

**Town of Canton
Board Meeting Minutes
February 11, 2021
5:00pm**

Present

Supervisor Mary Ann Ashley, Council Members Bob Washo, Tim Danehy, James Smith, and Martha Foley Smith

Also in Attendance

Town Clerk/Tax Collector Karin Blackburn, Assessor Cindy Brand, Highway Supervisor Calvin Rose, Historian Linda Casserly, Director of Economic Development Leigh Rodriguez, Code Enforcement Officer Jeff Murray, Eric Gustafson, John Gray

Members of the Public: Adam Atkinson, Ellis Giacomelli, Toby Irven, Heidi Smith, John Taillon, Dan Fay, Kari Tremper (DANC), Paul Baxter, Carol Pynchon,

A. Call to Order

Supervisor Mary Ann Ashley opened the Board Meeting at 6:00 pm.

Two additions to the agenda:

1. Old business: #8 Solar Energy Storage Law. A public hearing needs to be set.
2. Old business #9: A SEQR agreement needs to be approved between Barton & Loguidice.

B. Public Comment

No public comment.

C. County Legislature Representative Updates

Dan Fay

Sales Tax in Ogdensburg. Close vote: 8 to 7. All voted to not give Ogdensburg an extension. He wanted to make sure Canton got their fair share. In his opinion, Ogdensburg wanted a little bit of the cake and eat it, too. Ogdensburg wanted a three-year extension. He spent a lot of hours in meetings and needed to make a decision. When it came down to vote, at the end of three years, if Ogdensburg wasn't happy, they were going to pre-empt. This means, Ogdensburg is going to collect their own sales tax and keep what they are entitled, too. He doesn't believe this is a good move for them. If they are going to pre-empt three years from now, they might as well do it now.

High School sports reinstituted. Superintendents and Board of Education hope to do it in a structured manner. If it doesn't work out, it can be cancelled. He voted in favor.

New initiative – Family First Program. In St. Lawrence County there has been a lot of trouble placing children in foster care. He thinks it's important to get children out of foster care. Family first is working to not separate families and coming up with really good foster families. Hopefully,

a good child protective program can be created.

Mary Ann Ashley asked how many children are in foster care currently. Legislator Fay didn't know, the number is pretty high.

Questions on Wi-Fi. He has a problem with what is taking place. When things were going broadband originally, payment was going to go to an operation out of the Rochester area. He questioned the dollar amount. He thought it was a lot. He asked for it to be delayed a week. Saved the county \$6,000. Who is going to pay for it? We have poor families. Is there old revenue that is being generated? He asked how much does the Executive Director of DANC make? Public service directors are being paid a salary that most businessmen in this area don't make. He doesn't know enough about it, but he wants everyone in the county to have access to it. He certainly wouldn't buy a house where there wasn't Wi-Fi access.

Item moved up from Old Business:

DANC GIS Project Update – Guest: Kari Tremper, DANC

Kari gave a quick summary of the GIS Project that the Town of Canton entered into with DANC in the fall of 2020. Hired to develop GIS data for culverts, road signs and streetlights. That included setting up a website, a portal, and an internet mapping application with the data. The data belongs to the Town of Canton, DANC just hosts it. The information was provided to Mary Ann Ashley. The data can be made public, it is up to the Town. The data set that was developed is a living map. If any changes need to be made, it is encouraged that the Town let DANC know. The data included 427 culverts, 649 road signs, and 44 streetlights. She worked a lot with Mark Rood. He was very helpful. After the data was collected, some of the road signs were cleaned up and straightened up. She changed that data. In the portal zoning is included. She trained Bob Washo recently. In the spring, DANC will provide training which will be free to customers. The Explorer app is a handheld app. The Highway crew did download this app. The decision about making the data public will need to be made.

Bob Washo stated that it has been a pleasure working with Kari and Star at DANC. The possibilities with the portal and how it can help are endless. There are other possibilities for the Town to consider such as adding the solar information, and other ideas like snowplow routes for training purposes that he and Calvin have discussed. There are many possibilities to be considered with the portal.

Kari encourages everyone to go to the DANC website and go to the portal. Look around.

Mary Ann thanked Kari for all her work. 100 miles of road is substantial. The Highway department does a great job, and this will be a substantial addition.

Bob added that photographs were taken, and comments were made on the condition. 600 road signs are a lot of money and it isn't cheap to replace them. A tremendous amount of information is available through this data.

