

Agenda

January 6th 2020

Town of Arietta

- Call to Order
- Roll Call
- Motion to approve minutes for the December 30 2019 meeting
- Fuel bid opening
- Resolutions
 - 20-01-01 Procurement Policy
 - 20-01-02 Investment Policy
 - 20-01-03 Organizational
 - 20-01-04 ZBA Board Appointment
 - 20-01-05 Senior Agreement
 - 20-01-06 Chamber Agreement
- **New Business**
 - Deputy Appointments by their respective Department heads
 - Deputy Supervisor-----Christy Wilt
 - Deputy Zoning Officer-----TBD
 - Deputy Tax Collector-----TBD
 - Deputy Highway Superintendent----TBD
 - Deputy Town Clerk-----Marion Parslow
 - Dam Engineer's -see attached offer to do a dam inspection from damages during the Halloween storm
- **Old Business**
 - Committee appointments** – work in progress-let me know in the next week where you would be most effective/should we have two on some or all committee's
 - Snowmobile Trails & Town Buildings and Grounds**
 - Internal Management / Insurance,**
 - Recreation, Website & Chamber,**
 - Finance / Airport-**
 - Lake / Dam / Invasive/campsites**
 - Other?**
- **2019 ongoing project**
 1. **Highway garage /**
 2. **Septic Law Project / time frame for local law**
 3. **Constituent e-mail monthly letter**
- Motion to accept the bills
- Motion to accept the financial statement's
- Public Comment
- Designation of next Meeting **January ? @ 5pm** to review the financial books
- Designation of next regular Meeting February 3rd
- **Motion to adjourn**

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00pm

Resolution # 20-01-01

Subject: **Procurement Policy**

Resolution Offered By: _____

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 been solicited from those officers of the Town involved with procurement, and

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta 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 \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML ~ 103.

All estimated purchases of:

~ Less than \$20,000 but greater than \$10,000 requires a written **request for a proposal** (RFP) and written/fax/email quotes from three vendors.

~ Less than \$10,000 but greater than \$6,000 requires an oral request for the goods and written/fax/email quotes from three vendors.

~ Less than \$6,000 but greater than \$1,000 requires an oral request for the goods and oral/written/fax/email quotes from two vendors.

~ Less than \$1,000 is left to the discretion of the Purchaser.

All estimated public works contracts of:

~ Less than \$35,000 but greater than \$15,000 requires a written RFP and written/fax/email proposals from three contractors.

~ Less than \$15,000 but greater than \$3,000 requires a written RFP and written/fax/email proposals from two contractors.

~ Less than \$3,000 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors/contractors from whom written/fax/email/oral quotes have been requested and the written/fax/email/oral quotes offered.

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 3 The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the 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 town, paying 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 record supporting the procurement.

Guideline 4 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 at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 5 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
- h). Goods purchased for less than \$1,000
- i). Public works contacts for less than \$3,000

Guideline 6 This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacqui Grier _____
 Sarah Rudes _____
 Doug Stobo _____
 Christy Wilt _____
 Richard Wilt _____

NOES:

Jacqui Grier _____
 Sarah Rudes _____
 Doug Stobo _____
 Christy Wilt _____
 Richard Wilt _____

_____, Town Clerk

Date _____ 2020

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00pm

Resolution # 20-01-02

Subject: **Investment Policy Update**

Resolution Offered By: _____

WHEREAS: General Municipal Law (GML) requires every town to adopt internal policies and procedures governing investment procedures

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta does hereby adopt the following investment policy:

**TOWN OF ARIETTA
INVESTMENT POLICY**

- 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. **OBJECTIVE** – The primary objectives of the local government’s investment activities are, in priority order,
 - 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).

