



**TOWN OF BRISTOL  
REGULAR MEETING  
JANUARY 13, 2020**

PRESENT: Supervisor Robert A. Green, Jr., Councilwoman Lauren Bolonda, Councilman Chris Hart, Councilman David Parsons, Councilman Frederick Stresing, Highway Superintendent Ronald Wilson, Town Clerk Karen Maczynski, Mr. William Kenyon, Atty.

Supervisor Green called the meeting to order at 7:00 PM, followed by pledge of allegiance to the US flag.

**Privilege of the Floor**

Mr. Nick Cohen of 7289 Ludlow Road, addressed the board regarding the condition of South Hill Road. He stated pot holes are prevalent and unreasonably large for drivers to dodge and therefore making the road a safety concern. Mr. Cohen continued, pot holes create unsafe driving conditions due to need to drive around the holes causing a driver to cross over into the oncoming lane of traffic.

Mr. Ken Hanson, of the Bristol Woodland Campgrounds, on South Hill Road, also addressed the board regarding the unsafe condition of the South Hill Road and discussed the ditches on either side of the road where the road is narrow. He stated he was gravely concerned the ditches; narrow road areas and prevalence of potholes creates the likelihood of vehicle accidents on the South Hill Road. He went on to describe experiences his wife has had on the road that were safely concerns that were unacceptable to live with on a daily basis. Mr. Hansen also inquired; when the planned widening of the road was scheduled to begin and other road work that was planned including paving.

Highway Superintendent Ron Wilson addressed the concerns raised by both residents as follows; South Hill Road will be raised (lifted) 6 inches by the addition of gravel prior to adding paving material to the road. Currently, Mr. Wilson stated he is stockpiling material in preparation for the South Hill Road work in the spring. Additionally, Mr. Wilson stated the freeze-thaw weather conditions are greatly contributing to pothole formation and making it difficult to eliminate holes through filling, because frequent rain washes the material out of the holes.

Councilman Parsons discussed widening the first mile of the road and expense of paving. Supervisor Green discussed the cost of paver rental was captured in the budget.

Hearing no further requests to address the Board, Supervisor Green closed the privilege of the floor at 7:20 PM.

- I. A motion was made by Councilman Parsons to accept the December 9, 2019 and January 2, 2020 board minutes, seconded by Councilwoman Bolonda and motion carried.
- II. Audit of the bills, budget transfer, Monthly Report of Supervisor:  
A motion was made by Councilman Parsons, seconded by Councilman Stresing, and carried to pay the bills, approve budget transfers and accept the Supervisor's report.

**Abstract 13**

<b>General:</b>	<b>Vouchers 329-343</b>	<b>\$ 27,315.51</b>
<b>Highway:</b>	<b>Vouchers 1307-1327</b>	<b>\$ 62,464.24</b>

**Abstract 1**

<b>General:</b>	<b>Vouchers 1-21</b>	<b>\$ 78,845.47</b>
<b>Highway:</b>	<b>Vouchers 1001-1010</b>	<b>\$ 162,507.44</b>
<b>SF (Fire Dpt.):</b>	<b>Voucher 2001</b>	<b>\$ 203,500.00</b>

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III. Monthly reports from:

- A. Highway: Superintendent Ron Wilson presented his report. Mr. Wilson reported the auction outcome of the 1997 John Deere 644G loader with *Auctions International*. The final bid was \$30,500, not the \$22,000. as previously discussed. Board discussion of the final bid and positive auction outcome of the Loader. Mr. Wilson discussed his need for a salt/gravel tailgate spreader on car1 for roads that are difficult for large trucks, example Day Road. He is reviewing an auger system (not gravity feed) spreader for car1 and he estimated the cost of the spreader at \$4000. He stated he has ordered the replacement vehicle for car1; 2020 F350 Ford pickup.
- B. Planning Board & Zoning Board of Appeals and Code Office; Report from Mrs. Sandra Riker. Mrs. Riker reported the Code Officer, Chris Jensen, has suggested revisions to Article Six of the Town Building Code. The Planning Board is evaluating Mr. Jensen's suggestions and considering the addition of a second meeting date each month due to the work load created by reviewing and restructuring the Town's building code with Code 360. ZBA - Mrs. Riker reported on the status of the large solar project for Mr. & Mrs. Joe Green's land on Footer Road and County Road 2. A Resolution was passed by the ZBA stating there is not enough data to approve a Special Use Permit at this time and will forward the updated application when submitted to the Code Office and on to the Planning Board for their review and approval of the Site Plan submitted and the SEQRA review and responses from various government authorities. Code Office-Mrs. Riker reported the total valuation for building permits in the Town of Bristol for 2019 was \$2,497,647.50, with the building of 8 new homes in the town.
- C. Parks/Special committee. Park Commissioner Mr. Stevens reported he is completing the grant paperwork for work done in 2019, for reimbursement. Bristol Fun Day will again be held on the second Sunday in June or June 14, 2020. Mr. Stevens is scheduling Bristol Fun Day organizational meetings beginning in February. Mr. Stevens would like a 'Welcome to Bristol' sign on Co. Rd. 33 and smaller signs added on each Welcome sign that read Bristol Fun Day, the 2<sup>nd</sup> Sunday in June. Board discussing followed and advised Mr. Stevens to seek cost estimates from the company recently used to refurbish the Town's signs; Supervisor Green discussed revisiting the fee structure for park facility rental. Commissioner Stevens said he would review other parks fee's and create a revised fee structure for board review.
- D. Town Clerk report. Mrs. Maczynski presented her report. Total disbursements were \$685.20 for the month of December 2019. The Town Clerk's office is busy with the collection of Town & County Taxes; to date about 15% of the warrant has been collected. One check has been written to the Supervisor for \$250,000.
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**Town of Bristol**  
**Town Board Resolution 1-13-2020**