D. Approval of Minutes

Regular Board Meeting 1/14/21

Special Board Meeting 1/27/21
Joint Town/Village Meeting 1/27/21

Motion to approve minutes made by Bob Washo, 2nd by Jim Smith. All in favor. Motion carried.

E. Supervisor Report

John Gray read over the monthly report which was sent to the Town Council prior to the monthly meeting.

F. Correspondence

1. Pyrites Hydro Project Studies Report and Project Update – Under Old Business
Available to anyone in the public.
Documents available: study reports, bypass flow assessment, fish survey, downstream survey, water quality.
2. Flood Risk Project – the PowerPoint is in the Board packet.
Mapping out possible flood areas. The County and Planning Office are heavily involved.
1200 miles of water being mapped. Available to the public as well.

Bob added that the FERC relicensing of the Pyrites dam included a species survey that identified an American Eel. The American Eel migrate to spawn but live most of their lives in the Atlantic Ocean. It's important to note that Pyrites is connected to the Atlantic Ocean. These water ways are connected and are important to species so we should take care of them equally.

G. Audit Committee

Approval of Expenditures

- A Fund: \$36,255.68
- B Fund: \$19,510.46
- DA Fund: \$33,277.35
- DB Fund: \$3,793.27
- SF Fund: \$109,740.00
- SL Fund: \$385.54
- TA Fund: \$20,664.81

One correction off of the abstracts that are posted, noted by Mary Ann: a payroll FICA charge that got entered on to the A abstract. The \$36,255.68 reflects the removal of that since we don't reflect payroll on the abstracts of bills.

Motion to approve the expenditures made by Bob Washo, 2nd by Tim Danehy. All in favor. Motion carried.

H. Acceptance of Department Reports

Karin Blackburn, Town Clerk:

- Created a new Town Clerk Facebook page. This is for any meeting updates or Town Clerk announcements.
- New look to the Town Clerk webpage. Changes make it more user friendly and provide more information.
- End of January: collected a little over \$2.0 million of the tax warrant. To date: over \$4.0 million. Approximately 84% of the tax warrant has been collected.

Leigh Rodriguez, Economic Development:

- Main Street Grant submitted. Should know about this in March.
- Steering Committee for the Brownfield Opportunity Area have received 75% of the study report. Will be reviewing that over the next few months and providing edits to the consultants. That project will be done by September.
- Received a draft of the marketing website that is being created through a grant through Locable. Requested some changes and waiting on the updates. Hoping to launch soon with a social media campaign.
- Working on finalizing some work plans for grants for the tree urban forestry grant that was received for the village to do a forest management plan.
- If the budget for 2021 stands for DEC, it's likely that the grant will be funded for maintenance for the park as well.
- The water to the maple house subdivision was completed. Another boring needs to be done this spring.
- Dairy Queen project has wrapped up. Dispersed all the funds towards the equipment. Waiting to submit the final administrative expenses after the 2nd public hearing scheduled for 2/17 at 6 pm. The purpose of the hearing is to give the public an opportunity to comment on the administrative process and to report back on the project's process.

Calvin Rose, Highway:

- Couple good snowstorms on two weekends. Busy.
- Keeping up on oil changes and general repairs and touching up on paint when not plowing and sanding.
- Two new guys are still doing well.
- Building is still closed. This is working fine, too.

Linda Casserly, Historian:

- Exciting month with projects.
- Girls Club – started in 1919 and ended in 1926. Social club for young women through senior women. Social issues and political issues that they weren't allowed to talk about in public. She went to see Mary Jo Whalen and brought a three-ring binder to her that included information about the Girls Club.
- The State Historian wants stories about how people are making it through the pandemic.

Mary Ann asked when the marker is coming for the Municipal Building.

Linda confirmed that the check has been received and communications will likely not be received until end of March.

