



DATE: August 28, 2009

TIME: 10:00AM

MEETING: Special Town Board Meeting, Town of Portville, New York

LOCATION: Town Municipal Building, 1102 Portville Olean Road, Portville, NY 14770

PRESENT: Terry Keeley, Supervisor  
William Stern, Deputy Supervisor  
Gary Woodhead, Councilperson  
Terri Batt, Councilperson  
Charlene Van Dusen Councilperson

**Administrative Process**

1. Pledge of Allegiance
2. Introduction of Board Members
3. Determination of Quorum

**Agenda Item #1 RES-20090828.5**

The Town Board reviewed and discussed the updating of the Town’s Purchasing Policy and Procedure. A motion was made by Councilperson Stern, seconded by Councilperson Batt, and approved by the Town Board to adopt RES-20090828.5. VOTE: Keeley (YES), Stern (YES), Woodhead (YES), Batt (YES), Van Dusen (YES) MOTION CARRIED 5-YES 0-NO

**Agenda Item #2 Deputy Assessor Appointment**

The Board discussed the consideration to appoint Steffanie Bell as acting deputy assessor for the remainder of the calendar year with the possible renewal for one year at the 2010 organizational meeting. A motion was made by Councilperson Van Dusen, seconded by Councilperson Batt, and approved by the Town Board to appoint Steffanie Bell as Acting Deputy Assessor through December 31, 2009 with the potential to renew in 2010, a compensation of fifteen dollars (\$15) per hour at sixteen (16) hours per month with additional hours with Town Board approval. VOTE: Keeley (YES), Stern (YES), Woodhead (YES), Batt (YES), Van Dusen (YES) MOTION CARRIED 5-YES 0-NO



## TOWN OF PORTVILLE, NEW YORK

### **Adjournment**

Being there was no further business a motion to adjourn at 11:05AM was made by Councilperson Batt, seconded by Councilperson Stern and approved by the Town Board.  
VOTE: Keeley (YES), Stern (YES), Woodhead (YES), Batt (YES) Van Dusen (YES).  
MOTION CARRIED 3-YES 0-NO.

Respectfully submitted and signed,

James Parks  
Town Clerk  
Town of Portville, New York



# TOWN OF PORTVILLE, NEW YORK

## RESOLUTION 20090828.5: PURCHASING POLICY AND PROCEDURE

WHEREAS, In accordance with New York State General Municipal Law 104-b, goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

WHEREAS, To further these objectives, the governing board of every political subdivision and any district therein, by resolution, shall adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of Article 5-A Section 103 or of any other general, special or local law.

NOW, THEREFORE, the Town of Portville resolves that:

1. Superceding Policy and Procedure: All prior purchasing and acquisition policy and procedure shall be superceded and replaced by the purchasing policy and procedure of this resolution.
2. Contracts: Only the legislative body of the municipality, namely the town board, may enter into contracts or agreements except in instances where there is a declaration of an emergency. In an instance where a formal declaration of an emergency has occurred, the town supervisor or the deputy town supervisor may enter into contracts or agreements that endeavor to abate the declared emergency with subsequent notification of all town board members within three days of a commitment to a contract or agreement.
3. Recurring Purchase Authorization: The town board may authorize a recurring purchase, such as utility bills, at one of its public meetings that would then preclude further review by the legislative body but would require final payment signature by the town supervisor or deputy town supervisor. Removal of a recurring purchase authorization may be executed at any time by the town supervisor.
4. Administrative Expenditures: An administrative expenditure is an expense planned or unplanned that is going to be charged against the A Fund, B Fund, LD-740 Fund, LD-741 Fund, SD-741 Bond Fund, SD-741 Maintenance Fund, or any administrative or judicial grant fund as well as any unallocated fund balance for these same funds. Administrative expenditures that are not a recurring purchase authorization shall require pre-authorization by the town supervisor or deputy town supervisor and are subject to final payment authorization by the legislative body regardless of dollar amount.
5. Highway Expenditures: A highway expenditure is an expense planned or unplanned that is going to be charged against the DA Fund, DB Fund and any unallocated fund balance for these same funds. The highway superintendent is authorized to initiate supply and repair acquisitions of \$1,000 or less against the DA Fund or DB Fund as long as those funds as available and uncommitted elsewhere for the remainder of the fiscal year. Any supply or repair acquisitions over \$1,000 but less than \$10,000 must be pre-authorized by email from with the town supervisor or deputy town supervisor. Any expenditure \$10,000 or more must be presented for consideration of approval to the town board at a public meeting prior to the acquisition of materials, equipment, or services.
6. Fund Designation Of Expense: The fund to be charged for a particular expense is the sole responsibility of the municipal corporation's fiscal officer, namely the town supervisor. Highway expenditures will always be charged to one of the highway coded funds. Administrative expenditures will always be charged to one of the administrative coded funds. Special District expenditures will always be charged to one of the special district coded funds. Use of unallocated funds requires review and approval of the town's legislative body, namely the town board.



