

Minutes for a Special Ticonderoga Town Board Meeting held on August 23, 2016 at 11:00 a.m. to award the Bid for the Street Road Water Main Reconstruction and an Executive Session to discuss Employees Performance and any other lawful business

Present: Joseph Giordano, Supervisor
Fred Hunsdon, Councilman
Wayne Taylor, Councilman
Dorcey Crammond, Councilwoman
Chattie Van Wert, Councilwoman
Tonya M. Thompson, Town Clerk

Others: Karla Vigliotti, Jill Cunningham, John Bartlett, Mike Richardson

Supervisor Giordano opened the meeting just a bit late with the Reciting of the Pledge of Allegiance.

Bid Award - Street Road Water Main - NYS CDBG Project #1129PW-58-14

Resolution #293-2016 brought by Wayne Taylor, seconded by Chattie Van Wert awarding Bellamy Construction the Bid Contract for the Street Road Water Main Reconstruction NYS CDBG Project #1129PW-58-14 in the Total amount of \$451,750.00 (including Alternate Bid #1 of (3,125.00) and Alternate Bid #2 of \$77,750.00).

All in Favor Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

Recreation Specialist for Soccer Program

A resolution was brought at the regular Town Board meeting to appoint Tabitha Woods, pending receipt of her letter of interest to the soccer program. The Town Clerk has not been able to contact her, so we have not received a letter of interest. We have since received a letter of interest from Melissa Evens, who has worked with this program as a coach and is currently a Teachers Aid at our Elementary School.

Resolution #294-2016 brought by Chattie Van Wert, seconded by Dorcey Crammond appointing Melissa Evens as the Recreation Director for the 2016 Ti Youth Fall Soccer Program, conditional upon a satisfactory background check. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

The board noted that they would like a background check done on all people that the Town appoints to work with our children.

Resolution #295-2016 brought by Joseph Giordano, seconded by Wayne Taylor to exit the Special Town Board meeting and enter into an Executive Session at 11:25 a.m. to discuss personnel matters regarding employees' performance with John Bartlett and Mike Richardson invited to attend. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

Minutes for a Special Ticonderoga Town Board Meeting held on August 23, 2016 at 11:00 a.m. to award the Bid for the Street Road Water Main Reconstruction and an Executive Session to discuss Employees Performance and any other lawful business Resolution #296-2017 brought by Joseph Giordano, seconded by Fred Hunsdon to exit the Executive Session at 2:30 p.m. and re-enter the Special Town Board meeting. All in Favor Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. Opposed - none. Carried.

Resolution #297-2016 brought by Wayne Taylor, seconded by Dorcey Crammond to schedule a Special Town Board meeting on August 30, 2016 at 5:00 p.m. for a workshop on the budget. All in Favor Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. Opposed - none. Carried.

Resolution #298-2016 brought by Joseph Giordano, seconded by Chattie Van Wert to outsource part of the management of the Budget and the Finance Department and consequently abolishing the clerk position currently held by Karla Vigliotti, this will result in her lay-off and the town board authorizes the Supervisor to negotiate a severance package and will report back to the board next Tuesday. Similarly, this is resulting in the lay-off of the half time position currently held by Jill Cunningham as clerk and she will be offered a two week severance package. All in Favor Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. Opposed - none. Carried.

Resolution #299-2016 brought by Joseph Giordano, seconded by Chattie Van Wert authorizing the Supervisor to enter into an agreement with McCarthy & Conlon, LLP to manage the budget and finance department which would include the 2015 AUD and setting up best practices for accounting and Purchase Orders. All in Favor Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. Opposed - none. Carried.

Adjourn at 2:35 p.m.

