

Town of Starkey  
Regular Meeting  
April 11, 2024

Council Members Present: George Lawson, Supervisor John Socha, Councilperson  
Caryl Sutterby, Councilperson Julie Dunkelberger  
Jeremy Hall, Councilperson

Council Members Absent: None

In-Person Attendees: Ralph Warren, Highway Superintendent Carrie Wood, Town Justice  
Terri Grady, Real Property Appraisal Aide Amy Fleet, Deputy Clerk  
William "Buck" Lawson, ZBA Chair

Recording Secretary: Candace Iszard, Town Clerk

The regular Town of Starkey Board meeting was called to order at 7:00 PM by George Lawson, Supervisor.

Pledge of Allegiance- George Lawson led the pledge of allegiance.

Approval of Minutes

Minutes of the March 14, 2024, regular meeting, were approved as amended and March 18, 2024, Workshop meeting, were approved as written. A motion was made by George Lawson, Supervisor, seconded by Julie Dunkelberger, Councilperson.

\*All in favor; none opposed- Motion carried.

Public Comment

There was no public comment.

Audit of Claims

On a motion by Julie Dunkelberger, Councilperson and seconded by Jeremy Hall, Councilperson  
2024 Abstract #004 April 11, 2024 Vouchers Number: 90 through

The vouchers contained in the above-mentioned abstract were reviewed by the Town Board and are authorized for payment in the amount totaling \$.

\*All in favor; none opposed- Motion carried.

Assessor Report- Anthony DeStephen

Bookkeeping Report

Clerk Report- Candace Iszard

- The Clerk Report was presented to the board.

Highway Report- Ralph Warren

- Ralph Warren

Supervisor Report- George Lawson

- George Lawson, Town Supervisor

Public Comment

- Bill Lawson

**Resolutions**

No. 27-2024

Standard Work Day Reporting Resolution

Motion By:

Second By:

Office of the New York State Comptroller  
  
 New York State and Local Retirement System  
 110 State Street, Albany, New York 12244-0001  
 Please type or print clearly  
 in blue or black ink

Received Date

**Standard Work Day and  
Reporting Resolution for  
Elected and Appointed Officials**

Employer Location Code

3 0 4 7 8

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Town of Starkey / 30478 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

| Name                        | Social Security Number | NYSLRS ID | Title                  | Current Term Begin & End Dates | Standard Work Day | Record of Activities Result | Not Submitted            | Pay Frequency | Tier 1                   |
|-----------------------------|------------------------|-----------|------------------------|--------------------------------|-------------------|-----------------------------|--------------------------|---------------|--------------------------|
| <b>Elected Officials:</b>   |                        |           |                        |                                |                   |                             |                          |               |                          |
| Candace J. Iszard           | 8740                   | 62584669  | Town Clerk             | 1/1/2024-12/31/2027            | 6.00              | 22.88                       | <input type="checkbox"/> | bi-weekly     | <input type="checkbox"/> |
| Ralph Warren                | 7928                   | 393866115 | Highway Superintendent | 1/1/2022-12/31/2025            | 8.00              | 31.13                       | <input type="checkbox"/> | bi-weekly     | <input type="checkbox"/> |
|                             |                        |           |                        |                                |                   |                             | <input type="checkbox"/> |               | <input type="checkbox"/> |
| <b>Appointed Officials:</b> |                        |           |                        |                                |                   |                             |                          |               |                          |
|                             |                        |           |                        |                                |                   |                             | <input type="checkbox"/> |               | <input type="checkbox"/> |
|                             |                        |           |                        |                                |                   |                             | <input type="checkbox"/> |               | <input type="checkbox"/> |
|                             |                        |           |                        |                                |                   |                             | <input type="checkbox"/> |               | <input type="checkbox"/> |

I, Candace J. Iszard, secretary/clerk of the governing board of the Town of Starkey, of the State of New York,  
 (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 11 day of April, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Starkey on this 11 day of April, 2024,  
 (Name of Employer)

Candace J. Iszard  
 (Signature of Secretary or Clerk)  
 Affidavit of Posting: I, Candace J. Iszard being duly sworn, deposes and says that the posting of the Resolution began on April 12, 2024 and continued for at least 30 days. That the Resolution was available to the public on the:  
 (Date)

☒ Employer's website at: www.townofstarkey.org

☒ Official sign board at: 40 Seneca St. Dundee, NY 14837

☒ Main entrance Secretary or Clerk's office at: 40 Seneca St. Dundee, NY 14837

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(seal)

VOTE: Ayes- 5 George Lawson, Jeremy Hall, Caryl Sutterby, Julie Dunkelberger, John Socha  
 Nays- 0

No: 28-2024

ADVANCE PAYMENT OF CLAIMS

Motion By:

Second By:

WHEREAS, pursuant to New York State Town Law, a member of the Town Board audits all of the claims against the Town, the abstract is then provided to the entire Board for approval before payments are issued; and

WHEREAS, Town Staff, including the Department Heads and Town Clerk all have roles to ensure the accuracy and validity of the claims and subsequent payments; and

WHEREAS, for many payments, the Town's monthly schedule for payments is sufficient, however in some instances prompt payment is necessary to avoid an interruption of goods or services; and

WHEREAS, section 118 of the New York State Town Law allows for the payment of certain claims to be paid without prior audit, provided such claims were reviewed and approved by the Town Supervisor; now therefore be it

RESOLVED, that the Town of Starkey Board authorizes that upon the final approval of the Town Supervisor, that payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Town Board.