## TOWN OF PORTVILLE, NEW YORK

7. Expenditures For Town Business: In accordance with New York State Law, the use of municipal funds or its bi-product materials, services, or equipment must be exclusively for the benefit of the town's municipal corporation and may never be used for personal purposes or directed to for-profit, not-for-profit or non-governmental purposes.
8. Internal Controls: All expenses must be accompanied by a town voucher submitted to the town's bookkeeper through the town clerk. Checks may only be signed by the town supervisor or the deputy town supervisor. Checks payable to the town supervisor or the deputy town supervisor may never be signed by the named payee. All expenses paid will be made available at minimum once a month at the town board meeting or within 48 hours of a request by any town board member.
9. Record Keeping: The fiscal officer, namely the town supervisor, is responsible through his/her agent, namely the town bookkeeper, for providing accurate records, bookkeeping, accounting and security so that recovery and review of this critical information is available upon request for at least 7 years.

Approved this 28<sup>th</sup> day of August, 2009 by the town board.



# TOWN OF PORTVILLE, NEW YORK

This agreement between Steffanie Bell, hereinafter referred to as “Acting Deputy Assessor”, and the Town of Portville, hereinafter referred to as “Town”, shall define the terms and conditions of initiation and continuation of employment of Acting Deputy Assessor by Town.

Town agrees that:

1. Acting Deputy Assessor shall be employed by Town for the period beginning September 1, 2009 and ending December 31, 2009.
2. Acting Deputy Assessor shall be an hourly employee earning Fifteen Dollars (\$15.00) per hour.
3. Acting Deputy Assessor shall be reimbursed mileage at \$0.58 per mile when performing Town business on behalf of the Town.
4. Acting Deputy Assessor shall be provided a workspace and computing capability at the Town's Municipal Building.
5. Acting Deputy Assessor may be employed by other employers during the period of Acting Deputy Assessor's employment with the Town.

Acting Deputy Assessor agrees that:

1. All necessary processes and forms, provided by the Town Bookkeeper, shall be completed by Acting Deputy Assessor to enable employment compensation.
2. The oath of office shall be taken and signed before the Town Clerk of the Town of Portville on or before September 15, 2009.
3. As defined by NYS ORPS law and regulation, all necessary assessor training courses will be taken.
4. Prior to performing assessment duties, authorization of hours will be in writing or by email from the Portville Town Supervisor.
5. Operational direction of assessment duties will be administered by the Acting Assessor.
6. At the direction of the Acting Assessor and when hours are pre-authorized by the Portville Town Supervisor, Acting Deputy Assessor shall ensure that all necessary actions are taken to ensure that exemptions are up to date, land calculation totals where the Land Total exceeds the Land Rate Table Total are corrected to have the Land Total equal the Land Rate Table Total, property owners disputes regarding Buildings are corrected to a level where the Town and Acting Assessor would agree that the resolution reflected fairness and equity when compared to all other like properties and when compared to true Town real estate market value, the Acting Assessor made available to all property owners the Cost Valuation Reports of all properties for the given assessment year, the Acting Assessor met each mandated milestone of the annual Assessment Roll production, evolution and release, the Acting Assessor would provide the needed information to satisfy the inquiries of the Board of Assessment Review, and the Acting Deputy Assessor would work in collaboration with the Acting Assessor, the Town Board and the Town Supervisor to adopt and implement a property assessment model that in the view of the Town Board was fair, equitable and accurate as well as minimized gaps between market and assessed valuation.
7. Given pre-authorization of hours and under the direction of the Acting Assessor, Acting Deputy Assessor shall endeavor to clean up and enter as many, if not all, building permits that have received certificates of occupancy or completion as possible for inclusion in the Assessment Roll.
8. Acting Deputy Assessor shall at all times perform duties and responsibilities, interacting with the public, interact with other government agencies, and interact with Town employees, appointees, and officers in a manner which



meets all published Town ethics standards and Town protocol standards as articulated now and in the future on its web site [www.portville-ny.com](http://www.portville-ny.com) and any subsequent directives.

- 9. Acting Deputy Assessor shall perform all duties and responsibilities of Assessor as defined by New York State Real Property Tax Law and as defined within this Agreement to satisfy the completion of the annual Assessment Roll in a manner which results in the Town Board's perception of satisfactory performance by the Acting Assessor.
- 10. Acting Deputy Assessor shall be bound, not only by these terms and conditions, but also those conditions defined for an employee of a municipality or agency within New York State.
- 11. Acting Deputy Assessor shall be employed by the Town and appointed as the Acting Deputy Assessor for the Town at the pleasure of the Town Board and that the Town Board may for any reason terminate employment of Acting Deputy Assessor.
- 12. Acting Deputy Assessor agrees that this Agreement is a public document and may be published in any manner that the Town may wish to use to share with the public and any other government agency.

This Agreement constitutes all of the terms and conditions of employment of the Acting Deputy Assessor and shall be binding between both the Acting Assessor and the Town. If any given part of this Agreement is found to be unlawful by the Courts, then both Parties agree that all remaining parts of this Agreement shall continue to be binding on both Parties.

Acting Deputy Assessor

Town of Portville

\_\_\_\_\_  
Steffanie Bell

\_\_\_\_\_  
H.W. Keeley, Supervisor

September 1, 2009

September 1, 2009

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date