

**BOUGHTON PARK
POLICIES & PROCEDURES MANUAL**



**Boughton Park
Commission
June, 2016**

BOUGHTON PARK

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BOUGHTON PARK COMMISSION

POLICIES AND PROCEDURES MANUAL

I. POLICY BOARD

Authority for Creation and Operation

Under the New York State General Municipal Law, the Towns of East Bloomfield, West Bloomfield and Victor created the Boughton Park Commission as a not-for-profit corporation, known as the Boughton Park Commission, to act as the administrator to carry out the day-to-day management of Boughton Park. The responsibilities of the corporation and its sponsoring municipalities are set forth in a Municipal Cooperation Agreement approved on March 27, 1990.

Governance and Management

The Park is governed by a Board of Directors consisting of nine (9) residents of the sponsoring towns who are appointed by the Towns in which they reside according to a formula established in the Municipal Cooperation Agreement. The Board of Directors has the authority to determine all questions of management, maintenance and development of the Park. All actions and decisions are subject to majority vote.

Board of Directors Meetings

The Park's Board of Directors meets monthly with the exception of July. Meetings are held at 7:00 P.M. at the Bloomfield Library except for May, where the meeting will be at the Victor Town Hall and September where the meeting will include a picnic at the Park at 6:00 P.M. All meeting notices will be posted appropriately in local and Town media.

Organizational Business and Appointments

At its Annual Organizational Meeting each January, the Board of Directors will address the following items of business and appointments:

- Election of Board Officers (discussion begins in November)
- Designation of banking institution
- Designation of newspaper for legal notices
- Appointment of Legal Counsel
- Appointment of park maintenance personnel
- Appointment of Park Security personnel
- Appointment of Board Secretary

II. ADMINISTRATION

Fiscal Management and Reporting

- The Board of Directors is responsible for keeping proper books and records to account for the costs and expenses associated with the management, maintenance and development of the Park. Monthly financial statements will be prepared by the Board's Treasurer and reviewed and approved by the Board. Financial reports will be distributed to sponsoring Towns as directed by the Board.
- All expenses, with the exception of emergency costs, are to be approved by the Board of Directors. A monthly audit of online bank balances against financial statements are to be conducted by a Board Member serving as an internal auditor.
- At the end of December, the Treasurer will rebalance bank accounts.
- In March, the Treasurer is to sign appropriate tax forms
- May 15 is the annual tax filing deadline.

Budgeting

At its January Organizational Meeting, the Board will review the prior year's ending balance and will move such balance to a reserve fund as needed.

Preparation of a preliminary budget for each following calendar year will be completed by the end of June annually and voted upon by the Board's August meeting. As part of this process, the Board will calculate a Fund Allocation Schedule based upon prior year's total assessments to be used for New Year's Budget allocations to the Towns of the Budget amount.

The preliminary budget will be filed with the Supervisor of each of the sponsoring Towns by August 20. After review and approval of the Preliminary Budget by each Town Board, the Board of Directors will, if necessary, revise the budget. The Towns have until October 16 to approve or recommend changes. If the revised Budget is approved by at least two of the Towns, it shall become the Final Budget for the next calendar year. If the necessary support is not achieved, alternatives for securing a budget are outlined in the Municipal Cooperation Agreement.

Acceptance of Donations

The Park may accept donations of money, equipment or park fixtures (i.e. benches, picnic tables, etc.) providing that acceptance of such donations is approved by the Board of Directors and cited in the public record.

Resident Communications

As necessary, the Parks' Board of Directors will use the Park's web site, those of the three sponsoring Towns, and local newsletters or newspapers to alert residents to developments, changes, and regulations at the Park.

III. PROCUREMENT

Boughton Park's Board of Directors will utilize procurement policies adopted by the Town Of Victor in its decisions to purchase goods and services and approval of contracts.

Evaluation of purchases; expenditures requiring competitive bidding.

