
Councilman Hamm

Those Voting No: None

B. SIGN

Supervisor Willman stated he would like to replace the Town of Franklin road side sign/announcements board with a 4'x8' LED electronic sign. The Town Clerk will obtain quotes.

OLD BUSINESS

CDBG/HUD-A new application for the upcoming funding year has been submitted. The Town has received a request for our second disbursement of funds on the current grant.

Oil/Water Separator-The Town Clerk will publicize Legal Notices soliciting bids for the installation of an oil/water separator at the Town of Franklin Highway Garage. There are is no builder's packet or specifications as per the Town Board directive.

C. Pole Barn-The Town Clerk will publicize Legal Notices soliciting bids for the building of a Pole Barn at the Town of Franklin Highway Garage site. The bidders packet and specifications created by Councilman Hamm in July 2014 will be used for this project.

COMMITTEE REPORTS

Cemetery-no report

Veteran-no report

Celebration- Lauren reported there will be an Easter Egg Hunt on March 28, 1pm.

Building- Kitchen upgrade in progress.

Skating- Councilman Smalley announced there are 3 more Town sponsored skating sessions left.

ADJOURNMENT

There being no further business before the board, Supervisor Willman adjourned the meeting at 6:32pm.

Respectfully submitted, Lauren LeFebvre, Town Clerk

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