

TOWN BOARD MEETING MINUTES

DATE: APRIL 30th, 2026

TIME: 6:00 PM

LOCATION: Harrietstown Board Room, 39 Main Street, NY 12983

Supervisor Mallach called the meeting to order at 6pm.

PLEDGE TO THE FLAG

ROLL CALL

Supervisor Mallach	Present
Councilwoman Schrader	Present
Councilman Haney	Present
Councilman Evans	Present
Councilman Lynch	Present

Also Present was Harrietstown Clerk Sabrina Harrison, Airport Manager Corey Hurwitch, Highway Superintendent Dan Martin, and Franklin County Legislator Joe Shoemaker.

MINUTES APPROVAL

Review of the minutes from the meetings held on March 26th, 2026.

A motion was made by Doug Haney to accept the minutes from the meeting held on March 26th, 2026 as presented to the board, seconded by David Lynch (m/s/p)

WARRANT # 7 OF 2026:

GENERAL FUND \$66,948.34

AIRPORT FUND \$260,266.08

GENERAL FUND OUTSIDE \$3,981.84

HIGHWAY FUND OUTSIDE \$18,151.05

TRUST AND AGENCY \$27,607.31

WATER AND SEWER \$900.00

A motion was made by Jeremy Evans to approve payment of the vouchers of Warrant #7 of 2026 as presented to the board, seconded by Tracey Schrader (m/s/p)

PUBLIC COMMENT:

COMMUNITY GROUP:

COUNTY UPDATE:

UPDATES FROM THE SUPERVISOR:

~Beth Bevilacqua is requesting permission to attend NYAOT's 26th Town Finance & Personnel School in Albany May 6-7th.

A motion was made by Tracey Schrader to approve Harrietstown Accountant Beth Bevilacqua to attend training at the NYAOT's 26th Town Finance & Personnel school and all allowable expenses, seconded by David Lynch (m/s/p)

~Supervisor Mallach is requesting approval to sign the Agreement for professional services with JToy Solutions

A motion was made by David Lynch to approve Supervisor Mallach to sign the contract with JToy Solutions, seconded by Tracey Schrader (m/s/p)

~The Rotary Sent a letter to the board thanking the Town of Harrietstown for use of the Town Hall for the Winter Carnival Rotary Show.

~Supervisor Mallach is requesting approval to sign an agreement with Barton & Loguidice for Landfill monitoring

A motion was made by Doug Haney to approve Supervisor Mallach signing a contract with Barton & Loguidice as the new Landfill Monitoring Company for the Town of Harrietstown, seconded by David Lynch (m/s/p)

~Town of Harrietstown new procurement policy

A motion was made by Jeremy Evans to adopt the new Town of Harrietstown Procurement Policy as presented to the board, seconded by Supervisor Mallach (m/s/p) this policy will be added to the minutes.

~The Dance Sanctuary is looking for a fee reduction for their event on May 8, 2026.

A motion was made by David Lynch to reduce the fee to \$250 for the Dance Sanctuary's fundraising event on May 9, 2026 at the Town Hall, seconded by Jeremy Evans (m/s/p)

~Councilman Lynch is requesting Resolution #5 of 2026 be adopted by the Town Board

A motion was made by Jeremy Evans to adopt Resolution #5 of 2026, defining climate smart communities' coordinator role and confirming appointment, seconded by Tracey Schrader and adopted with the following roll call vote:

Supervisor Mallach	Yes
Councilwoman Schrader	Yes
Councilman Haney	Yes
Councilman Lynch	Yes
Councilman Evans	Yes

Resolution will be attached to the minutes

AIRPORT:

~ Airport Manager Corey Hurwitch is requesting to hire a candidate for the line service position.

