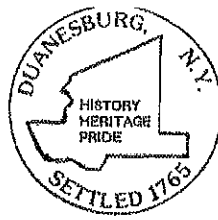


William Wenzel, Town Supervisor
Jennifer Howe, Town Clerk
Brandy Fall, Deputy Town Clerk



Michael Santulli, Council Member
Francis R. Potter, Council Member
Dianne Grant, Council Member
Andrew Lucks, Council Member

5853 Western Turnpike
Duanesburg, New York 12056

Town of Duanesburg

Schenectady County

P# 518-895-8920
F# 518-895-8171

Thursday, April 13, 2023

Town of Duanesburg is inviting you to a scheduled Zoom meeting.

Topic: Town of Duanesburg's Town Board Meeting

Time: 7:00 p.m.

Join Zoom Meeting

Meeting ID: 889 0570 1411

Passcode: 886918

Dial in by Phone: 1-646-558-8656

Meeting ID: 889 0570 1411

Passcode: 886918

Town Board Meeting Agenda

Meeting Time: 7:00PM

Call to Order
Pledge of Allegiance
Prayer/Moment of Reflection

Approval of minutes for: Regular Town Board Meeting on Thursday, March 23, 2023

Town Clerk's Report
Supervisor's Report
Payment of Claims

Committee Reports
Highway
Public Safety
Park
Sewer Districts #1, 2 & 3
IT

Business Meeting:

1. Motion to approve Invoice No. 11 to Delaware Engineering in the amount of \$2,242.50.

2. **Motion to authorize Armory Chrysler Dodge Jeep Ram Fiat of Albany as a vendor and to authorize the purchase of a 2016 SUV offered by Armory Chrysler Dodge Jeep Ram Fiat of Albany at \$19,996.00.**
3. **Motion to adopt the updated Procurement Policy.**

Privilege of the Floor:

Comments are limited to 5 minutes per person. Please state your name and address for the record. Be respectful. Address the entire Town Board. Individual members are not to be singled out. Speak of issues related to Town business. There will be no tolerance for personal attacks on Board Members. The board reserves the right to ask that your question be put in writing and to be submitted to the Town Clerk to then be distributed to the Town Board. Questions will be answered in a timely manner and mailed to the resident.

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License Fee	Marriage License Fee	1	17.50
	Misc. Fees	Certified Copies - Death	40	400.00
	Planning & Zoning Fees	Planning & Zoning Fees	2	200.00
		Sub-Total:		\$617.50
2110	Variance Application	Variance Application	1	100.00
		Sub-Total:		\$100.00
A1255	Conservation	Conservation	5	10.91
		Sub-Total:		\$10.91
A2544	Dog Licensing	Female, Spayed	10	140.00
		Female, Unspayed	3	66.00
		Male, Neutered	11	154.00
		Male, Unneutered	3	66.00
		Sub-Total:		\$426.00
B2555	Building Permits	Building Permits	4	1,375.00
	Other Permits	Other Permits	1	75.00
	Special Use Permit	Special Use Permit	1	50.00
		Sub-Total:		\$1,500.00
Sewer Dist #3	Permit & Connection Fee	Permit & Connection Fee	1	1,050.00
		Sub-Total:		\$1,050.00
		Total Local Shares Remitted:		\$3,704.41
Amount paid to:	NYS Ag. & Markets for spay/neuter program			39.00
Amount paid to:	NYS Environmental Conservation			491.09
Amount paid to:	State Health Dept. For Marriage Licenses			22.50
Total State, County & Local Revenues:	\$4,257.00	Total Non-Local Revenues:		\$552.59

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jennifer Howe, Town Clerk, Town of Duanesburg during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

TOWN OF DUANESBURG
CASH REQUIREMENTS PER FUND
4/13/23

FUND	AMOUNT
General Fund A	108,640.59
General OV B	903.01
Highway Fund DA	5,587.60
Planning Board	4,759.18
UV Project	2,242.50
Sewer District #1	1,274.97
Sewer District #2	17,886.63
Sewer District #3	398.57
Trust & Agency	365.70
	-
TOTAL TRANSFERS TO AP	142,058.75

Town of Duanesburg Town Board

RESOLUTION NO. ___ - 2023

April 13, 2023

WHEREAS, the Mariaville Wastewater Treatment Plant (the “Mariaville WWTP”) serves Mariaville Lake Sewer District No. 2; and

WHEREAS, the New York State Department of Environmental Conservation amended the New York State Pollutant Discharge Elimination System Permit for the Mariaville WWTP requiring that the Mariaville WWTP effluent be disinfected (the “Proposed Improvements”); and

WHEREAS, the Town Board retained Delaware Engineering, D.P.C., (“Delaware”) for professional services in connection with UV disinfection project at the Mariaville WWTP (the “Project”); and

WHEREAS, Delaware has submitted one invoice (attached hereto) dated March 8, 2023 in the amount of **\$2,242.50** (“Professional Services Invoice No. 11”); and

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves Professional Services Invoices No. 11; authorizes the payment of the invoice using the BAN funds borrowed for this purpose; and directs that the Town seek reimbursement from NYSDEC for the costs associated with the Project in accordance with the terms of the Grant Agreement with NYSDEC;

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its regular meeting of April 13, 2023.

