

Regular Meeting of the Town Board of the Town of Van Buren, held on April 2, 2025 at 7:00 pm at the Van Buren Town Hall, 7575 Van Buren Road, Baldwinsville, New York.

Mr. Michael Burke	Councilor
Mr. Roger Hand	Councilor
Mr. Robert Grover	Councilor
Mrs. Jennifer Sullivan	Councilor
Mrs. Wendy Van Der Water	Supervisor

Absent: Ms. Darcie Lesniak, Councilor

Also Present:

Ms. Stacy Marris	Town Attorney
Mr. Jason Hoy	Town Engineer
Mr. David Blaisdell	Acting Highway Superintendent
Ms. Lynn Precourt	Town Clerk

Pledge of Allegiance and Roll Call.

Approve Meeting Minutes of Regular Meeting on March 19, 2025:

088-25-000 MOTION BY Mr. Grover, seconded by Mr. Hand, to approve the minutes of the Regular Town Board meeting on March 19, 2025.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Citizens Comments: None

Public Hearing to hear comments on Local Law A-2025, Repeal Chapter 50 and replace with New Chapter 50 titled “Purchasing”:

089-25-000 MOTION BY Mr. Burke, seconded by Mr. Grover, to recess the regular meeting, open the public hearing and waive reading the legal notice published in the *Post Standard* on March 27, 2025.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Mrs. Van Der Water asked if there is anyone to speak in favor of this proposed local law. No one spoke.

Mrs. Van Der Water asked if there is anyone to speak against this proposed local law. No one spoke.

090-25-000 MOTION BY Mr. Burke, seconded by Mrs. Sullivan, to close the public hearing and resume the regular meeting at 7:03 pm.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Adopt Local Law A-2025 new Town Code Chapter entitled: “Purchasing”:

Mrs. Van Der Water said this will remove the procurement policy from the Code Book and make it a policy that the Board can alter in the future without requiring a local law.

091-25-014 The following resolution was offered by Councilor Mrs. Sullivan who moved its adoption, seconded by Councilor Hand to wit:

WHEREAS, pursuant to the provisions of the Municipal Home Rule Law, a proposed local law titled Local Law No. A-2025, “A Local Law Amending the Code of the Town of Van Buren to Repeal Chapter 50, Titled ‘Procurement Policy’ and Replace it with a New Chapter 50, Titled ‘Purchasing.’” was presented and introduced at a regular meeting of the Town Board of the Town of Van Buren held on March 19, 2025; and

WHEREAS, a public hearing was held on such proposed local law on the 2nd day of April, 2025 by the Town Board of the Town of Van Buren and proof of publication of notice of such public hearing, as required by law, having been submitted and filed, and all persons desiring to be heard in connection with said proposed local law having been heard, and said proposed local law having been in the possession of the members of the Town Board of the Town of Van Buren in its final form in the manner required by Section 20 of the Municipal Home Rule of the State of New York; and

WHEREAS, the enactment of Proposed Local Law No. A-2025 has previously been determined to be an Unlisted action and the Town Board declared itself lead agency for purposes of completing its environmental review pursuant to the New York State Environmental Quality Review Act (SEQRA); and

WHEREAS, it is in the public interest to enact said Proposed Local Law No. A-2025.
NOW, THEREFORE, it is

RESOLVED AND DETERMINED, the Town of Van Buren Town Board has determined this action is an Unlisted action and having, reviewed the Short Environmental Assessment Form, that, an environmental impact statement (EIS) shall not be required and that this resolution shall constitute a negative declaration under SEQRA; and it is further

RESOLVED AND DETERMINED, that the Town Board of the Town of Van Buren, Onondaga County, New York, does hereby enact proposed Local Law No. A-2025 as Local Law No. 2-2025 as follows:

“TOWN OF VAN BUREN

LOCAL LAW A-2025

**A LOCAL LAW AMENDING THE CODE OF THE TOWN OF VAN BUREN TO
REPEAL CHAPTER 50, TITLED “PROCUREMENT POLICY” AND REPLACE IT
WITH A NEW CHAPTER 50, TITLED, “PURCHASING”**

BE IT ENACTED, by the Town Board of the Town of Van Buren, that this Local Law amends the Code of the Town of Van Buren in the following manner:

SECTION 1. AUTHORITY

This Local Law is enacted pursuant to the New York State Constitution and New York Municipal Home Rule Law §10.