- III. **DELEGATION OF AUTHORITY** – The governing board’s responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and

amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

IV. **PRUDENCE** – All participants in the investment process shall 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 or 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 Arietta to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. **INTERNAL CONTROLS** - It is the policy of the Town of Arietta 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 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 or disposition that transactions are executed in accordance with management’s authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. **DESIGNATION OF DEPOSITARIES** - The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
NBT Bank	\$3,500,000.00	

VIII. **COLLATERALIZING OF DEPOSITS** – In accordance with the provisions of the General Municipal Law, ~10, all deposits of the Town of Arietta, including Certificates of Deposit and special time deposits, in excess of the amount insured under the provision 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, ~10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one 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 rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION - Eligible securities used for collateralizing deposits shall be held by NBT Bank and The Bank of New York Mellon (BNY Mellon) and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the 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 or eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS – As authorized by General Municipal law ~11, the Town of Arietta authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following investments:

- Special time deposit accounts
- Certificates of deposit
- Obligations of the United States of America

Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;

Obligations of New York State

Obligations of issued pursuant to LFL~24.00 or 25.00 with approval of the State Comptroller by any municipality, school district or district corporation other than the Town of Arietta;

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 ~6-c,6-d,6-e,6-g,6-h,6-j,6-k,6-l,6-m, or 6-n;

All investment obligations shall be payable or redeemable at the option of the Town of Arietta 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 Arietta within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS – The Town of Arietta 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 at the request of the Town of Arietta. 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 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 Supervisor is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion #88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be held pursuant to a written custodial agreement as described in General Municipal Law ~10.

The custodial agreement shall provide that 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 other 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.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacqui Grier _____
Sarah Rudes _____
Doug Stobo _____
Christy Wilt _____
Richard Wilt _____

NOES:

Jacqui Grier _____
Sarah Rudes _____
Doug Stobo _____
Christy Wilt _____
Richard Wilt _____

Town Clerk

Date: January 6, 2020

State of New York)

) SS:

County of Hamilton)

I, _____, Clerk of the Town of Arietta, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office, and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said Town Board, Town of Arietta at a meeting at the Piseco Community Hall, Piseco, NY on January 6, 2020 by the required and necessary vote of the members to approve the Resolution.

Witness My Hand of the Official Seal of Town of Arietta, NY this
_____ 2020

Town Clerk

SEAL

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00pm

Resolution # 20-01-02

Subject: **Investment Policy Update**

Resolution Offered By: _____

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THEREFORE, LET IT BE RESOLVED: that the Town of Arietta does hereby adopt the following investment policy:

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Obligations of New York State

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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 ~6-c,6-d,6-e,6-g,6-h,6-j,6-k,6-l,6-m, or 6-n;

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No substitution of securities will be allowed.

The custodian shall be a party other than the trading partner.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacqui Grier _____
Sarah Rudes _____
Doug Stobo _____
Christy Wilt _____
Richard Wilt _____

NOES:

Jacqui Grier _____
Sarah Rudes _____
Doug Stobo _____
Christy Wilt _____
Richard Wilt _____

Town Clerk

Date: January 6, 2020

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall on Old Piseco Road in the Town of Arietta, Hamilton County, New York on January 6 2020 at 5:00pm

Resolution # 20-01-03

Subject: **Organizational Meeting of the Arietta Town Board for the year 2019**

Resolution Offered By: _____

WHEREAS: the Town Board of Arietta will make the following appointments and designations:

Richard Wilt-----Purchasing Agent
Richard Wilt-----Budget Officer
Mel LaScola -----Code Enforcement Officer
Mel LaScola-----Building/Safety Inspector
Ken Parslow-----Animal Control Officer
Ken Parslow-----Registrar of Vital Statistics
Bryan Rudes-----Town Historian
Joyce Page-----Justice Clerk
Craig Small-----Refuse & Recyclable Foreman @ \$4,250 / year
Craig Small-----Safety Coordinator @ \$2,550.00 / year

Dr. Robert Brandis of Nathan Littauer - will be appointed as Health Officer for the Town of Arietta

All town employees, elected and appointed officials will be paid on a bi-weekly basis.