- A. Every prospective purchase of goods or services shall be evaluated to determine the applicability of competitive bidding, specifically:
 - (1) The purchase of supplies or equipment involving more than \$20,000 shall be bid
 - (2) All contracts for public work involving an expenditure of greater than \$35,000 shall be bid
- B. Where it is determined that competitive bidding is not required, the basis of such determination shall be documented and kept with the determination supporting that purchasing activity.

Procedure for procurement of goods, services and contracts not requiring competitive bidding.

- A. All estimated purchases of goods, supplies, equipment and professional services of:
 - (1) Up to \$1,500 (per fiscal year) of purchases to be made at the discretion of a purchaser authorized by the Board of Directors.
 - (2) From \$1,500 to \$2,500: require at least one telephone or fax/email/written response to request for proposal or request for quote.
 - (3) From \$2,500 to \$5,000 requires at least two of the following: telephone or fax/email/written response to proposal, written quotation or verbal quotation.
 - (4) From \$5,000 to \$10,000 requires prior express approval of the Park Board and at least three of the following: telephone or fax/email/written response to request for proposal, written quotation.
 - (5) From \$10,000 to \$20,000 requires at least three of any of the following: written response to request for proposal, written quotation, and also requires the prior express approval of the Park Board.
- B. All estimated public work contracts of:
 - (1) Up to \$1,500 (per fiscal year) of purchases to be made at the discretion of a purchaser authorized by the Board of Directors.
 - (2) From \$1,500 to \$10,000: requires at least one telephone or fax/email/written response to request for proposal or request for quote and prior express approval of the Park Board.

- (3) From \$10,000.01 to \$20,000 requires at least two of the following: telephone or fax/email/written response to proposal, written quotation or verbal quotation and prior express approval of the Park Board.
 - (4) From \$20,000.01 to \$35,000 requires prior express approval of the Park Board and at least three of the following: telephone or fax/email/written response to request for proposal or written quotation and prior express approval of the Park Board.
- C. Inability to obtain quotes or locate qualified vendors for proposals: A good faith effort shall be made to satisfy the required number of quotes and/or proposals. However, if the purchaser is unable to satisfy the requirement for quotes and/or proposals, that purchaser shall document attempts made to meet that requirement. In no event shall the inability to meet the requirement for number of quotes and/or proposals be a bar to procurement where a good faith effort has been made by the purchaser.
- D. Documentation required:
- (1) Any request for proposal shall sufficiently describe the requirements of the contract or the desired goods, quantity of goods and particulars of delivery. The purchaser shall compile and keep a list of all vendor/service providers from whom written or verbal quotations have been received and/or requested.
 - (2) All information gathered in complying with the methods and/or procedures set forth in this chapter shall be preserved and filed with the documentation supporting the purchasing activity.
- E. Payment: Claims for payment shall be audited by the Park Board prior to payment thereof.
- F. Standardization: Upon resolution, the Park Board may standardize a particular contract by establishing, for example, a particular kind or brand of equipment, materials or supplies required for reasons of efficiency or economy. The basis for the standardization shall be set forth in such resolution.

Award to lowest responsible bidder or on basis of best value.

- A. Lowest responsible bidder: Unless awarded on the basis of best value, as further specified herein, where a purchaser or contract is subject to competitive bidding, the lowest responsible quote shall be awarded unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Park and its municipal sponsors to make an award to other than the low bidder. If a bidder is deemed not responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
- B. Best value. A contract may be awarded on the basis of best value for purchase contracts (including contracts for service work , but excluding any purchase contracts necessary for completion of a public work contract, as more specifically set forth below:
 - (1) "Best value" shall be the contract which optimizes quality, cost and efficiency among responsive and responsible offerors.
 - (2) Where a bid is awarded based on best value, the basis for such award shall be documented and shall reflect, wherever possible, objective and quantifiable analysis.

Exceptions, circumstances not requiring competitive bidding.