Cindy Brand, Assessor

- Data collection has been done on 700 parcels out of the 3,948 parcels. Special franchises and utilities won't be done. 18% - 20% is done.
- PDC – Pre-decisional collaboration: she did the sales analysis – she came in at 87%. Sales are coming in, over and above what the assessments are. The state allows a 5% level. She kept the level at 90%. In April, the state will check numbers and come back with an assessment.
- She hasn't been getting exemptions from churches. With offices closes, it's been hard and she's still waiting. Two more weeks before those need to be in. She'll be making phone calls next week.
- Bob Washo asked Cindy what her strategy is with the data collection. Cindy confirmed that she is working the streets alphabetically in the Village and is at the H's and touched some of the Town. Pictures and data are entered into RPS. If anything is found missing later, Cindy enters it later. Things are going smoothly, but it's a lot of work.
- Bob Washo mentioned the 85 solar rays that are exempted. He thanked Cindy for her work on this.
- Martha Foley Smith asked if this was survey of all properties in the Town and Village of Canton. Cindy explained that in 2008 a re-evaluation was done, and the assessments were brought up to the selling price of the home. The re-evaluation should've been data collection and pictures, but Cindy isn't finding that information. The comp sheets that were ran against each property were found, but she isn't finding the data collection and pictures. In RPS, when she first came in, she would pull a comp sheet and there were no images available. Now that information will be available. Mary Ann explained that the update to the data is important for the 3,900 properties. She thanked Cindy and Leena from the Real Property Department. Cindy stated that this data collection is on private and commercial properties.
- Tim Danehy asked about the church exemptions, if this was something, they need to file annually to maintain their exemptions. Cindy explained that churches are required to sign their exemption forms annually, they aren't filling out a long form, just a short form and signing. Their offices are closed, so it's been a struggle. This process is a formality and is required by the state.

Jeff Murray, Code Enforcement

- Jeff didn't have anything to add to his report. He's just trying to get things cleaned up before he leaves.
- Mary Ann did get a copy of Jeff's state report that was done and submitted.

Motion to accept Department Reports made by Bob Washo, 2nd by Jim Smith. All in favor.
Motion carried.

I. Committee Reports

Communications & Technology, Bob Washo and Martha Foley Smith

- Bob: The Committee had an experimental Owl Camera session in the Court Room and the Board Room. He didn't attend in person. He played the role of a remote participating community member. The Committee learned quite a bit about where to situate it, where not to situate it, what it's able to do, what it's not able to do. The general consensus among the Committee was to go with the purchase. The Committee had 30 days to try out the camera. There are still some connectivity issues in the Court Room that maybe a booster or amplifier may help.

Martha: The Committee tried the camera in all kinds of ways in the room and they learned that it was a lot more flexible than they thought when it came to reach. They did talk about what would be shown and what view would be best. The Committee was impressed by the camera.

Policy Committee, Mary Ann Ashley and Martha Foley Smith

- Mary Ann Ashley stated that she and Martha Foley Smith are now the Policy Committee. They have met a few times and will be looking at all of the policies. She and Martha will be working to the policies in a short period of time.

Negotiations Committee, Mary Ann Ashley and Jim Smith

- Mary Ann Ashley stated that the CSEA Contract is up this year. Mary Ann and Jim spoke, and they will try to start the process earlier than mid-year. They reached out to Brenda at CSEA and the Union President. They are also interested in starting earlier. Jim hopes they can get with the crew before their busy time. If the dialogue is started now, it will help considerably.

Recreation Committee, Tim Danehy and Martha Foley Smith

- Tim Danehy: The operations are going well at the Pavilion. Partners that have been in there are St. Lawrence Figure Skating, Canton Minor Hockey, and Canton Central School. Everything is in a good place right now. Looking to start letting some of the adult user groups come in. The Committee had a good meeting with them on Wednesday to go over policies and procedures that have worked well with the other partners. The Committee appreciates the community's patience. Looking to open with some limited numbers. Good feedback from other local groups that have done it.
- Tim Danehy: Reimagining Recreation has had a couple more meetings since the last Town Board meeting. The last meeting in early February included some participants from Potsdam and Malone that talked about how their Recreation Departments are set up and staffed, and their governance and funding. It was good for the working group to hear. The full Committee is now trying to collate the ideas and information from the meetings and come up with a draft list of recommendations. One more meeting is scheduled with the Reimagining Working Group. The intent is to enable some broader public input and proceed with the Village Board on how to move forward.

Martha Foley Smith: This is a very active committee and there are a lot of good ideas out there. She didn't realize how difficult the COVID issue made it for recreation in the Municipal setting and she is learning a lot.

Court Committee, Jim Smith and Tim Danehy

- Jim Smith: The Court Audit needs to be done by the end of March. He and Tim will get together in the near future to get that done.

J. Old Business

1. DANC GIS Project Update – moved up on the agenda.

2. Code Enforcement Officer Search Update

Mary Ann Ashley stated that the Town will hire their own Code Enforcement Officer and the Village will hire their own. The Town has started the process, gone through Civil Service, and now there is an advertisement in Watertown Daily Times and North Country This Week. Application deadline is February 16th.