All town equipment and property will be identified and labeled as such.

The regular monthly meeting of the Town Board will be held on the first Monday of each month at 5:00pm, unless otherwise noted, and all bills will be submitted by the Friday prior to the Board meeting

NBT, or any commercial bank designated by the Board in resolution will be the official bank of the Town of Arietta

The Hamilton County Express and the Leader Herald of Gloversville will be designated as the official newspapers of the Town of Arietta

The Town Board will review the financial books of the Supervisor, Justices, Town Clerk, and Tax Collector at the January ? 2020 ?tentative meeting

The Supervisor is authorized to invest idle town funds in NBT Bank Certificates of Deposit or Money Market Accounts

Any Town Official (authorized by the Town Board) may attend the Association of Towns Meetings in New York City as well as attending other meetings & training that pertain to Town business and the town will reimburse any official charges.

The Supervisor is authorized to pay utility bills, postage and payroll prior to audit of the Town Board and these bills will be audited at the following Town Board Meeting

The reimbursable mileage rate for approved charges is \$.57.5 per mile.

Salaries for Elected Officials and Appointed Personnel are set forth as established in the 2020 Town Budget

2 % increase in the Wage and Salary Structure adopted by the Town Board (see attached) in 2020 for the following Grade 1-8 positions:
Laborers (General, Highway & Airport)
Account Clerk, Account Clerk/Typist
Motor Equipment Operator
Heavy Equipment Operator
Automotive Mechanic

THEREFORE, LET IT BE RESOLVED: the Town Board, Town of Arietta approves the above appointments, salaries, wages and standards.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES: _____

NOES: _____

Richard Wilt
Sarah Rudes
Christy Wilt
Jacqui Grier
Doug Stobo

Richard Wilt
Sarah Rudes
Christy Wilt
Jacqui Grier
Doug Stobo

Date: January 6th 2020

Town Clerk

TOWN OF ARIETTA

At a special meeting of the Arietta Town Board at the Piseco Community Hall on Old Piseco Road in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00pm

Resolution # 20 – 01 - 04

Subject: **Appointment Zoning Board of Appeals Member**

Resolution Offered By: _____

WHEREAS: the Town of Arietta has received Douglas Stobo’s resignation from the Arietta Zoning Board effective December 31, 2019 and

WHEREAS: the Arietta Town Board has submitted Robert Erikson for consideration to finish Douglas Stobo’s vacant term ending on December 31, 2023 and

WHEREAS: it is necessary that the Arietta Town Board appoint Robert Erikson to complete Douglas Stobo’s vacant term ending on December 31, 2023, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby appoint Robert Erikson to the Arietta Zoning Board of Appeals for the above term.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacqui Grier _____
Douglas Stobo _____
Sarah Rudes _____
Christy Wilt _____
Richard Wilt _____

NOES:

Jacqui Grier _____
Douglas Stobo _____
Sarah Rudes _____
Christy Wilt _____
Richard Wilt _____

Town Clerk

Date _____ 2020

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School 1722 State Route 8, in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00 pm

Resolution # 20-01-05

Subject: **Annual Agreement with the Lake Pleasant Senior Citizens Group Inc.**

Resolution Offered By: _____

WHEREAS: The Town of Arietta has to review the annual agreement with the Lake Pleasant Senior Citizens Group Inc., and

WHEREAS: after reviewing the agreement no changes were made for the term of the lease for the period from January 1, 2020 through December 31, 2020 and the sum of \$1,500.00 requested still remained the same, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does authorize the Town Supervisor to sign the necessary papers to execute the agreement with the Lake Pleasant Senior Citizens Group Inc.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacquelyn Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

NOES:

Jacquelyn Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

_____, Town Clerk Date _____ 2020

AGREEMENT

THIS AGREEMENT is hereby made this ____ day of _____, 2020 between the Town of Arietta, P.O. Box 37, Piseco, NY 12139, (hereinafter **TOWN**), a municipal corporation in Hamilton County, New York, and the **Lake Pleasant Senior Citizens Group Inc.**, a Not-For-Profit Corporation with its principal office at Route #8, Village of Speculator, Town of Lake Pleasant, Hamilton County, New York Seniors for the purpose of providing a meal site and activities program for all senior citizens of the Town of Lake Pleasant and Arietta, whether or not they are members of the **Lake Pleasant Senior Citizens Group Inc.**

WHEREAS, the **Town** wishes to provide a meal site and activities program for all senior citizen residents of the Town of Lake Pleasant and Arietta, and

WHEREAS, the **Town** and the **Senior's** have agreed that \$1,500.00 is the fair and reasonable value of services of Seniors in providing the meal and activities program for the period from January 1, 2020 through December 31, 2020,

NOW THEREFORE, it is hereby agreed as follows:

- 1. The Lake Pleasant Senior Citizens Group Inc.** hereby agrees to provide a meal site and activities program for the senior citizen residents of the Town of Lake Pleasant and Arietta, whether members of the **Lake Pleasant Senior Citizens Group Inc.** or not, during the period from January 1, 2020 through December 31, 2020.
- 2. The Town** agrees to pay the **Lake Pleasant Senior Citizens Group Inc.** for such services the sum of \$1,500.00 payable on or before February 10, 2020.

TOWN OF ARIETTA

By: Richard Wilt, Supervisor

LAKE PLEASANT SENIOR CITIZENS GROUP INC.

By: Pauline M. Slack, President

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School, 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

January 6, 2020 at 5:00pm

Resolution # 20-01-06

Subject: Adirondacks Speculator Chamber of Commerce Agreement

Resolution Offered By: _____

WHEREAS: the Town of Arietta in the past has had an agreement with the Adirondacks Speculator Chamber of Commerce, and

WHEREAS: the Arietta Town Board feels that the Town of Arietta should review the scope of services that the Chamber provides for the Town and amount of monetary support stated in the agreement in return for said services, and

WHEREAS: at this time the Town of Arietta Town Board will enter into a one year agreement as outlined in the attachment beginning on January 1, 2020 and ending December 31, 2020 and agrees to pay the Chamber the sum of \$8,000.00 for services during this time frame, and

WHEREAS: during this time frame the Town will review said agreement with the Adirondacks Speculator Chamber of Commerce and make any changes or to continue on with said agreement, and

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta, Town Board does hereby authorize the Town of Arietta Supervisor to execute all necessary documents on behalf of the Town to enter into a one year agreement with the Adirondacks Speculator Chamber of Commerce.

Seconded by: _____ and put to a vote, which resulted as follows:

Jacqui Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

Jacqui Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

_____, Town Clerk Date _____ 2020

Rick,

Thanks again for the photos. As requested, Schnabel can perform a visual inspection of the dam to assess recent storm damage. I would like to send two people, and it would likely be Mike Quinn, PE (who assisted with the geotechnical repairs at the left abutment in June 2018) and our structural engineer Ketan Ragalwar, PhD. In the event that schedule prevents either Mike or Ketan from participating, I could attend instead. Following the inspection, we would send you a brief letter report with recommendations for repair and a cost estimate. We propose a lump sum fee of \$5,700 for our inspection and the report, including expenses. If acceptable, an affirmative response to this email would serve as our authorization, under the standard contract terms within our agreement executed on 6/26/2017.

A few questions and notes:

- Do you happen to have additional photos of the damaged concrete, or post-storm photos of overtopped areas?
- To your knowledge, did the storm move boulders and other debris that may have impacted or become pinned on the beams? This storm debris may have been a factor in the damage.
- In order to make the inspection worthwhile, and provide reliable recommendations for repair, we will need to gain access to the center pier. Would the town be able to facilitate access to the center pier, perhaps using a personnel lift?
- Ideally, I would like Mike Quinn to be able to see the ground surface near the abutments, so he can check for erosion that may have occurred when the dam overtopped. Due to snow cover, such observations might not be possible until the spring.
- Given the site access challenges and reduced visibility, we would recommend performing this inspection during springtime. We are willing to perform the inspection sooner if needed, but wanted you to be aware of the possible limitations.