William Wenzel, Supervisor

Town Clerk/Deputy Town Clerk

Date

Date

Present:

Absent:

Town Board Members:

William Wenzel	Yea	Nay	Abstain
Michael Santulli	Yea	Nay	Abstain
Francis R. Potter	Yea	Nay	Abstain
Dianne Grant	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain



DELAWARE ENGINEERING, D.P.C.

55 South Main Street
Oneonta, New York 13820

Tel: 607.432.8073
Fax: 607.432.0432

March 24, 2023

Town of Duanesburg
Attn.: Bill Wenzel, Town Supervisor
Town Hall
5853 Western Turnpike
Duanesburg, NY 12056

Re: Mariaville WWTP (SD#2)
Disinfection Improvements Project - Professional Services Invoice #11

Dear Bill:

Attached for Town review, processing and payment is our invoice totaling \$2,242.50 for services related to the above referenced project.

Services provided during February 2023 included:

- Continued communications with Town and regulatory agencies
- Coordinate with contract closeout
- Continued NYSDEC compliance documentation

Services anticipated to be provided going forward include:

- Continued communications with Town and regulatory agencies
- Continued NYSDEC compliance documentation
- Preparation of as-built plans

Please contact me at 607-432-8073 if you have any questions.

Respectfully,

DELAWARE ENGINEERING, D.P.C.

Bill Brown, P.E. for
Dave Ohman, P.E.

Attachment

CC: Cheryl DeCarr, Delaware Engineering, D.P.C. (w/enclosures)

3-2023 Duanesburg (T) Mariaville WWTP Disinfection Improvements CL 11

28 Madison Avenue Extension
Albany, NY 12203
518.452.1290

223 Main Street, Suite 103
Goshen, NY 10924
845.615.9232

548 Broadway
Monticello, NY 12701
845.791.7777

16 East Market Street
Red Hook, NY 12571
518.452.1290



Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203
 (518) 452-1290

Town of Duanesburg
 Town Hall
 5853 Western Turnpike
 Duanesburg, NY 12056

Invoice number 20-2078-11
 Date 03/08/2023

Project 20-2078 Town of Duanesburg - Mariaville
 WWTP Disinfection Improvements

For Services Rendered Through February 26, 2023

3 Construction Management/Admin

	Hours	Rate	Billed Amount
William J. Brown	12.00	170.00	2,040.00

6 NYSDEC Contract Coordination

	Hours	Rate	Billed Amount
Robert G. Chiappisi	1.50	135.00	202.50

Invoice total **2,242.50**

Approved by:

William J. Brown

Please remit payment to:
 Delaware Engineering, D.P.C.
 28 Madison Ave. Ext.
 Albany, NY 12203

DELAWARE ENGINEERING, D.P.C.

55 South Main Street, Oneonta, New York 13820 Phone 607-432-8073/FAX 607-432-0432

Town of Duanesburg
Town Hall
5853 Western Turnpike
Duanesburg, NY 12056

PROJECT ID 20-2078

PROJECT: Mariaville WWTP Disinfection Improvements
INVOICE/REQUISITION No.: 11

	CURRENT COST	PREVIOUS COST	COST TO DATE	BUDGET
1. Task 1 - Design				
Labor	\$ -	\$ 29,851.25	\$ 29,851.25	
Reimbursable Expenses	\$ -	\$ 146.43	\$ 146.43	
SUBTOTAL - TASK 1	\$ -	\$ 29,997.68	\$ 29,997.68	\$ 30,000.00
2. Task 2 - Bid/Award				
Labor	\$ -	\$ 7,365.00	\$ 7,365.00	
Reimbursable Expenses	\$ -	\$ 135.00	\$ 135.00	
SUBTOTAL - TASK 2	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
3. Task 3 - Construction Management/Admin				
Labor	\$ 2,040.00	\$ 11,982.50	\$ 14,022.50	
Reimbursable Expenses	\$ -	\$ 98.46	\$ 98.46	
SUBTOTAL - TASK 3	\$ 2,040.00	\$ 12,080.96	\$ 14,120.96	\$ 15,000.00
4. Task 4 - Construction Inspection				
Labor	\$ -	\$ 14,075.00	\$ 14,075.00	
Reimbursable Expenses	\$ -	\$ 837.14	\$ 837.14	
SUBTOTAL - TASK 4	\$ -	\$ 14,912.14	\$ 14,912.14	\$ 17,500.00
5. Task 5 - As Built Drawing Preparation				
Labor	\$ -	\$ -	\$ -	
Reimbursable Expenses	\$ -	\$ -	\$ -	
SUBTOTAL - TASK 5	\$ -	\$ -	\$ -	\$ 2,500.00