Respectfully submitted, Tonya M. Thompson, Town Clerk

McCarthy & Conlon, LLP

Michael J. McCarthy, CPA
Lynn M. Conlon, CPA

Certified Public Accountants
123 Quaker Road, Suite 103B
Queensbury, NY 12804

Telephone (518) 792-6668
Fax (518) 792-2226

Minutes for a Special Ticonderoga Town Board Meeting held on August 23, 2016 at 11:00 a.m. to award the Bid for the Street Road Water Main Reconstruction and an Executive Session to discuss Employees Performance and any other lawful business

August 21, 2016

Mr. Joseph Giordano, Supervisor
Town of Ticonderoga
P.O. Box 471
132 Montcalm Street
Ticonderoga, NY 12833

Dear Supervisor Giordano:

We are pleased to confirm the understanding of the services we are to provide to the Town of Ticonderoga, New York. It is our understanding that the Town requires assistance with a variety of accounting and bookkeeping matters, including, but not limited to, the following:

1. Assistance with preparation of the Annual Update Document (AUD) for 2015 and subsequent years
2. Assistance with transitioning the Town's accounting to Quickbooks
3. Assistance with annual budgeting
4. Assistance with monthly accounting
5. Assistance with designing and implementing effective internal controls where deemed necessary.

We can also assist in other matters that you may find our services to be necessary and useful.

Firm Qualifications and Experience

Our firm was formed in March 2003, is located in Queensbury, New York and consists of two partners. Both partners were employed for many years by larger CPA firms and have combined experience in public accounting of over 65 years.

Our business approach is unique. By choosing McCarthy & Conlon, LLP, the services you require will be performed by the two partners of the firm with the experience you need, performing various accounting and consulting services. Both partners are New York State licensed Certified Public Accountants. We do not employ any other staff people, so you will not have a different accountant each time you require services, and you will never have to deal with a "junior" accountant that does not really understand your operations. We believe that our approach results in the most value for your money.

As we discussed, we have extensive experience with governmental auditing and accounting. We have provided auditing and accounting services to many New York State counties, cities, towns, villages and school districts. We are familiar with the Uniform System of Accounts for Towns as promulgated by the New York State Comptroller's office, and we have assisted many municipalities with the services that you require. Feel free to contact Darlene Gunther, Village Clerk/Treasurer for the Village of Lake George at (518) 668-5771 for a reference about our services.

Fee

Our fee for this engagement will be at the hourly rate of \$110, which is significantly discounted from our standard billing rate of \$190 per hour. This fee is inclusive of all out of pocket expenses, including mileage.

We want to stress that we do not bill by the hour for phone calls or simple questions. If you need assistance with a project that would require a substantial amount of time, we will provide an estimated fee and discuss that fee with you before we incur any time on that project. Our invoices are presented as work is performed, usually on a bi-weekly or monthly basis, and are payable upon receipt. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and will not be resumed until your account is paid in full. All accounts past due 30 days or longer are assessed interest at a rate of 18% per annum. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our assignment. You will be obligated to compensate us for all time expended through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

McCarthy & Conlon, LLP

RESPONSE:

This letter correctly sets forth the understanding of
Town of Ticonderoga, New York

Management signature: *Joseph M. Giordano*

Title: Town Supervisor

Date: August 23, 2016

Minutes for a Special Ticonderoga Town Board Meeting held on August 23, 2016 at 11:00 a.m. to award the Bid for the Street Road Water Main Reconstruction and an Executive Session to discuss Employees Performance and any other lawful business



August 18, 2016

Mr. Joseph Giordano, Supervisor
Town of Ticonderoga
PO Box 471, 132 Montcalm Avenue
Ticonderoga, NY 12883

RE: Town of Ticonderoga
Street Road Water Main Reconstruction
NYS CDBG Project #1138PW-68-14
AES Project No. 4468

Dear Joe:

As a result of the bid opening held on July 26, 2016 regarding the above referenced project and our review of the Bid documents, we recommend the Town of Ticonderoga award the Unit Price Bid Contract to the lowest responsible bidder, Bellamy Construction Company, Inc. in the amount of \$374,000.00, including Alternate No. 2, additional 18" water main via directional drill method, in the amount of \$77,750.00, for a total unit price contract amount of \$451,750.00.

The Board Resolution should indicate the Town of Ticonderoga shall award the contract contingent upon NYS Office of Community Renewal's (OCR's) approval of the Request for Release of Funds (RRRF).

We recommend the Town of Ticonderoga direct us to provide the Contractor with a Notice of Award, whereby the Contractor will obtain Performance and Payment Bonds, Insurance Certificates, and execute the Agreement between Owner and Contractor. Once the Town directs us to do this, we will schedule a Pre-Construction Conference at the convenience of the Town and issue a Notice to Proceed to start construction.

Respectfully,

Gregory Smart
Project Manager

Enclosure