Bob Washo: A point of clarification for the public: the need for other people in the Code Office doesn't mean the Town and Village are going their separate ways, it just means more efficiency in targeted areas. That office is still going to work closely together and cover for each other. Any public misconception that there isn't going to be cooperation there just needs to be clarified.

3. Consider Solar Law Amendment to Regulate Solar Energy Facilities

Mary Ann Ashley said last month there was a public hearing, but no action was taken either way. Now a decision needs to be made.

Bob Washo stated that with everything that has been heard and learned and discussed, he isn't comfortable going forward and will not make a motion to pass it. He doesn't want to do it.

Jim Smith agrees.

Tim Danehy clarified that this is about opting out of the pilot.

Bob Washo confirmed that it is about opting out of Tax Law 487. The Town is choosing to stay in and continue provide exemptions to those that apply for assistance.

Tim Danehy reminded those on the call that the Town was concerned about discouraging residential solar.

Mary Ann Ashley learned a lot and heard loud and clear from the public. At this point, she is not supportive.

Eric Gustafson stated that he is glad. Dependent on community sentiment this could go either way. The Town can still use pilots and demand pilot payments even though the decision was made to not go with Law 487. It was up for consideration, no support for moving. Nothing else needs to be done.

4. Consider updated Procurement Policy

The Board received a copy of the procurement policy and procedure. Mary Ann Ashley opened it for discussion.

Bob Washo is in favor. He just suggests making it gender neutral.

Mary Ann Ashley will change the language.

Motion to adopt this procurement policy and procedure with this change made by Tim Danehy, 2nd by Martha Foley Smith. All in favor. Motion carried.

Tim asked Eric if a motion is enough or if a resolution is necessary. Eric confirmed that the motion is enough.

5. Discuss Charter Communications Agreement Renewal

The renewal is coming fast. The current and proposed agreements from Charter Communications are in the meeting packet. She asked Eric to review the proposed agreement and Mary Ann Ashley would like to have a serious discussion about this

agreement at the March meeting. For the record, it is a ten-year agreement. The terms need to be looked at. Ten year? 5% franchise tax fee? There are a lot of items to consider with this. Mary Ann Ashley asked the Board if it was okay to discuss this at the March agenda.

Bob Washo said yes.

Tim Danehy isn't sure how many levers need to be pulled here, but he wants to make sure all bases are covered here, and all levers are pulled. The only thing that goes up faster than healthcare costs are cable bills. Whatever leverage the Town has, it needs to be used. He doesn't know where to start with this, but he hopes someone can figure it out. Mary Ann Ashley stated that the Town could have a 5% charge, a 3% charge, or a 1% charge for the franchise fee.

Mary Ann Ashley will put it on the March agenda.

6. Pyrites Hydro Project Study Reports and Process Updates – already discussed

Bob Washo said that some people may not understand what this is. Every couple of decades, hydro projects like the one in Pyrites, need to get re-licensed or re-certified. This is the first time that the Pyrites dam and hydro system has been up for re-licensing in its 40 years, since it was put in. FERC (Federal Energy Regulatory Commission) requires an in-depth environmental study on all aspects of those projects in order to get relicensed. It is not necessarily a slam dunk that approval will be given on this project. A lot of environmental awareness has changed in the last 40 years, including outflows of systems. It is questionable that the Pyrites dam will meet the new standards in 2020 that differ from the guidelines that they got their first license under. They are looking at water outflow and species habitat. Pretty interesting project happening right here.

Mary Ann Ashley said that this started in mid-2018.

7. Town Board Committee Assignments

In January there were some Committee openings. Mary Ann Ashley and Martha Foley Smith met. Jim Smith stepped down from Policy and Martha Foley Smith joined. Clerk Blackburn will add the revised Committee assignments to the website. For the Insurance Committee, Mary Ann Ashley is still on that Committee. Clerk Blackburn, as a Board member, started the work on the Insurance Committee with Mary Ann Ashley. Mary Ann Ashley is going to ask Clerk Blackburn to continue that work moving forward.

8. Solar Energy Storage Law – Set a Date for Public Hearing

The moratorium was passed, and it is due to expire in March of this year. A public hearing needs to be set Mary Ann Ashley suggested 5:45 pm before the March meeting on 3/11/21.