DELAWARE ENGINEERING, D.P.C.

55 South Main Street, Oneonta, New York 13820 Phone 607-432-8073/FAX 607-432-0432

	<u>CURRENT</u> <u>COST</u>	<u>PREVIOUS</u> <u>COST</u>	<u>COST TO</u> <u>DATE</u>	<u>BUDGET</u>
6. Task 6 - NYSDEC Contract Coordination				
Labor	\$ 202.50	\$ 3,262.50	\$ 3,465.00	
Reimbursable Expenses	\$ -	\$ -	\$ -	
SUBTOTAL - TASK 6	\$ 202.50	\$ 3,262.50	\$ 3,465.00	\$ 8,250.00
TOTAL	\$ 2,242.50	\$ 67,753.28	\$ 69,995.78	\$ 80,750.00
AMOUNT DUE FOR CURRENT SERVICES	<u>\$ 2,242.50</u>			
AMOUNT PAST DUE	<u>\$ 50.00</u>	Remainder of Invoice #10, 02/07/2023		
TOTAL NOW DUE	<u>\$ 2,292.50</u>			
BUDGET BALANCE	\$ 10,754.22			

THIS STATEMENT REFLECTS PAYMENTS RECEIVED ON OR BEFORE BILLING DATE

Town of Duanesburg Town Board

RESOLUTION NO. __ - 2023

April 13, 2023

WHEREAS, the Town of Duanesburg Code Enforcement Officer/Town Building Department is in need of a used sport utility vehicle (SUV) to perform inspections; and

WHEREAS, the current vehicle is in very poor condition; and

WHEREAS, the Town Staff received pricing for three or more used SUV from three vendors and has made the following recommendation to the Town Board in accordance with the Town's procurement policy; and

WHEREAS, the proposed purchase recommended by the Town Staff is under the \$20,000 threshold for procurement under public works equipment contracts and is in accordance with the Town's procurement policy; and

WHEREAS, the Town Board finds the 2016 SUV offered by Armory Chrysler Dodge Jeep Ram Fiat of Albany at \$19,996.00 to be sufficient for the proposed purposes and fairly priced; and

WHEREAS, the Town Board instructs the Town Staff to ensure the vehicle has passed NYS inspection or is capable of doing so prior to completing the purchase; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves Armory Chrysler Dodge Jeep Ram Fiat of Albany as a Town vendor;

BE IT FURTHER RESOLVED that the purchase of the used SUV set forth above and authorizes payment to Armory Chrysler Dodge Jeep Ram Fiat of Albany in the amount of \$19,996.00.00

BE IT FURTHER RESOLVED, the Town Board directs that the funds shall be taken from the unexpended fund balance and hereby amends the 2023 budget as necessary to cover the expense this year due to the very poor condition of the existing vehicle.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its Town Board meeting of April 13, 2023.

William Wenzel, Supervisor

Town Clerk/Deputy Town Clerk

ARMORY CHRYSLER DODGE JEEP RAM FIAT OF ALBANY

960 CENTRAL AVENUE

ALBANY, NEW YORK 12205

(518) 641-7777

VEHICLE CASH PURCHASE AGREEMENT NYS DMV FACILITY NO. 7123145 THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE SELLER AND THE BUYER

BUYER TOWN OF DUANESBURG SALESPERSON BRIAN WALTS
 STREET 5853 WESTERN TPKE HOME PHONE (518) 470-4661 BUS. PHONE (518) 225-3715
 CITY DUANESBURG STATE NY ZIP 12056 EMAIL CPARSLOW@DUANESBURG.NET

THE TRANSACTION

I AGREE TO PURCHASE FROM YOU, ON THE TERMS CONTAINED ON BOTH SIDES OF THIS AGREEMENT, THE FOLLOWING VEHICLE (READ OTHER SIDE), IN THE EVENT OF A CHANGE IN AN ITEM OR ITEMS ON THIS AGREEMENT AND A NEW AGREEMENT IS GENERATED AND SIGNED BY THE APPLICABLE PARTIES, WITH DIFFERENT DATES (LOCATED ADJACENT TO THE SIGNATURES), THE MOST CURRENT DATED COPY WILL BE THE ONLY AGREEMENT CONSIDERED VALID.