SECTION 2.

This Local Law shall repeal Chapter 50 of the Code of the Town of Van Buren, titled “Procurement Policy,” in its entirety and replace it with the following:

“Chapter 50. Purchasing

§50.1. Title.

This chapter shall be known as the "Local Law Authorizing Purchasing Based on Best Value."

§50.2. Declaration of intent.

General Municipal Law § 103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a local law so providing, municipalities may award purchase contracts which would otherwise be subject to the lowest bidder rule on the basis of best value, as defined in State Finance Law § 163, to a responsive and responsible bidder or offeror. The Town Board of the Town of Van Buren hereby determines that it is in the best interest of the Town of Van Buren and its residents for the Town of Van Buren Purchasing Agent (hereafter referred to as "Purchasing Agent") to have the authority to award purchase contracts on the basis of best value. Factors that may be used to enact the best value option, where cost efficiency over time to award the good(s) or service(s) to other than the lowest bidder are:

A. Lowest cost of maintenance for good(s) or service(s);

B. Durability of good(s) or service(s);

C. Higher quality of good(s) or service(s); or

D. Longer product life of good(s) or service(s).

§50.3. Authority.

On and after the effective date of this chapter, the Purchasing Agent may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8, on the basis of best value, as defined in State Finance Law §163, to a responsive and responsible bidder or offeror.

A. Where the basis for award is the best value offer, Purchasing Agent shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.

B. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Purchasing Agent in their determination of best value.

C. The election to award any such contract on the basis of best value shall be made by the Purchasing Agent in consultation with the department head and appropriate legislative body. In the event that no such election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing any required security in accordance with the Town of Van Buren Procurement Policy.”

SECTION 3. SEVERABILITY

If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudged any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operations to the clause, sentence, paragraph, section, article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 4. EFFECTIVE DATE

This Local Law shall be effective upon filing with the Secretary of State.”
Roll Call Votes: Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Public Hearing to hear comments on the 2025 Community Development Application and Five Year Plan:

092-25-000 MOTION BY Mr. Burke, seconded by Mr. Grover, to recess the regular meeting, open the public hearing and waive reading the legal notice published in the *Post Standard* on March 27, 2025.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Mr. Hoy said the town applies each year and the five year plan is a requirement to submit our application. He said this year we are requesting funds for upgrading furnaces and adding insulation at the Canton Woods Senior Center.

Mrs. Van Der Water asked if there is anyone to speak in favor of the application and five year plan. No one spoke.

Mrs. Van Der Water asked if there is anyone to speak against the application and five year plan. No one spoke.

093-25-000 MOTION BY Mr. Grover, seconded by Mr. Hand, to close the public hearing and resume the regular meeting at 7:05pm.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Approve 2025 Community Development Application and Five Year Plan as presented:

094-25-023 MOTION BY Mrs. Sullivan, seconded by Mr. Hand, to approve the following 2025 Community Development Application and Five Year Plan:

2025 Application

1. ***Canton Woods Senior Center Energy Efficiency***

Implementation of energy efficiency upgrades at Canton Woods Senior Center, including replacement of the failing main furnace and insulating the floor over the basement crawl space.

Total Project Cost	\$62,500
Town's Share	(\$ 12,500)

Requested Community Development Funds:

\$50,000

2026 Application

Idlewood Boulevard Traffic Calming

Installation of traffic calming measures on Idlewood Boulevard in the Reynolds elementary School zone.

2027 Application

Lower Seneca Knolls Drainage and Pavement Rehabilitation – Phase 1

Rehabilitation of drainage and pavement in the Lower Seneca Knolls area. The rehabilitation would generally consist of closed drainage installation and milling and asphalt overlay of the existing pavement with minor pavement repairs.