A motion was made by Tracey Schrader to approve hiring Matthew Dickey as Line Service Worker for the airport, seconded by Doug Haney (m/s/p)

A motion was made by Supervisor Jordanna Mallach to approve change order #SLK 043 in the amount of \$36,567.20, seconded by Tracey Schrader (m/s/p)

HIGHWAY:

~Agreement

A motion was made by Jeremy Evans to approve the Section 284 Agreement for the Expenditures of Highway Monies, seconded by Doug Haney (m/s/p)

COMMITEES

Airport: Jeremy, Doug

Highway: Tracey, Jeremy

Personnel/HR: Jordanna

Safety: Jordanna

Building Town Hall & Cemetery: Tracey, David

Special Districts Water & Sewer: Tracey

Lake Owner Assoc: Tracey

Parks/Recreation/Youth: Doug, David

Tourism: Doug, David

Business Park: David, Jeremy

Code/Zoning: David, Jeremy

Assessing: Jordanna

Housing Authority: Jeremy, Doug

Audit: Jeremy

Fire/Rescue: Jordanna

Negotiations (Union): Jordanna, Tracey

Rail Trail: David, Tracey

Communications: David, Doug

COMMENTS FROM BOARD MEMBERS

~Jeremy Evan announced his resignation to the board as he is now a Saranac Lake Village Trustee.

~National Tell and Story and Gummy Bear day will be celebrated at the Town Hall on April 27th, 2026 from 3pm-5pm.

A motion was made by Supervisor Mallach to approve David Lynch attending ANCA Conference May 7th and all allowable expenses, seconded by Tracey Schrader (m/s/p)

ADJOURN:

With no further business before the board Jeremy Evans made a motion to adjourn at 7:31pm, seconded by Tracey Schrader (m/s/p)

Resolution #5 of 2026

Jeremy Evans, who moved its adoption, offered the following Resolution:

**RESOLUTION DEFINING CLIMATE SMART COMMUNITIES' COORDINATOR
ROLE AND CONFIRMING APPOINTMENT**

WHEREAS, the Town of Harrietstown is dedicated to achieving a Climate Smart Communities certification and,

WHEREAS, one of the mandatory action items to be certified is to define the roles of the Climate Smart Communities Coordinator and appoint an individual to the position and,

WHEREAS, the Climate Smart Communities Coordinator will work with Town staff to help support and build capacity for the Town and,

WHEREAS, the Climate Smart Communities Coordinator will be the Chair of the Climate Smart Communities Task for the Town of Harrietstown and,

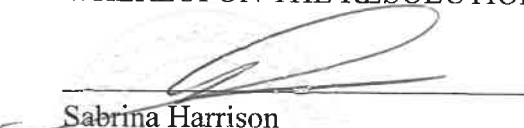
WHEREAS, the Climate Smart Communities Coordinator will report to the Town Supervisor,

IT IS HEREBY RESOLVED that David Lynch is appointed as the Climate Smart Communities Coordinator for a term of one year.

This Resolution was duly seconded by Tracey Schrader, and adopted by Roll Call Vote as follows:

Supervisor Mallach	Yes
Councilwoman Schrader	Yes
Councilman Haney	Yes
Councilman Lynch	Yes
Councilman Evans	Yes

WHEREUPON THE RESOLUTION WAS THEREUPON DECLARED DULY ADOPTED.


Sabrina Harrison
Harrietstown Town Clerk

Dated: 4-16-2026

Town of Harrietstown
Procurement Policy
Adopted 04/16/2026

1. Purpose.

In accordance with § 104-b of the General Municipal Law (GML), the Town of Harrietstown adopts this procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid pursuant to GML § 103. The goal of this policy is to assure the prudent and economical use of public funds in the best interests of the taxpayers of the Town, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption. In addition, pursuant to General Municipal Law §103 and subject to the adoption of Local Law No. __ of 2025, the Town of Harrietstown may award purchase contracts, including contracts for services, on the basis of best value as defined in State Finance Law §163.

2. Review of purchases; documentation of purchases not subject to competitive bidding.

- A. Every purchase to be made must be initially reviewed to determine (1) whether it is a purchase contract or a public works contract and (2) the probable cost of such purchase. A good-faith effort will be made to determine whether the reasonably expected aggregate of all purchases of the same commodities, services or technology to be made in the 12 months following an initial purchase will exceed the monetary thresholds for such contracts. The following items are not subject to competitive bidding pursuant to GML § 103:
1. Purchase of goods and services in accordance with the monetary thresholds set forth in GML Section 103, as may be amended from time to time;
 2. Public works contracts in accordance with the monetary thresholds set forth in GML Section 103, as may be amended from time to time;
 3. Emergency purchases;
 4. Purchases under New York State contracts;
 5. Purchases under contracts from other political subdivisions within the United States if such contracts were let in a matter that constituted public bidding or best value procurement where authorized by law and are expressly made available for use by other governmental entities;
 6. Surplus and secondhand purchases from another governmental entity.
 7. Certain products containing recycled material in accordance with GML § 104-a.
 8. Commodities from preferred sources as permitted or required by § 162 of the State Finance Law, including goods and services purchased from agencies for the blind or severely handicapped and goods purchased from correctional institutions;
 9. Sole source procurements. Where there is only one vendor capable of providing the required goods, services or construction, and such determination is supported by a written factual justification demonstrating uniqueness and price reasonableness;
 10. Professional services;
 11. Insurance; and
 12. Leases, provided that the transaction is a true lease and not, in substance, a purchase or lease-purchase agreement. .