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**AUTHORIZATION FOR TOWN CLERK'S OFFICE TO ACCEPT CREDIT AND DEBIT CARDS FOR TAX  
PAYMENT AND TOWN CLERK FEE'S**

**WHEREAS**, The Town Board of the Town of Bristol approves Town Clerk office to accept credit card and debit card transactions through BAS TAX Program both online and in office for Town and County Taxes, and Williamson Law Book Town Clerk Program for all Town Clerk fees; and

**WHEREAS**, There will be no charge to the Town of Bristol for this service; and

**RESOLVED**, That these Town Clerk Fee's will be deposited in the Town of Bristol Clerk checking account #0104068514 with no expense to the Town and the Town Clerk will be notified the following day with an itemized listing; and, be it further

**RESOLVED**, That Town & County TAXES will be deposited in the Town of Bristol Tax Collector's checking account #1103270230 with no expense to the Town and the Tax Collector (Town Clerk) will be notified the following day with an itemized listing; and, be it further

The question of the adoption of the foregoing was duly put to a roll call vote, performed by Karen Maczynski, Bristol Town Clerk, which resulted as follows:

**Motion:** By Councilwoman Bolonda

**Second:** By Councilman Parsons

**Voting:**

Supervisor Green - yes

Councilman Hart - yes

Councilwoman Bolonda - yes

Councilman Parsons - yes

Councilman Stresing - yes

I hereby certify that I have compared a copy of a Resolution with the original thereof duly adopted by the Town Board of such Town meeting of such Board, held on the 13<sup>th</sup> day of January, 2020 and that the same is true and correct copy of such Resolution and of the whole thereof.

In testimony thereof, I have hereunto set my hand and affixed the Seal of said Town this 13<sup>th</sup> day of January 2020.

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Karen Maczynski  
Bristol Town Clerk

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The above resolution was thereupon duly adopted January 13, 2020.

Councilman Parsons motioned to accept all department reports and seconded by Councilwoman Bolonda, and motion carried.

IV. Old Business: none

V. New Business

A. Uniform Justice Court Act – audit & Annual Audit of the Town Books  
The audit will be conducted by all board members on January 21, 2020.

B. Annual dog contract with Ontario County has been completed.

C. Purchasing guideline adoption.

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**Town of Bristol**  
**PURCHASING GUIDELINES**  
**2020**

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 officers of the town involved with procurement; now therefore be it

RESOLVED, that the Town of Bristol does hereby adopt the following procurement policies and procedures:

GUIDELINE 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 (herein after 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 year 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.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$20,000.00 in a fiscal year or b) public works contracts over \$30,000.00 shall be formally bid pursuant to GML 103.

GUIDELINE 3. All estimated purchases of:

Less than \$20,000.00 but greater than \$5,000.00 require a written request for a proposal (RFP) and written/fax quote, E quote from 3 (three) vendors.

Less than \$5,000.00 but greater than \$3,000.00 requires an oral request for the goods oral. written/fax, E quotes from 2 (two) vendors.

Less than \$3,000.00 but greater than \$500.00 are left to the discretion of the purchaser.

**ALL ESTIMATES FOR PUBLIC WORKS CONTRACTS:**

Over \$35,000.00 are subject to competitive bidding.

Less than \$35,000.00 but greater than \$10,000.00 require a written/fax E quote from 2 (two) contractors.

Less than \$10,000.00 but greater than \$5,000.00 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 written/fax/oral quotes offered.

All information gathered on complying with the procedures of the Guidelines shall be preserved and filed with documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. A) If a written/fax/oral quote is below the state contract price, no further quotes are necessary,

B) Purchase of goods that are environmentally safe, even if they are higher in price than a non-environmentally safe product is allowed.

C) Purchase of goods that are energy efficient, even if they are higher in price than a non-energy efficient product is allowed.

GUIDELINE 5. 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 other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

GUIDELINE 6. A good faith effort shall be made to obtain the required number of proposals or quotes. 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.

GUIDELINE 7. Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances.

- A. Acquisitions 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 another governmental agency.
- G. Goods purchased at auction, which the maximum amount of value shall be pre-approved by the Town Board.
- H. Goods purchased from less than \$250.00.
- I. Public Works contracts for less than \$500.00

GUIDELINE 8. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.

Motion to adopt the 2020 Purchasing Guidelines by Councilman Parsons and seconded by Councilman Hart, and motion carried.

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- D. Phone System/Communication System update. Councilman Stresing will revisit the study of the Town Hall phone/communication service & equipment he conducted in 2019 and report back to the board. Supervisor Green discussed the need to move ahead with this project in 2020.

VI. Round Table – none

VII. Motion to Adjourn by Councilman Hart and seconded by Councilwoman Bolonda and carried at 7:52 PM.

Respectfully submitted

Karen Maczynski  
Town Clerk