Thanks,
David

David M. Railsback, PE
Project Engineer

Schnabel Engineering
O 518.348.8575 / D 518.387.3144 / C 978.895.3220
28 Corporate Drive, Suite 204
Clifton Park, NY 12065
schnabel-eng.com

AGREEMENT FOR SERVICES

THIS AGREEMENT, effective January 1, 2020 is between the Town Board of the Town of Arietta, Hamilton County, New York and the Adirondacks Speculator Region Chamber of Commerce, Speculator, NY 12164,

WITNESSETH:

Whereas the Town is to a significant degree financially dependent upon a healthy tourism industry and the creation and retention of other businesses within the Town and in the immediately adjoining region; and

Whereas the Town believes that it is in the interest of all of the citizens of the Town to have a region wide approach to promoting tourism and business development; and

Whereas the Town wishes to contract with the Chamber in cooperation with surrounding municipalities for the Chamber to provide services designed to promote tourism and business development; and

Whereas both parties are authorized to contract for such services, which the Town has determined are personal in nature, though based in contract, and therefore do not require public bidding;

Now, therefore, in consideration of the mutual promises and consideration set forth herein, the parties agree as follows:

The Town engages the Chamber to furnish the services described in Schedule A attached hereto and made a part hereof.

1. The Town agrees to pay the Chamber the sum of \$8,000.00 in quarterly installments beginning March 2020. The Chamber shall submit vouchers in the customary form to the Town on a quarterly basis for payment.
2. The Town shall name the Chamber, its directors, officers, employees and members as an additional insured on Town insurance policies which provide the Town coverage for sponsored events set forth in Schedule A.
3. The Chamber shall name the Town, its officers and employees as an additional insured on all Chamber insurance policies which provide coverage for all sponsored events.

4. The Chamber shall report to the Town on or before August 31st of each year, a statement of services provided in the past year and an estimated budget for services to be provided in the coming year, inclusive of anticipated revenues, specifying administrative and related costs for sponsored events and promotional services.
5. Therefore, the Chamber shall submit vouchers in the customary budgetary form to the Town on a quarterly basis for payment.
6. This Agreement shall be effective as January 1, 2020 and terminate on December 31, 2020.

WHEREOF WITNESS OF. The parties have duly executed and delivered this Agreement the day and year first written above.

Town of Arietta

By: _____ Date: _____

Adirondacks Speculator Region Chamber of Commerce

By: _____ Date: _____

Chamber of Commerce ~ President
ASRCC

Town of Arietta Salary Structure 2020
With Steps, Longevity, and 2.0% Increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1 Laborer	\$15.70	\$16.00	\$16.31	\$16.62	\$16.95	\$17.27	\$17.55	\$17.89	\$18.20
2 MEO	\$16.72	\$17.07	\$17.43	\$17.76	\$18.12	\$18.48	\$18.81	\$19.16	\$19.51
3 Airport Manager Carpenter Clerk HBO	\$18.42	\$18.78	\$19.16	\$19.56	\$19.94	\$20.31	\$20.70	\$21.08	\$21.47
4 Acct Clerk-Typist Mechanic Road Supervisor	\$20.24	\$20.66	\$21.08	\$21.51	\$21.90	\$22.36	\$22.78	\$22.91	\$23.63
5									
6									
7									
8									

Salary Adj.	
2020	2%
2021	
2022	

Longevity	
10 Years	\$ 600.00 Annually
15 Years	\$1,200.00 Annually
20 Years	\$1,800.00 Annually
25 Years	\$2,400.00 Annually
30 Years	\$3,000.00 Annually