Bob Washo added that he and Jim Smith met with Eric Gustafson to go over the law and make changes for the Board to consider before the public hearing.

Mary Ann Ashley asked Eric if anything needs to be done with extending the law.

Eric confirmed that it expires pursuant to its terms.

9. Entering in an agreement with Barton Loguidice

Eric said the SEQR Review Act states that when you adopt this type of legislation you must go through the SEQR process. Typically, an engineering firm that specializes in batteries, solar work, or wind energies is the type of firm you would have do this. Barton and Loguidice have done a number of SEQR projects and they do good work. It is one of the

required steps to give the environmental impact of what is being done a good hard look. Barton and Loguidice will help walk through that procedure. The Town can do it themselves. With the nature of the local law, there won't be any real findings. There will be a lot that needs to be enforced. It's important to go through the statutorily required steps with seriousness.

Mary Ann Ashley stated that the proposal is for \$2,800 for the scope of work.

Bob Washo made a motion to enter into an agreement with Barton Loguidice to provide SEQR consultation, 2nd by Jim Smith. All in favor. Motion carried.

K. New Business

1. Consider 2021 Budget Amendment Resolution – National Grid LED Conversion Program

Mary Ann Ashley stated that Bob Washo spearheaded this to get the process going and asked him to talk more about this resolution.

Bob Washo: As it was mentioned earlier, there are 42 streetlights in the town. National Grid has a program that will inventory lights and upgrade them. Roughly \$7,500 would be paid up front and the rebate for the old fixtures would be \$2,500. The cost for the conversion to LED would be about \$5,000. No loss of light, but energy savings.

Clerk Blackburn shared the resolution on the screen and read it out loud.

Motion to approve this resolution by Jim Smith, 2nd by Martha Foley Smith. All in favor. Motion carried.

Jim Smith noted that this affects the Morley lighting district. He clarified that this will not affect costs that are currently being paid. This will be done and covered by monies that are already available. No one will see any increased costs.

2. Consider 2021 Budget Amendment Resolution – Establish Escrow Account for U.S. Light Energy Funds

Clerk Blackburn shared the resolution on the screen.

Mary Ann Ashley stated that with the solar law, companies need to put 1% of the total cost of the project into an escrow account with the Town for specific items.

Clerk Blackburn read the resolution out loud.

Motion to approve this resolution made by Bob Washo, 2nd by Jim Smith. All in favor. Motion carried.

3. 2019 AUD (NYS Comptroller Annual Update Document)

Mary Ann Ashley stated that the 2019 AUD has been accepted by New York State. It took time because of COVID, but we're there. Gray and Gray works really hard on these.

John Gray shared that the state sent a complete copy of the AUD after the changes were made.

Mary Ann Ashley stated that a legal notice will be added to the website and put in the newspaper that this AUD is available to the public.

L. Public Comment

No public Comment.

M. Executive Session

Upon majority vote upon a motion that identifies the subject to be considered, the Council will conduct an executive session to discuss any of the issues identified as proper by Public Offers

Law 105 (1) (D) discussions regarding proposed, pending, or current litigation and (F) matters pertaining to medical, financial, credit employment history of a particular person or corporation or matters, leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

1. Motion to go into Executive Session at 6:28pm made by Tim Danehy, 2nd by Martha Foley Smith. All in favor. Motion carried.
2. Motion to come out of Executive Session at 8:13pm made by Tim Danehy, 2nd by Bob Washo. All in favor. Motion carried.
3. Motion to adjourn at 8:13pm made by Tim Danehy, 2nd by Bob Washo. All in favor. Motion carried.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Karin Blackburn", written in a cursive style.

Karin Blackburn
Town Clerk



MEMORANDUM

TO: Mary Ann Ashley, Supervisor, Town of Canton

CC: Carrie Tuttle, Director of Engineering; Star Carter, Assistant Director of Engineering

FROM: Kari Tremper, Project Engineer (GIS)

DATE: 2/8/21

SUBJECT: Town of Canton GIS Data Development Project Update – February 2021

The Town of Canton has joined the Development Authority of the North Country's (Authority) regional shared services GIS program. The Authority developed data for Town-owned culverts, bridges, road signs, and street lights for a fee of \$7,999.75. This was provided under a contracted not-to-exceed fee of \$8,000.

Field Work Progress: All field work has been completed. The Highway crew downloaded the Explorer GIS Application on their smartphone devices and are using it to view and verify the datasets.

