

**TOWN OF BLENHEIM  
SCHOHARIE COUNTY, NEW YORK**

**RESOLUTION #11**

**TITLE: DESIGNATING THE TOWN INSURANCE AGENT**

Offered by Don Airey, who moved its adoption.

Seconded by Chet Keyser

**RESOLVED:** The Town of Blenheim does hereby designate **Rose & Kiernan, Inc.** as the official Town Insurance Agency.

**ROLL CALL VOTE ON RESOLUTION #11**

Supervisor:	Don Airey	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Carolee Russell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilman:	Chester Keyser	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Anne Mattice-Strauch	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Renee Grabowski	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

Date: January 4, 2023

Robin Alley  
Robin Alley, Town Clerk

**TOWN OF BLENHEIM  
SCHOHARIE COUNTY, NEW YORK**

**RESOLUTION #12**

**TITLE: PAID HOLIDAY POLICY**

Offered by Don Airey, who moved its adoption.

Seconded by Chet Keyser

**RESOLVED:** the Town Board of the Town of Blenheim hereby recognizes the following holidays. All full-time Town employees will be paid for the following holidays in 2023:

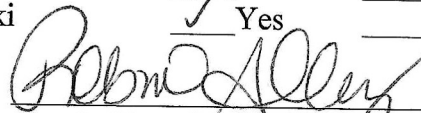
New Year's Day	Monday, January 2, 2023
Presidents Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Election Day	Tuesday, November 7, 2023
Veterans Day	Monday, November 13, 2023
Thanksgiving Day	Thursday, November 23, 2023
Christmas	Monday, December 25, 2023

(1) Floating Personal Day

**ROLL CALL VOTE ON RESOLUTION #12**

Supervisor:	Don Airey	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Carolee Russell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilman:	Chester Keyser	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Anne Mattice-Strauch	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Renee Grabowski	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

Date: January 4, 2023

  
Robin Alley, Town Clerk

**TOWN OF BLENHEIM  
SCHOHARIE COUNTY, NEW YORK**

**RESOLUTION #13**

**TITLE: PROCUREMENT POLICY**

Offered by Don Airey, who moved its adoption.

Seconded by

*Anne Mattice-Strauch*

**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, Section 103 or any other law; and

**WHEREAS**, comments have been solicited from those of the town involved with procurement; now therefore, be it

**RESOLVED:** the Town of Blenheim does hereby adopt the following procurement policies and procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter referred to as Purchaser) shall estimate the cumulative amount of 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.
2. All purchases of:
  - A) supplies or equipment which will exceed \$10,000 in the fiscal year, shall be formally bid or be made utilizing an existing and valid New York State Contract and/or Political Subdivision / Districts in accordance with GML, Section 103 or as referenced to as the "piggy backing law" when determined to be in the Town of Blenheim's best interest or best value procurement
  - B) public works contracts over \$20,000 shall be formally bid pursuant to GML, Section 103.
3.
  - A) All estimated purchases of:
    - Less than \$10,000 but greater than \$2,500 shall require written/fax/email quotations from at least 2 vendors.
    - Less than \$2,500 but greater than \$1,000 shall require reference to 2 catalogs or price lists and/or at least 2 to written /fax/email quotations.
    - Less than \$1,000 but greater than \$0 are left to the discretion of the Purchaser.
  - B) All estimated public works contracts of:
    - Less than \$20,000 but greater than \$7,500 shall require the written/fax/email quotations from at least 2 contractors.
    - Less than \$7,500 but greater than \$2,500 shall require reference to 2 catalogs or price lists and or written/fax/email quotations from at least 2 contractors.
    - Less than \$2,500 but greater than \$0 are left to the discretion of the Purchaser.