THE VEHICLE

YEAR 2016 NEW DEMO USED RETAIL USED WHOLESALE MAKE JEEP MODEL GRAND CHEROKEE NYS INSP. NO. _____
 TYPE T COLOR BLACK TOP _____ TRIM LIMI V.I.N. 1 C 4 R J F B G 0 G C 3 2 7 5 7 3
 MILEAGE 104281 STOCK NO. 57575B

OFFICE USE ONLY

THE PRICE

DATE 04/13/2023 DEAL NO. 326326 CUST. NO. 10020462
 VEHICLE PRICE (+) \$ 19800.00

PRIOR USE CERTIFICATION (Required by Vehicle and Traffic Law 417a if the principal use of the vehicle was as a police vehicle, taxi-cab, driver education vehicle, or rental vehicle.)
 The principal prior use of this vehicle was as a police vehicle
 Taxi-cab driver educator vehicle rental vehicle
 The dealer named above further certifies that this vehicle complies with the inflatable restraint system requirements found in section 419-a of New York State Vehicle and Traffic Law.

*NOTICE TO USED VEHICLE BUYER: If you should be entitled to a refund pursuant to section 198-b of the NYS General Business Law, instead of returning your trade in, the dealer may pay to you its wholesale value as determined by reference to the National Automobile Dealers Association Use Car Guide, or such other guide as may be approved by the Commissioner of mechanical defects, rather than the value listed in this agreement. I have reviewed and received a copy of the www.safercar.gov report which contains information on "open recalls." See Item #8 on backside for additional important information on vehicle safety recalls.

THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

TOTAL MAY INCLUDE DEALER INSTALLED EQUIPMENT

TOTAL 19800.00

THE TRADE

DESCRIPTION OF TRADE LESS TRADE-IN CREDIT (-) N/A
 (BUYER SEE 1 AND 6(B) ON BACK)
 YEAR _____ MILEAGE _____ MAKE _____ MODEL _____ COLOR _____
 PLATE NO. _____ EXP. DATE _____ V.I.N. _____
 CASH DIFFERENCE \$ 19800.00
 TRADE-IN CLEAR OF ALL LIENS IS EXCEPT: AMOUNT OWED N/A GOOD UNTIL _____

I/we (hereinafter "I") understand that Armory Chrysler Dodge Jeep Ram Fiat of Albany (hereinafter "Armory") is not a lender but is available to assist me in obtaining financing from various lenders for all or a portion of the price I am agreeing to pay for the vehicle I am purchasing or leasing. If Armory agrees to assist me in obtaining financing for any part of the purchase price, this order shall not be binding upon Armory or me until all of the credit terms are presented to me in accordance with Regulation "Z" (Truth-in-Lending) and are accepted by me. I understand the annual percentage rate (APR) for the installment sale of an automobile may be negotiated with the dealership; and the dealership may receive some portion of the finance charge or receive other compensation for providing financing assistance. If I do not accept the credit terms when presented, I may give you written notification of my non-acceptance within ten days, my order will be cancelled, and my deposit will be refunded. If this motor vehicle is classified as a used retail motor vehicle, the dealer named above certifies that the entire vehicle is in condition and repair to render, under normal use, satisfactory and adequate service upon the public highway at the time of delivery.

*The optional dealer registration or title application fee (\$175.00 maximum) and special plate processing fee (\$5.00 maximum) are not New York State or Department of Motor Vehicles fees. Unless a lien is being recorded or the dealer issued number plates, you may submit your own application for registration and/or certificate of title or for a special or distinctive plate to any motor vehicle issuing office.

TAXES AND OTHER FEES

SALES TAX N/A % (+) N/A
 DEALER'S OPTIONAL FEE FOR PROCESSING APPLICATION FOR REGISTRATION AND/OR CERTIFICATE OF TITLE, AND FOR SECURING SPECIAL OR DISTINCTIVE PLATES (IF APPLICABLE). THIS IS NOT A DMV FEE. \$ 175.00 (+) 175.00
 N.Y.S. WASTE TIRE MANAGEMENT FEE (+) N/A
 INSPECTION FEE (+) 21.00
 REGISTRATION FEE REBATE N/A
 TOTAL CASH PRICE DELIVERED \$ 19996.00
 LESS CASH DEPOSIT SUBMITTED WITH ORDER DEPOSITS ARE NON-REFUNDABLE (-) 100.00
 PLUS BALANCE OWING ON TRADE-IN (+) N/A
 CASH, TELLER OR CERTIFIED CHECK DUE ON DELIVERY \$ 19896.00

I have read the information and terms on the front and back of this agreement and have received a completed copy of this agreement.