- B. A decision that a purchase is not subject to competitive bidding must be documented in writing by the purchaser. This documentation may include written quotes from vendors, a memo from the purchaser explaining the decision, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other appropriate written documentation.

3. Purchase methods.

- A. The following methods of purchase will be used when required by this policy in order to assure the prudent and economical use of public monies in the best interests of the taxpayer and to facilitate the acquisition of goods and services of maximum quality at the lowest price:

1. Purchase of Goods and Services:

Estimated Amount of Contract	Method of Purchase	Approval by
\$5,000 or less	The Department Head shall make purchases that provide the best overall value to the Town by balancing cost, quality, and efficiency.	Department Head or Supervisor
\$7,500 or less	The Supervisor shall make purchases that provide the best overall value to the Town by balancing cost, quality, and efficiency.	Town Supervisor
\$7,501 to \$20,000	At least three written quotes are recommended and must be submitted as documentation. All purchase orders and contracts must be signed only after Town Board approval, prior to order being made.	Town Board
Over \$20,000	Subject to publicly advertised competitive bid in conformance with GML Section 103. Bids must be circulated to at least three companies and/or posted in the NYS Contract Reporter. All purchase orders and contracts must be signed by the Supervisor or their designee after Town Board approval, prior to order being made. Where authorized by Local Law No. ___ of 2025, contracts subject to GML §103 may be awarded on the basis of best value as defined in State Finance Law §163, rather than solely to the lowest responsible bidder. Best value determinations shall be documented in accordance with the Documentation section of this policy.	Town Board

2. Public Works Contracts:

Estimated Amount of Contract	Method of Purchase	Approval by
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\$5,000 or less	The Department Head shall make purchases that are in the best interest of the Town, considering price, quality, reliability and efficiency.	Department Head or Supervisor
\$7,500 or less	The Supervisor shall make purchases that are in the best interest of the Town, considering price, quality, reliability and efficiency.	Town Supervisor
\$7,501 to \$35,000	At least three written quotes are recommended and must be submitted as documentation. All purchase orders and contracts must be signed only after Town Board approval, prior to order being made.	Town Board
Over \$35,000	Subject to publicly advertised competitive bid in conformance with GML Section 103. Bids must be circulated to at least three companies and/or advertised in the official newspaper and/or in the NYS Contract Reporter, as required by law. All purchase orders and contracts must be signed by the Supervisor or their designee after Town Board approval, prior to order being made.	Town Board

3. Professional or Technical Services

Estimated Amount of Contract	Method of Purchase	Approval by
\$7,500 or less	At the discretion of the Department Head or Supervisor in accordance with the selection standards set forth in Section 6.A hereinbelow. Professional service engagements approved at the department level shall be documented in writing and reported periodically to the Town Board. If the anticipated scope or cost materially increases, Town Board approval shall be obtained prior to continuation, unless immediate action is required to protect the Town's legal, operational, or financial interests, in which case the matter shall be reported to the Town Board at its next regular meeting.	Department Head or Supervisor
Above \$7,501	Selection and retention shall be determined by the Town Board in accordance with Section 6.A.	Town Board

- B. In accordance with Article 8 of the New York State Labor Law, prevailing wages shall be paid on all public works contracts involving the employment of laborers, workers, or mechanics. It is the responsibility of the department overseeing the project to ensure compliance with prevailing wage schedules issued by the New York State Department of Labor and to notify contractors of these requirements in all bid and contract documents.