After the review of the data with Highway Staff, the infrastructure inventory includes:

<u>Infrastructure</u>	<u>Inventory</u>
Culverts	427
Bridges	3
Road Signs	649
Street Lights	44

Database Development: This is an on-going process and as infrastructure changes, the highway staff will notify the Authority and adjustments will be made to the data to stay up to date.

Web-based Portal Development: The Town's GIS portal has been configured into the desktop Internet Mapping Application (IMA). The Town has the option to make their data public on the St. Lawrence County portal and/or have a password protected Private portal. The paperwork has been forwarded to the Town Clerk.

Full size maps including the GIS data have been provided to the Highway Department. Training of the desktop IMA portal was recently conducted for Bob Washo, Town Councilman. The Authority's GIS staff will offer training sessions on the Internet Mapping Application in the spring as part of its annual training outreach.

Project Timeline: The data development portion of the project is complete and the Town is now in the ongoing GIS hosting phase of services.

Development Authority of the North Country

Attachment #2

Public GIS Data for Internet Mapping Application Portals

Please use this form to authorize the Authority to make your municipal GIS data available on the public portals. Contact Star Carter, 315-661-3261, if you have any questions.

Currently, all of your municipal-owned GIS data is set to "private" and only accessible through a password protected portal. By signing below, the municipality is authorizing the Authority to make the municipal-owned infrastructure data available on the Public Portal.

The municipal infrastructure GIS layers that may be available on Public Portals are listed below. Different municipalities have different data layers depending on type of infrastructure that have, and your municipality may not have all of these data layers developed. For example, you may have data for your water and sewer systems, but you have not mapped your sidewalks and curbs.

The municipality will still have access to their private portal where additional data layers are not made public, which can be specified by the municipality for internal uses.

Water Infrastructure

Hydrants
Water Curbstops
Water Customers
Water Laterals
Water Mains
Water Meter Pits
Water Valves
Water Treatment Plant

Sewer Infrastructure

Flow Arrows
Sewer Cleanouts
Sewer Customers
Sewer Grinder Pumps
Sewer Laterals
Sewer Mains
Sewer Manholes
Sewer Pump Stations
Sewer Valves
Wastewater Treatment Plant

Storm Water Infrastructure

Storm Water Catchbasin
Storm Water Manholes
Storm Water Outfalls
Storm Water Pipes

Other Infrastructure

Cemeteries
Curbs
Culverts
Pavement
Road Signs
Sidewalks
Special Districts
Trees
Zoning

I authorize the Development Authority of the North Country to publish all municipally-owned infrastructure GIS data layers on the Public Portal with:

☐ **No Exceptions**

☐ **The following exceptions:** _____

Signature

Printed Name and Title

Municipality Name

Date

Town of Canton Procurement Policy and Procedure

SUBJECT: Procurement Policy and Procedure

Approved and Adopted by Town Board: Date: _____

Verified by Town Supervisor: Date: _____

Purpose: To ensure strict guidance for the procurement of goods and services on behalf of the Town of Canton.

Scope: This policy extends to all Department Heads and Town staff empowered with the authority to make purchases on behalf of the Town of Canton.

POLICY STATEMENT

Section 104-b of the General Municipal Law requires every Town to adopt Internal Policies and Procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law.

PROCEDURE:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, section 103. Every Municipal 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 municipal 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.

Municipal officers, board, department heads and other personnel authorized to make procurements in accordance with this policy are:

- Supervisor (on behalf of the entire Town)

- Deputy Supervisor (on behalf of the entire Town)
- Town Clerk (on behalf of the Clerk's Office and Tax Collection only)
- Historian (on behalf of Historian's Office only)
- Assessor (on behalf of the Assessor's Office only)
- Highway Superintendent (on behalf of the Highway Department only)
- Justice(s) & Court Clerk (on behalf of the Justice Court Office only)
- Code Enforcement Officer (on behalf of the CEO only)

2. If the Town is purchasing off a New York State contract (or purchasing off any properly let municipal contract), the Town is not required to engage in competitive bidding.

3. All purchases in excess of \$1,000 by any authorized person other than the Highway Superintendent shall be approved by the Supervisor (or, in his absence, the Deputy Supervisor). Purchases are NOT to exceed the budgeted amounts for the year.

4. 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, Section 103.