BUYER'S SIGNATURE _____ DATE: 04/13/2023

CO-BUYER'S SIGNATURE _____ DATE: _____

APPROVED BY:  DATE: 04/13/2023

Town of Duanesburg Town Board

RESOLUTION NO. __ - 2023

April 13, 2023

WHEREAS, the following policy, attached hereto, is to be implemented by the Town of Duanesburg and followed by all employees and officers of the Town of Duanesburg:

Procurement Policy

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the Procurement Policy, directs that the policy be followed by all employees and officers of the Town of Duanesburg, and further directs that a copy be distributed to all employees and officers of the Town of Duanesburg.

By (unanimous/majority) vote of the Town Board of the Town of Duanesburg at its Town Board meeting of April 13, 2023.

William Wenzel, Supervisor

Town Clerk/Deputy Town Clerk

Present:

Absent:

Town Board Members:

Dianne Grant	Yea	Nay	Abstain
Michael Santulli	Yea	Nay	Abstain
Rick Potter	Yea	Nay	Abstain
William Wenzel	Yea	Nay	Abstain
Andrew Lucks	Yea	Nay	Abstain

PROCUREMENT POLICY FOR THE TOWN OF DUANESBURG

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law:

- purchase contracts less than or equal to \$20,000;
- public works contracts less than or equal to \$35,000;
- emergency purchases;
- certain municipal hospital purchases;
- goods purchased from agencies for the blind or severely handicapped;
- goods purchased from correctional institutions;
- purchases under State and County contracts; and
- surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services not subject to competitive bidding pursuant to Section 103 of the General Municipal Law will be secured by use of written requests for proposals, written quotations, or any other method that assures that goods or services will be purchased at the lowest price and that favoritism will be avoided.

3. At a minimum, the following method of purchase will be used when required by this policy in order to achieve the highest savings:

ESTIMATED AMOUNT OF
PURCHASE CONTRACT

METHOD

\$500.00 - \$4,999.00

2 Written/Fax Quotations
or written request for proposals

\$5,000.00 - \$20,000.00

3 Written/Fax Quotations
or written request for proposals

ESTIMATED AMOUNT OF
PUBLIC WORKS CONTRACT

METHOD

\$500.00- \$4,999.00

2 Written/Fax Quotations
or written request for proposals

\$5,000.00 - \$35,000.00

3 Written/Fax Quotations
or written request for proposals

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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement. In all events, the person requesting the purchase shall be required to complete a project quote history form as established by the Town of Duanesburg, including copies of all substantiation documentation. In no event shall purchases falling within this policy be made without such compliance.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section Section 104-b(2)(g), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the Town of Duanesburg to solicit quotations or document the bases for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that

offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Town Board shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits. This section does not waive the requirement that only the appropriate officer, board or agency of the Town is authorized to make purchases.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals were required, the Town Board may be precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$ 500.00. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. Any purchase to be made pursuant to this Procurement Policy, regardless of the estimated amount of the purchase or the circumstances upon which it is made, must be obtained from a Town of Duaneburg listed approved vendor. No vendor will be approved until the vendor acknowledges in writing receipt of, and agreement to comply with, this Procurement Policy. The list of approved vendors is subject to change from time to time.

8. The individual or individuals responsible for purchasing and their respective titles are as follows:

Jen Howe - Town Clerk
Brandy Fall - Deputy Town Clerk
William Wenzel – Town Supervisor

This information shall be updated biennially.

9. Standard utilities such as electric service, telephone service, internet service and the like are not subject to this Procurement Policy, Additionally, the following purchases procured under State contract pursuant to Section 104 of the General Municipal Law or competitive bidding pursuant to Section 103 of the General Municipal Law are not subject to this Procurement Policy so long as documentation of such procurement is provided to the Town Board:

- a. Oil, grease and other fluids necessary for regular maintenance of vehicles and equipment
- b. Ice control sand and salt
- c. Diesel, gasoline and/or kerosene delivered
- d. Crusher run, pot hole patch, and/or paving material
- e. Fuel oil

10. This policy shall go into effect on April 13, 2023 and be reviewed annually.