- C. Prior to any purchase of goods or services, the purchaser shall review the current budget line for each item to determine adequate fund availability. Purchases cannot exceed the amount budgeted without prior Town Board approval.
- D. 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 quotes, the purchaser will document such attempts. In such an event, failure to obtain quotes or proposals shall not be a bar to the procurement.
- E. The lowest responsible proposal or quote shall be awarded the purchase or public works contract, unless a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make the award to other than the lowest bidder.
- F. Purchases of goods and services and public works contracts subject to sealed competitive bids pursuant to GML § 103 shall be prepared, advertised, received and opened using a form and procedure approved by the Town Board.
- G. The Town Board recognizes the unique operational needs of the Adirondack Regional Airport. Notwithstanding the Department Head purchasing limits set forth in Paragraph 3.A., the Airport Manager is authorized to make purchases of aviation fuel in amounts exceeding \$5,000 without Town Board approval, provided the vendor has been selected through a competitive procurement process approved by the Town Board.

4. Documentation required.

- A. Documentation is required of each action taken in connection with each procurement. Proper documentation should be submitted to the Supervisor or their designee to be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
- B. When a contract subject to competitive bidding is awarded to other than the lowest responsible bidder, documentation is required setting forth the reasons such award furthers the purposes of this policy.
- C. When a contract is awarded on the basis of best value pursuant to Local Law No. ___ of 2025, the Town shall prepare a written record setting forth the evaluation criteria applied, their relative weights, and the justification for the award.

5. Cooperative Purchasing and Use of "Piggyback" Contracts

In accordance with General Municipal Law (GML) §§ 103(3) and 104, and County Law § 408-a, the Town of Harriestown may make purchases of materials, equipment, and supplies through contracts let by other governmental entities when permitted by law. These purchases are exempt from competitive bidding requirements under the following provisions:

- A. County Contracts: County governing boards in New York State may authorize political subdivisions and districts to make purchases under county contracts, provided such contracts are made available for cooperative purchasing and subject to rules adopted by the county (County Law § 408-a). Purchases made through such contracts are exempt from competitive bidding under GML § 103(3).
- B. New York State Office of General Services (OGS): Pursuant to GML § 104 and State Finance Law § 163, the Town may make purchases through contracts administered by the NYS OGS, provided the purchases comply with OGS-established rules. However, purchases through OGS

may not be made if the Town has already solicited bids for the same goods or services unless the OGS price is lower and the terms, conditions, and specifications are equivalent.

C. Piggyback Contracts: The Town may also utilize contracts let by the United States government or its agencies, other states, or any other county, political subdivision, or district, provided all of the following criteria are met in accordance with GML § 103:

- a. The contract was let by an eligible governmental entity;
- b. The contract includes language making it available for use by other governmental entities; and
- c. The contract was awarded to the lowest responsible bidder or on the basis of best value, using procedures consistent with GML § 103.

Such cooperative or piggyback contracts shall also be consistent with the Town's Local Law authorizing best value awards.

Each proposed use of a cooperative or piggyback contract must be evaluated on a case-by-case basis to ensure compliance with GML § 103. A due diligence review must be performed and documented. If the contract meets the necessary requirements, a resolution must be presented to the Town Board for approval of the purchase.

6. Exemptions to the requirement of competitive bid.

When competitive bidding is not required pursuant to General Municipal Law § 104-b, and § 38-3 of this policy does not specify a procedure, alternative proposals or quotations for goods and services shall generally be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which fosters competition and is designed to safeguard the interests of the taxpayer. However, the Town Board has determined that the solicitation of alternative proposals or quotations may not be in the best interest of the municipality in the following circumstances, as and to the extent set forth below:

- A. Professional services shall be selected on the basis of demonstrated competence, qualifications, experience, accountability, reliability, and compatibility with the Town's needs. The Town Board may, in its discretion, utilize Requests for Proposals (RFPs), Requests for Qualifications (RFQs), or other competitive methods when it determines such solicitation would be beneficial or practicable. Because the scope and total cost of professional services are often not determinable at the time of retention, the Town Board is not required to solicit alternative proposals or quotations where it determines that doing so would not serve the best interests of the Town. The basis for the selection of professional service providers shall be documented in the procurement record, including factors considered and the reason for the selection.
- B.
 1. In determining whether a service fits into this category, the Board shall take into consideration the following guidelines:
 - a. Whether the services are subject to state licensing or testing requirements;
 - b. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
 - c. Whether the services require a personal relationship between the individual and municipal officials.