2028 Application

Lower Seneca Knolls Drainage and Pavement Rehabilitation – Phase 2

Continued rehabilitation of drainage and pavement in the Lower Seneca Knolls area. The rehabilitation would generally consist of closed drainage installation and milling and asphalt overlay of the existing pavement with minor pavement repairs.

2029 Application

Lower Seneca Knolls Drainage and Pavement Rehabilitation – Phase 3

Continued rehabilitation of drainage and pavement in the Lower Seneca Knolls area. The rehabilitation would generally consist of closed drainage installation and milling and asphalt overlay of the existing pavement with minor pavement repairs.

2030 Application

Tappan Street Road Sidewalk

New sidewalk construction from 170' west of Comstock Road easterly to Village line (approx. 1230' total)

Regular Town Board Meeting April 2, 2025

Roll Call Votes: Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Approve and accept the 2022, 2023, and 2024 Court Audits as prepared by Linda Pease, Comptroller:

095-25-007 MOTION BY Mr. Grover, seconded by Mr. Burke, to approve and accept the 2022, 2023 and 2024 Court Audits as prepared by Linda Pease, Comptroller.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Approve the 2025 Canton Woods Senior Center Agreement and authorize the Supervisor to execute the agreement:

096-25-044 MOTION BY Mrs. Sullivan, seconded by Mr. Hand, to approve and authorize the Supervisor to execute the 2025 agreement with the Village of Baldwinsville and Town of Lysander for the Canton Woods Senior Center.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Authorize payment for Canton Woods Senior Center:

097-25-044 MOTION BY Mrs. Sullivan, seconded by Mr. Hand, to authorize the payment to the Village of Baldwinsville for the town's portion of support for the Canton Woods Senior Center.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Authorize Supervisor to send letter of revocation of appointment to the OCRRA Board of Directors:

098-25-043

Upon motion of Mr. Burke seconded by Sullivan the following resolution was made:

WHEREAS, as a result of the Onondaga County Resource Recovery Agency's ("OCRRA") ownership of property for use as a landfill within the jurisdictional boundaries of the Town of Van Buren, the Town of Van Buren Town Board is authorized to appoint a member to the Board of Directors by its enabling legislation and the Organizational By-Laws of OCRRA; and

WHEREAS, at the Organizational Meeting of the Town Board of the Town of Van Buren, held on January 1, 2023, a motion was made and passed by the Board to appoint Natalie Zaccaria as the Town's representative liaison to the OCRRA Board of Directors for a three-year term beginning on January 5, 2023, and ending December 31, 2025; and

WHEREAS, as the appointing power, the Town of Van Buren is authorized to revoke the appointment of Natalie Zaccaria as the Town's representative on the OCRRA Board of Directors and appoint a new representative for the remainder of the term; and

WHEREAS, as a result of her inefficient performance as liaison on behalf of the Town of Van Buren and her neglect of duty owed to the Town of Van Buren as liaison, the Town Board no longer desires Natalie Zaccaria to sit on OCRRA's Board of Directors as the Town representative and, upon providing Ms. Zaccaria ten (10) days' notice of such desire, wishes to appoint a new individual.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the Town of Van Buren hereby authorizes the Supervisor to issue Natalie Zaccaria notice that, effective in ten (10) days after receipt of such notice, her appointment as the Town's representative on the OCRRA Board of Directors will be revoked as a result of her inefficient performance as liaison on behalf of the Town of Van Buren and her neglect of duty owed to the Town of Van Buren as liaison.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Authorize Engineer to begin work on Canton Woods Senior Center:

099-25-044 MOTION BY Mr. Hand, seconded by Mrs. Sullivan, to authorize the Engineer to begin work under the 2024 Community Development Grant money award.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Receive Zone Change Application from Self Direct, 7758 Maple Road from R-40 to LB:

Mrs. Van Der Water said they are requesting this zone change to move their adult social daycare program to this location.