5. All estimated purchases of: (a) less than \$10,000 but greater than \$3,000 require a written request for a proposal and written/ fax quotes from three vendors. (b) Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/ fax quotes from 2 vendors.

Less than \$1,000 are left to the discretion of the purchaser.

All estimated public works contracts of: (a) Less than \$20,000 but greater than \$10,000 require written RFP and written/fax proposals from 3 contractors. (b) Less than \$10,000 but greater than \$3,000 require a written RFP and written fax/ proposals from 2 contractors. (c) Less than \$3,000 but greater than \$500 are 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 item shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares written justification providing reasons why it is in the best interest of the municipality 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. The Town of Canton can accept bids from bidders who have a business located in the Town of Canton for up to 5% above the lowest responsible bid.

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.

Except when directed by the appropriate municipal board, no solicitation of written proposals or quotations shall be required under the following circumstances:

1. Acquisition of professional services
2. Emergencies
3. Sole source situations
4. Goods purchased from agencies for the blind or severely handicapped
5. Goods purchased from correctional facilities
6. Goods purchased from another governmental agency
7. Goods purchased at auction
8. Goods purchased for less than \$250
9. Public works contracts for less than \$500

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable. This policy may be amended from time to time by simple resolution.

The provisions herein shall not apply to professional services.

PROCUREMENT POLICY - 1993, (rev. 2009 & 2013)

Reviewed February 2021

**TOWN OF CANTON
RESOLUTION _____**

**2021 BUDGET AMENDMENT
NATIONAL GRID'S OUTDOOR LIGHTING LED CONVERSION PROGRAM
PARTNERSHIP WITH THE TOWN OF CANTON**

WHEREAS, National Grid is offering the Town of Canton an opportunity to enhance the lighting quality and achieve energy cost savings through a proactive conversion of the Town's existing outdoor lighting luminaires to energy efficient LED luminaires; and

WHEREAS, the cost to the Town of Canton to participate in National Grid's Outdoor Lighting LED Conversion Program is quoted as \$7,072.01; and

WHEREAS, the Town of Canton has Special Lighting fund balance monies to cover the costs of this conversion:

NOW THEREFORE BE IT RESOLVED, that the Canton Town Board hereby approves participating in the program and funding it through the Special Lighting Fund.

Date

Canton Town Clerk

TOWN OF CANTON
RESOLUTION _____
2021 BUDGET AMENDMENT
ESTABLISHING AN ESCROW ACCOUNT FOR
U.S. LIGHT ENERGY FUNDS

WHEREAS, the Town of Canton passed local law three (3) of 2019 regulating solar energy facilities within the Town, and

WHEREAS, SECTION 1: Chapter 71 of the Town Code of the Town of Canton is created to add the following section: Solar Energy Facilities for the purpose to promote the accommodation of solar energy systems and equipment and the provision for adequate sunlight and convenience of access necessary therefore, and to balance the potential impact on neighbors when solar collectors may be installed near their property while preserving the rights of property owners to install solar energy systems without excess regulation. In particular, this legislation is intended to apply to free standing; ground or pole mounted and roof mounted solar energy system installations based upon certain placement. This legislation is not intended to override agricultural exemptions that are currently in place, and

WHEREAS, the Applicant for either state or local siting approval shall deliver to the Town Board, along with its application if local approval is sought, and concurrent with the filing of an Article 10 Application, if applicable, an amount equal to one percent (1%) of the estimated cost of the project (the "Initial Deposit"). This sum shall be held by the Town in a non-interest-bearing account, and these funds shall be available to the Town to pay consultants and attorneys engaged the Town to assist in application review if a local permit is sought, and to pay consultants and attorneys engaged by the Town to assist in review of an Article 10 Application should awarded intervenor funds be insufficient to fully participate in the Article 10 Process or should intervenor funds be otherwise exhausted. Following the grant or denial of the state or local application, the Town shall return to the Applicant any excess remaining in escrow. If the escrow account has been depleted prior to grant or denial of the application, the Applicant shall deposit such funds necessary for the Town to pay any outstanding fees to said consultants, and

WHEREAS, the Town Supervisor, as Chief Fiscal Officer, would set up the proper escrow account and audit tracking systems; and

NOW THEREFORE BE IT RESOLVED, that the Canton Town Board hereby authorizes the Town Supervisor to invoice U.S. Light Energy and create an escrow account for authorized expenditures related to the Meade Road Project.

Date

Canton Town Clerk