2. Professional or technical services shall include, but not be limited to, services of an attorney; services of a physician or other licensed health care professional; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or information technology services involving customization, programming, integration, or substantial modification of prepackaged software. The foregoing list is illustrative only. The Town Board shall determine, in its reasonable discretion, whether a service qualifies as professional or technical based upon the skill, training, expertise, judgment, or relationship involved, and such determination shall be documented.
 3. For recurring or on-call maintenance services, not otherwise subject to competitive bidding requirements under GML Section 103, the Town may solicit qualifications from multiple vendors through an RFQ process and maintain a list of approved contractors to be used on a rotating or as-needed basis.
 4. The Town Board may determine, in its discretion, when the use of a Request for Proposals (RFP), Request for Qualifications (RFQ), or other competitive process would be conducive to obtaining the most qualified professional services at a fair and reasonable cost.
Because the scope, duration, and total compensation associated with professional services are often not determinable at the time of retention, the Town Board is not required to solicit alternative proposals or quotations where it determines that doing so would not be practicable or in the best interests of the Town.
The basis for selecting a professional service provider shall be documented, including the factors considered in making the selection.
- C. Emergency purchases pursuant to GML § 103, Subdivision 4. In the event of an emergency, goods or services must sometimes be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents and/or public property. An attempt to obtain alternate proposals, quotes or price comparisons should be made if time and circumstances permit. Documentation of the emergency situation and any price comparisons must be submitted to the Supervisor or Designee. All emergency purchases must be reported to the Town Board at the next regular meeting, with supporting documentation describing the nature of the emergency and justification for the purchase.
- D. Purchases of surplus and secondhand goods from the federal government, the State of New York or any other political subdivision, district or public benefit corporation. If alternate proposals were required, the Town would be precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods, and a lower price may indicate an older product. Accordingly, surplus and secondhand goods may be purchased without use of the foregoing procedures.
- E. Leases. Leases are not purchases, and, therefore, a true lease is not subject to General Municipal Law § 103. However, the substance of the agreement will prevail over its form. A transaction cast in terms of a "lease," when the substance of the contract is really a purchase, is a purchase. Lease-purchase arrangements as authorized by General Municipal Law § 109-b must be

competitively bid. An RFP, a comparison of quotes or advertised lease prices or competitive negotiation should be used for true leases when more than one supplier or vendor offers the product to be leased and the Town Board determines that a better price, quality or terms may be obtained through competition.

- F. Sole source. When there is only one source for the required good, service or construction, the accepted price and terms and conditions shall be achieved through negotiation between the Town and the vendor. A written sole source justification shall be prepared demonstrating the uniqueness of the vendor and the reasonableness of the price, and shall be approved by the Supervisor or designee prior to award.
- G. Insurance. An RFP should be used whenever the Town Board determines that the solicitation of proposals will provide the best service to the Town.
- H. Nothing in this section shall limit the Town's authority to utilize best value as an award method for purchase contracts where authorized by Local Law No. __ of 2025.

7. Purchasing involving some state and federal funds.

When purchases are made using funds from state or federal sources, including but not limited to grants, aid programs, or disaster recovery funding, the procurement procedures required by the funding agency shall take precedence over this policy if they differ. In such cases, the Town shall comply with the most restrictive applicable requirements to ensure eligibility and proper use of funds. It is the responsibility of the purchasing agent or department head to identify such funding conditions in advance and follow all mandated procurement procedures, including documentation, solicitation, and contract requirements.

For purchases involving the use of Community Development Block Grant funds, the Town of Harrietstown shall follow the procedures outlined in the 'Federal Procurement Addendum,' which complies with 2 CFR §§ 200.318–.326 and includes provisions for MWBE, Section 3, and Equal Employment Opportunity compliance.

8. Unintentional failure to comply.

If the Town of Harrietstown or its officers or employees accidentally fail to fully follow General Municipal Law § 104-b or this policy, that alone will not be a reason to cancel any actions taken or to sue the Town or its officials, provided that such failure does not violate mandatory provisions of GML Section 103.

9. When effective; annual review.

This policy shall go into effect immediately upon adoption by the Town Board and will be reviewed annually.