100-25-052 MOTION BY Mr. Burke, seconded by Mr. Grover, to accept the Zone Change Application from Self Direct, 7758 Maple Road from R-40 to LB and make referral to the Planning Board for their review and recommendation.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Adopt Procurement Policy:

101-25-007 The following resolution was offered by Councilor Grover who moved its adoption, seconded by Councilor Burke to wit:

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing all procurement of goods and services which are not required by law to be publicly bid; and

WHEREAS, town boards are required to periodically update the town's adopted Procurement Policy; and

WHEREAS, the Town Board of the Town of Van Buren desires to readopt and update its Town Procurement Policy.

NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town of Van Buren, in a regular session duly convened, that the Town of Van Buren does hereby adopt the following updated Procurement Policy, which Policy is intended to apply to all goods and services which are not required by law to be publicly bid:

"Town of Van Buren Procurement Policy"

1. Evaluation of Purchase

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law § 103. Every Town of Van Buren ("Town") officer, board, department head or other personnel with the requisite purchasing authority ("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 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. Purchases Subject to Formal Bidding

All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law § 103.

3. Purchases Requiring Quotes

- A. All estimated purchases of equipment or supplies (including maintenance and repairs) for:
 - 1. Less than \$5,000.00 shall be left to the discretion of the Purchaser.
 - 2. \$5,000.00 to \$9,999.99 shall require three verbal quotes which shall be recorded on the requested quote sheet and attached to the purchase order.
 - 3. \$10,000.00 to \$19,999.99 shall require three written quotes from three vendors.
 - 4. Any purchase of equipment or supplies, \$20,000.00 or over shall require solicitation of bids as per General Municipal Law §103.
- B. All public works contracts for:
 - 1. Less than \$5,000.00 shall be left to the discretion of the Purchaser.
 - 2. \$5,000.00 to \$9,999.00 shall require three verbal quotes which shall be recorded on the requested quote sheet and attached to the purchase order.
 - 3. \$10,000.00 to \$35,000.00 shall require three written quotes from three vendors.

4. Public works contracts for \$35,000.00 or over shall require solicitation of bids through advertisement in a Town-approved publication as per General Municipal Law §103.
- C. The above guidelines apply to aggregate amounts spent on same/like items throughout the fiscal year.
- D. Any written quotes shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of vendors from whom written/electronically mailed/oral quotes have been requested and the written/electronically mailed/oral quotes offered. All information gathered in complying with the procedures of this Policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract and also attached to vouchers submitted for payment.

4. Local Procurement Chart

<i>Purchase of Equipment and Supplies</i>	<i>Verbal Quotes Required</i>	<i>Written Quotes Required</i>	<i>Bidding Required</i>	<i>Other</i>
<i>Less than \$5,000</i>	None	None	No	Approval by Department Head and Town Supervisor
<i>\$5,000 to \$9,999.99</i>	3	0	No	Requested quote sheet
<i>\$10,000 to \$19,999.99</i>	0	3	No	
<i>Over \$20,000 (GML §103)</i>	0	0	Yes	

<i>Public Works Contracts</i>	<i>Verbal Quotes Required</i>	<i>Written Quotes Required</i>	<i>Bidding Required</i>	<i>Other</i>
<i>Less than \$5,000</i>	None	None	No	Approval by Department Head and Town Supervisor
<i>\$5,000 to \$9,999.99</i>	3	0	No	Requested quote sheet
<i>\$10,000 to \$34,499.99</i>	0	3	No	
<i>Over \$35,000 (GML §103)</i>	0	0	Yes	

5. Award of Purchase or Contract

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 someone other than the low bidder (for example, the second low bidder is a business in town paying Town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier). If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

6. Good Faith Effort

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 in obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

7. Exceptions from Solicitation of Quotes

- A. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - 1. Acquisition of professional services.
 - 2. Emergencies (as declared by the Town).
 - 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 through state or county contracts.
- B. Supporting documentation explaining the above must accompany the purchase (i.e., a copy of relevant state or county contracts).