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

All information gathered in complying with the procedures of this Resolution shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

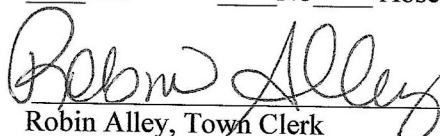
4. The lowest responsible quotation shall be awarded the purchase or public works contract unless the Purchaser prepares a justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low, responsive bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
5. A good faith effort shall be made to obtain the required number of quotations. Should the Purchaser be unable to obtain the required number of quotations, the Purchaser shall document the attempt(s) made at obtaining the quotations. In no event shall the inability to obtain the quotations bar the procurement.
6. Except when directed by the town board, no solicitation of written 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 other governmental agencies
  - G) Goods purchased at auction
  - H) Goods purchased for less than \$1,000.00
  - I) Public works contracts for less than \$1,000.00
  - J) Leases or concessions
7. All Town or Highway Department purchases of more than \$1,500 for any single purchase of goods and services shall require the issuance of a Town of Blenheim signed Purchase Order. Any Town of Blenheim Purchase Order can be signed by the Town Supervisor, Town Clerk or Town Board Member.
8. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

#### ROLL CALL VOTE ON RESOLUTION #13

Supervisor:	Don Airey
Councilwoman:	Carolee Russell
Councilman:	Chester Keyser
Councilwoman:	Anne Mattice-Strauch
Councilwoman:	Renee Grabowski

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Date: January 4, 2023

  
Robin Alley, Town Clerk

**TOWN OF BLENHIEM  
SCHOHARIE COUNTY, NEW YORK**

**RESOLUTION #14**

**TITLE: BUILDING PERMIT FEE SCHEDULE**

Offered by Don Airey, who moved its adoption.

Seconded by Chet Keyser

**RESOLVED:** The Town of Blenheim adopts the following fee schedule for building permits in the Town of Blenheim

**Construction/Improvement Cost Fee**

\$30.00 - \$7,500	\$50
\$7,501 - \$15,000	\$75
\$15,001 - \$30,000	$\$75 + (\text{total cost} - \$15,001)/1000 * \$3.50$
\$30,001 - \$100,000	$\$128 + (\text{total cost} - \$30,001)/1000 * \$2.50$
\$100,001 - \$5,000,000	$\$303 + (\text{total cost} - \$100,001)/1000 * \$2.00$
\$5,000,000 and up are to be negotiated with Town Board	

All inspections required for mobile home installations regardless of cost - \$100.00

Demolition Permit Fee - \$30.00

Installation of above ground pool - \$30.00

Installation of in-ground pool - \$75.00

Installation of wood stove or similar unit - \$30.00

Fireworks Permit Fee - \$75.00

Letter indicating no permit required - \$30.00

Request for certificate of occupancy - \$30.00

\*Any permit issued in the flood plain shall have the fee doubled

\*Any roof replacement permit will be at no charge.

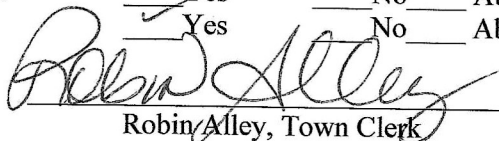
\*All permits expire after one year of the issue date. Permit may be renewed once for an additional year at ½ the original cost. After the second year a new permit must be obtained at the current full price.

\*Any work commenced absent a required permit will be subject to a penalty fee / citation of \$500.00. No permit will be issued until fine and permit fee is paid in full.

**ROLL CALL VOTE ON RESOLUTION #14**

Supervisor:	Don Airey	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Carolee Russell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilman:	Chester Keyser	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Anne Mattice-Strauch	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Renee Grabowski	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

Date: January 4, 2023

  
Robin Alley, Town Clerk

**TOWN OF BLENHEIM  
SCHOHARIE COUNTY, NEW YORK**

**RESOLUTION #15**

**TITLE: DESIGNATING THE TOWN BANKS**

Offered by Don Airey, who moved its adoption.

Seconded by Chet Keyser

**RESOLVED:** Under Sec. 147 of Town Law the Town Board designates NBT Bank and the Bank of Richmondville for all the deposits in which the Town Clerk, Town Justice, Supervisor and Tax Collector shall deposit all monies coming into their hands.

**ROLL CALL VOTE ON RESOLUTION #15**

Supervisor:	Don Airey	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Recuse
Councilwoman:	Carolee Russell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilman:	Chester Keyser	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Anne Mattice-Strauch	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Councilwoman:	Renee Grabowski	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

Date: January 4, 2023

Robin Alley  
Robin Alley, Town Clerk