

March 14, 2023

Regular meeting of the Town Board of the Town of Sparta was held March 14, 2023 at 7:00 pm.

Members present: Supervisor Mark Schuster, Deputy Supervisor Deb Halpenny, Bill Smith, Mary Ellyn Calabrese and Aaron Schreiner.

Minutes of the previous meeting were read. A motion was made by Deb Halpenny and seconded by Bill Smith to accept the minutes. All voted yes. Carried.

Assessor Holley Smalt reviewed her report.

Highway Superintendent Kevin Robinson reviewed his report.

A motion was made by Deb Halpenny and seconded by Mary Ellyn Calabrese to pass the following Credit Card Policy:

SECTION 1. Purpose

To establish internal controls and criteria for the use of credit cards issued to employees of the Town of Sparta for the purpose of conducting Town business.

SECTION 2. Overview

The use of credit cards has been determined to be a convenient and cost effective method of obtaining certain products and services for the Town. The primary purpose will be to pay vendor invoices within the Town Clerk and will continue to follow the existing Town's purchasing policy. Additional purchasing may be conducted only when purchasing with the card will facilitate a specific advantage to the Town where payment in advance is required with only a credit card and could also include pricing or availability. Some travel and training costs may also be handled best through the credit card process.

SECTION 3. Procedure

For all transactions which occur within the Town Clerk, the purchasing will flow through the existing procurement process. The vendor payment will be made within the Town Clerk once all existing procurement procedures and approvals have been completed.

For any additional purchasing the following will apply:

A. Issuance of Credit Cards

1. Cards will be issued at the discretion of the Town Board and will be restricted to department heads to be used only on an as needed basis. These individuals then become the responsible party to all supporting documents related to all transactions placed with that card. All cards issued will carry very low limits and will be adjusted as necessary by the Town Board to accommodate specific purchases upon gaining the appropriate approvals. The Town Clerk shall maintain an up-to-date, written list of the names, positions (titles) and credit card account numbers for all cards issued.

2. As needed will be defined as to only those individuals who are regularly authorized to make purchases and where the traditional procurement process will not work. Examples of these instances would be limited to when a vendor offers items and/or services at an advantage to the Town where payment in advance is required with only a credit card and could also include pricing or availability.

3. The employee must sign documentation verifying agreement to the conditions of use.

B. Use of the Credit Card

1. Use of the card will be restricted to Accounts Payable invoices that have been approved through the Town's existing procurement process. Additional purchases will be allowed only once the appropriate approvals have been granted for the specific commodity and individual purchase. Failure to comply will result in revocation.

2. At the point of purchase (internet, phone, point of sale terminal) where the card is used, all supporting documentation will be collected for submission to the Town Clerk according to the Town's existing procurement process. Failure to do so will result in revocation.

3. The credit card is to be used in the conduct of Town's business only. The use of a Town credit card to acquire or purchase goods and services for other than official use of the Town is strictly forbidden and considered fraudulent use and may subject the employee to disciplinary action up to and including dismissal and/or criminal prosecution.

4. The use of a town-issued credit card shall in all respect be consistent with applicable laws and regulations, as well as guidance issued by New York State Comptroller.

C. Unauthorized Credit Card Use

1. The credit card SHALL NOT BE USED for including but not limited to the following:

a. Personal purchases or identification

b. A purchase that exceeds the Purchaser/Cardholder’s single, daily, and/or monthly purchase limit.

c. Cash advances.

d. Purchase of alcohol or entertainment.

e. A Purchaser/Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charges by the Bank or card company in connection with the misuse. The Purchaser/Cardholder will also be subject to disciplinary action, which may include termination.

D. Security- It is the cardholder’s responsibility to immediately notify the Town of a lost or stolen card. Failure to do so will result in disciplinary actions and or/revocation.

E. Separation- Prior to separation from employment from the Town of Sparta, the Cardholder shall surrender the credit card held in their name if not already in the custody of the Town. It will immediately be shut down by the Supervisor.

F. Revocation of Credit Card Privileges

1. The issuance of a credit card to an employee is done at the discretion of the Town Board.

2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee’s credit card privilege.

3. Repeated loss or theft of any issued credit card will be cause to revoke the employee’s credit card and privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit card privilege.

All voted yes. Carried.

A motion was made by Deb Halpenny and seconded by Bill Smith to adopt the Town of Sparta’s Policy Against Discrimination and Harassment. All voted yes. Carried.

A motion was made by Mary Ellyn Calabrese and seconded by Aaron Schreiner to appoint 1) Supervisor Mark Schuster, 2) Deputy Supervisor Deb Halpenny and 3) Town Clerk Sheila Duffy as compliance officers for the Harassment & Discrimination Policy. All voted yes. Carried.

General bills were audited and approved for a total amount of \$7,114.19.

Highway bills were audited and approved for a total amount of \$36,057.62

Street light bills were audited and approved for a total amount of \$192.52.

A motion was made by Bill Smith and seconded by Deb Halpenny to pass the following BAN 1-2023 as follows:

**TOWN OF SPARTA
RESOLUTION ACKNOWLEDGING THE AWARD FOR BAN NO. 1 OF 2023
OF \$92,852.00 FOR THE 2021 INTERNATIONAL HX520 SFA 6X4**

WHEREAS, the Town Board of the Town of Sparta met at a regularly scheduled meeting located at 8824 Route 256, Dansville, New York on March 14, 2023, commencing at 7:00 p.m., at which time and place the following members were:

Present:	Supervisor Councilperson Councilperson Councilperson Councilperson	Mark Schuster Deb Halpenny Aaron Schreiner Bill Smith Mary Ellyn Calabrese
Absent:	_____	_____

WHEREAS, all Board Members, having due notice of said meetings, and that pursuant to Article 7, Section 104 of the Public Officers Law, said meetings were open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, by resolution dated February 14th, 2023, the Town Board of the Town of Sparta authorized the request for bids for a Bond Anticipation Note for the refinancing of a 2021 International HX520 SFA 6X4 through a Bond Anticipation Note (BAN No. 1 of 2023) for \$92,852.00 and retained the services of Town Attorney, David DiMatteo to request bid proposals for BAN No. 1 of 2023 from Five Star Bank, the Bank of Castile, Community Bank, N.A., M&T Bank, and the Bank of Greene County; and

WHEREAS, the Notice of Sale was faxed and emailed to the Banks, with a request to submit bids by March 10th, 2023; and

WHEREAS, the following are the bid results:

- Five Star Bank with a bid of 5.70%
- The Bank of Castile elected not to bid.
 - Community Bank N.A. elected not to bid.
- M & T Bank elected not to bid.
- The Bank of Greene County with a bid of 4.69%; and

WHEREAS, the bid was awarded to the Bank of Greene County as the lowest bidder.

NOW ON MOTION OF Bill Smith which has been duly seconded by Deb Halpenny, now therefore be it

RESOLVED, that the Town Board of the Town of Sparta hereby acknowledges that the Bank of Greene County, located at 425 Main Street, Catskill, New York 12414 was awarded the issuance of a Bond Anticipation Note as the lowest bidder at 4.69% for the refinance of a 2021 International HX520 SFA 6X4, known as Bond Anticipation Note No. 1 of 2023 for \$92,852.00 dated the 16th day of March, 2023.

A motion was made by Deb Halpenny and seconded by Mary Ellyn Calabrese to adjourn the meeting. All voted yes. Carried.

Next regular meeting will be held on April 11, 2023 at 7:00 pm.

TOWN CLERK

Sheila Duffy