8. Piggybacking

- A. Notwithstanding the provisions of this Policy, the Town may, for purposes of public purchases, use the provisions of General Municipal Law § 103 with regard to so-called “piggybacking” of purchases. Pursuant to General Municipal Law § 103, the Town may purchase through the bids solicited by the United States government, New York State and/or any other state or political subdivision (counties, towns, school districts, etc.), provided that those contracts clearly state that they are available for use by other governmental entities within the requirements of General Municipal Law § 103(16). Prior to such purchase, the Town will ensure that a piggyback purchase qualifies as follows:
 - 1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein.
 - 2. The contract involved must have been available for use by other governmental entities through the bid solicitation process. In such case, the Town should determine that there is contained within the bidding political subdivision's bid package a provision that the bid is open to and can be used by either the Town of Van Buren or other municipalities. This determination should be made on a case-by-case basis.
 - 3. The specific contract must have been let to the lowest responsible or on the basis of best value and in accordance with or in a manner consistent with the provisions of General Municipal Law § 103.

9. Purchasing Based on Best Value

- A. General Municipal Law § 103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a local law so providing, municipalities may award purchase contracts which would otherwise be subject to the “lowest bidder” rule on the basis of best value, as defined in State Finance Law § 163, to a responsive and responsible bidder or offeror.
- B. Notwithstanding the provisions of this Policy, the Town Board hereby determines that it is in the best interest of the Town and its residents for the Town to have the authority to award purchase contracts on the basis of best value. Factors that may be used to enact the “best value” option, where cost efficiency over time to award the good(s) or service(s) to other than the lowest bidder include but are not limited to:
 - 1. Lowest cost of maintenance for good(s) or service(s);
 - 2. Durability of good(s) or service(s);
 - 3. Higher quality of good(s) or service(s); or
 - 4. Longer product life of good(s) or service(s).
- C. The Town may award purchase contracts, including contracts for service work related to the installation, maintenance or repair of apparatus, equipment and supplies, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8, on the basis of best value, as defined in State Finance Law § 163, to a responsive and responsible bidder or offeror.
 - 1. Where the basis for award is the best value offer, the Town shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
 - 2. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Town in its determination of best value.
 - 3. The election to award any such contract on the basis of best value shall be made by the Town Board. In the event that no such election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing any required security in accordance with this Policy.

10. Emergency Purchases

- A. In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town, requires immediate action, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate Town employee or officer or Town Board without complying with the competitive bidding or competitive offering process, in accordance with General Municipal Law § 103(4).
- B. Town employees or officers shall make every reasonable attempt to obtain approval from the Supervisor prior to making the purchase. An Emergency Purchase Documentation Form, attached as Exhibit A, must be completed to document the emergency

purchase. This form must be signed by the Supervisor as soon as possible during the emergency and submitted to the Town Board at the first work session following the date of the emergency purchase. The Town Board, as soon as reasonably possible after notification, shall pass a resolution affirming the need for the purchase.

11. Miscellaneous Provisions

- A. This Policy is for Town personnel who are involved in the purchase of goods and services, and no unintentional violation of this Policy shall be deemed to create a claim or cause of action or form the basis of any claim or a cause of action against the Town personnel.
- B. This Policy does not supersede those instances (i.e., conferences, meetings, etc.) where prior Town Board approval is required before Town funds can be committed. Interpretations of the applicability of this Policy to a specific situation will be made by the Town Comptroller's office in conjunction with the Town Supervisor's office.
- C. This Policy shall go into effect immediately and will be reviewed annually."

The question of the adoption of the foregoing Resolution was duly put to a vote and upon roll call was as follows:

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

“Exhibit A”
TOWN of VAN BUREN
Emergency Purchase Documentation Form

This form is to be completed for all emergency purchases made that contravene the Town’s Purchasing Policy. You must contact the Supervisor (or Comptroller in the Supervisor’s absence) to obtain his/her approval prior to making the purchase. This form must be completed and submitted to the Town Board at the first work session following the emergency purchase. A copy should also be submitted to the Town Attorney and Town Clerk.