VOTE:           Ayes-   5           George Lawson, Jeremy Hall, Caryl Sutterby, Julie Dunkelberger, John Socha  
                  Nays-   0

No:       29-2024                           Credit Card Use Policy

Motion By:

Second By:

#### Findings.

- A. The Town Board recognizes that credit cards are an essential requirement for certain transactions and provides an efficient and alternative means of payment for approved expenses.
- B. The Town Board also recognizes that credit cards must be carefully monitored to prevent the possibility of fraud and abuse.

#### General guidelines.

- A. Any credit card issued to the Town of Starkey is to be used solely for the use and benefit of the Town of Starkey.
- B. Use of a Town credit card for personal purposes is prohibited.
- C. Any purchases made with a credit card must be made in accordance with the Town Purchasing Policy, as well as this article.
- D. Credit cards should be stored in a secure place until needed.

#### Authorized users.

- A. The Town Clerk and others designated by the Town Clerk are authorized to utilize Town credit cards.
- B. The Town Clerk is authorized to allow other staff to use Town credit cards at their discretion as necessary. Card must be obtained from the Clerk and returned promptly after use.

#### Limits and restrictions.

- A. Town credit cards shall not be utilized for cash advances, items for personal use, or any product, service or fee that would not be authorized pursuant to the Town Purchasing Policy.
- B. The Town of Starkey is tax-exempt and cardholders should make every effort to ensure that purchases do not include sales tax. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales tax should not be paid where the purchases are for more substantial expenditures.

#### Receipts; statement reconciliation.

- A. All credit card users are required to submit receipts for all purchases to be matched to the credit card statement, vouchered and audited by the Town Board.
- B. All credit card balances shall be paid in full by the Town of Starkey before the due date.

#### Credit card maintenance and housekeeping.

- A. Staff shall review and cancel any credit card that is no longer used or needed.
- B. Lost or stolen credit cards shall immediately be reported by the user to the credit card issuer and appropriate authorities.
- C. The Town of Starkey does not intend to acquire or earn cash back, miles or other rewards that may accrue as a result of use of a credit card. If any such rewards are accrued, they are the sole property of the Town of Starkey

and shall be used for the Town of Starkey. Rewards may not be used by individuals for personal purposes. Failure to comply.

- A. Failure to comply with the above guidelines for use of the Town credit card may result in disciplinary action.
- B. The Town shall be entitled to pursue legal action, if required, to recover the cost of any improper purchases, together with the collection and reasonable attorney fees.

VOTE:           Ayes- 5           George Lawson, Jeremy Hall, Caryl Sutterby, Julie Dunkelberger, John Socha  
                  Nays- 0

No:       30-2024                           Procurement Policy

Motion By:

Second By:

Town of Starkey per General Municipal Law Section 104b 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.

Town of Starkey does hereby adopt the following procurement policies and procedures:

Guideline 1 Every prospective purchase of goods or service shall be evaluated to determine applicability of GML §103. Every Town officer, board member, department head or other personnel with the requisite purchasing authority (hereafter purchaser) shall estimate the cumulative amount of the items of supply equipment needed in a given fiscal year. That estimate shall include the canvas 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.

Guideline 3 All estimated purchases of:

- Less than \$20,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quotes from 2 vendors.
- Less than \$1,000 but greater than \$250 is left to the discretion of the Purchaser.

All estimated public works contracts of:

- Less than \$35,000 but greater than \$20,000 requires a written RFP and fax/proposals from 3 contractors.
- Less than \$20,000 but greater than \$3,000 requires a written RFP and fax/proposals from 2 contractors.
- Less than \$3,000 but greater than \$500 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 from whom written /fax/oral quotes have been requested and the written/fax/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 4 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. If a bidder 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 quotation. 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.

- A) Acquisition of professional services
- B) Public 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 at auction
- G) Goods purchased for less than \$250.00
- H) Public works contracts for less than \$500.00
- I) Surplus and second-hand supplies, material or equipment purchased from the federal government, the State of New York or from any other political subdivision, district or public benefit corporation.
- J) Goods purchased through the use of a contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder and made available for use by other governmental entities. (The so-called piggybacking provision)

This policy shall adopt internal policies and procedures governing all procurements not required to be made pursuant to the competitive bidding requirements of GML §103.

VOTE: Ayes- 5 George Lawson, Jeremy Hall, Caryl Sutterby, Julie Dunkelberger, John Socha

Nays- 0

The minutes of this meeting will be offered for approval at the next regular Town Board meeting, May 9, 2024, at 7:00 PM. The meeting was adjourned at 8:04 PM by George Lawson.

A handwritten signature in blue ink that reads "Candace Iszard".

Candace J. Iszard, Starkey Town Clerk

DRAFT