An exception to the competitive bidding requirements exists for emergency situations (GML §103[4]). There are three basic statutory criteria to be met to fall within this exception. The three criteria are (1) the situation arose out of an accident or other unforeseen occurrence or condition; (2) the circumstances affect public buildings, public property, or life, health, safety or property of the political subdivision’s residents; and (3) the situation requires immediate action which cannot await competitive bidding.

Generally, there must be a present, immediate and existing condition which is creating an imminent threat or danger and requires such immediate action that a further delay to comply with competitive bidding requirements is so detrimental to the public interest that it overcomes the strong public policy in favor of bidding. Further, because the emergency must arise out of an accident or unforeseen occurrence, it is doubtful a local government may invoke the emergency exception in a situation which is the result of inaction or dilatory behavior on the part of local officials and which, therefore, could have been foreseen in time to advertise for bids.

Even when a governing board passes a resolution that a public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practical under the circumstances.

1. Date of Emergency Purchase: _____
2. Date you received approval from the Supervisor: _____ Supervisor’s Initials: _____
3. Date of Town Board meeting where Board is notified: _____
4. Amount of Emergency Purchase. Please provide a detailed listing of items purchased and the cost of each (attach additional detail if necessary): _____

5. Is there adequate funding in your current operating budget to cover this purchase? ____
Identify budget Org/Object: _____

6. Please describe the circumstances that resulted in the need to make an emergency purchase without following the Town’s Purchasing Policy: _____

7. Please describe what steps were taken to ensure the lowest cost for the Emergency Purchase. If none, please explain why your department was prevented from doing so: _____

Department Head Signature: _____ Date: _____

CC: Town Comptroller, Town Board, Town Attorney, Contract Compliance & Administration

For Contract Compliance & Administration Use Only

Date of Town Board Resolution:

Emergency Purchase Tracking/Res #:

Councilor Committee Reports and Comments:

Mr. Grover said he has been in touch with the engineering firm Barton & Loguidice who will be helping with the Comprehensive Land Use Plan. He said he will be posting information for anyone interested in serving as a volunteer on the committee. He said this process will take 12 – 15 months and the committee will likely meet monthly. Anyone interested in being on the committee should contact him at rgrover@townofvanburen.com and please include your phone number.

Mrs. Sullivan said she held a Facilities Committee meeting and the Buildings and Grounds and Parks Departments are getting ready for Easter and summer programs and events.

Mrs. Sullivan said she will be attending the Canton Woods Board of Directors meeting next week.

Mr. Burke scheduled a Public Safety Committee meeting on April 8th at 8:30 am at the Van Buren Highway Garage.

Supervisor Comments:

Mrs. Van Der Water met with Onondaga County Soil and Water officials and they are planning on starting mechanical harvesting of water chestnuts in May and will continue with chemical treatments in July.

Highway Superintendent Comments:

Mr. Blaisdell said the Highway Garage will be open April 11th from 8 am to 3 pm and April 12th from 8 am to Noon accepting scrap metal and tires, for a fee, in recognition of Earth Day. No electronics or televisions will be accepted, contact OCRRA for recycling event information. Any interested community groups can register with OCRRA to pickup roadside trash and get stickers for their trash bags that can be dropped off at the Highway Garage.

Mr. Blaisdell said street sweeping will start as soon as the weather cooperates.

Mrs. Van Der Water said the Town Board members are participating in Earth Day this year and anyone interested in joining them to beautify the town can contact her for details.

Engineer Comments: None

Attorney Comments: None

102-25-000 MOTION BY Mr. Grover, seconded by Mrs. Sullivan, to adjourn to the next Regular Town Board meeting on April 16, 2025 at 7:00 pm.

Mr. Burke – Yes, Mr. Hand – Yes, Mr. Grover – Yes, Mrs. Sullivan – Yes, Mrs. Van Der Water – Yes

Motion Carried & Adopted

Meeting closed 7:17 pm

Regular Town Board Meeting April 2, 2025

Respectfully submitted,

Lynn Precourt
Town Clerk

Dated: 4/4/25