- A. Acquisition of professional services
- B. Emergencies
- C. Procurement for which there is no viable alternative or competition, also known as "sole source" situations.
- D. Goods purchased from agencies for the blind or severely handicapped.
- E. Goods purchased from a correctional facility.
- F. Goods purchased through a county contract.
- G. Goods purchased through a state contract.
- H. Goods purchased through a governmental agency, including federal, local governments, and schools or BOCES.
- I. Goods purchased at auction.
- J. Surplus/secondhand materials, supplies and equipment from certain other governments.
- K. Goods or contracts for which the expenditure is so little that solicitation of quotes would be cost prohibitive.

- L. Where the requirement of quotes/proposals would violate New York State law.
- M. Goods purchased for less than \$1,500.
- N. Public Works contracts for less than \$2,500.

Authorized Purchasers

The Boughton Park Board of Directors has authorized the following Park Employees or officers (“purchasers”) currently holding the following positions to make purchases on behalf of Boughton Park in accordance with this chapter:

- A. Park Maintenance Employee
- B. Security employee
- C. Any Park Officer and/or member specifically authorized by the Park Board to make a specific purchase.

IV. INSURANCE

The Board of Directors is responsible for insurance coverage for the Park, its employees and the Board itself. Where applicable, insurance policies are put out for bid every two (2) years and the Board accepts the lowest bid for the coverage desired. The various policies and the date they are to be bid follows below:

TYPE OF COVERAGE	SUMMARY OF COVERAGE	DATE TO BE BID
Workers’ Compensation & Employers Liability	Employers’ Liability – Bodily Injury	Mid-March
Unemployment Insurance	Unemployment Benefits	N/A
NYS Disability Insurance	New York Disability Benefits Law	Mid-March
Directors & Officers’ Liability	Non-Profit Director &	Early August

TYPE OF COVERAGE	SUMMARY OF COVERAGE	DATE TO BE BID
	Officers' Liability	
Commercial Property Insurance	Property Coverage General Liability Automobile Coverage	Mid-March
Inland Marine Policy	Contractors' Equipment Tools and Equipment Coverage	Mid-March

IV. INVENTORIES

Written inventories are to be kept by Maintenance staff of all buildings and equipment owned by the Park. A separate inventory is to be kept of all equipment personally owned but stored on Park property. Such inventories are to be updated annually by March 1st.

V. PERSONNEL

Recruitment and Selection of At-Will Employees

Boughton Park is committed to ensuring that the procedures and practices used in staff recruitment and selection are fair, consistent and effective.

Boughton Park is committed to ensuring that the recruitment and selection policy and procedures of the Park comply with equal opportunity legislation and policy.

Recruitment of staff will utilize local and Town media and preference in employment will be given to residents living in one of the three sponsoring Towns.

Individuals will be selected on the basis of merit. Candidates for the positions will not be treated less favorably on the grounds of gender, marital status, disability, age, religion, sexual orientation, race, color, ethnic or national origin, or put at a disadvantage by unjustifiable conditions or requirements.

Advertisements and information sent to candidates about posts should state clearly that Boughton Park is an equal opportunities employer.

All employees shall be considered "At-Will" employees. Employees can quit their job for any (or no) reason and Boughton Park may fire a worker for any (or no) reason. Legally, the employer-employee relationship can be ended with no cause. However, under New York State law, employees at will cannot be fired for an unjust reason including discrimination (due to race, age, religion, gender, disability, pregnancy, national origin, sexual orientation, hostile work environment), sexual harassment or retaliation.

Work Schedule and Time Reporting

Work schedules and time reporting procedures will be determined by the Boughton Park Board of Directors. Time reports shall be submitted by employees to the Board's Treasurer on a prescribed basis for processing and payroll preparation.

Compensation

Compensation shall be determined annually by the Boughton Park Board of Directors and will be in compliance with labor rules and standards established by the State of New York.

Performance Expectations and Evaluations

The Boughton Park Board of Directors expects employees to perform their prescribed duties effectively, efficiently, and safely. Annual evaluations of employee performance will be conducted by the Board.

Communication between Board Members and Park Employees

The Board of Directors will keep an open line of communication with Maintenance and Security employees and continual dialogue on various issues is encouraged. The President will be responsible for reviewing personnel and operational issues and for reporting to the full Board when decisions or expenditures are required.

VI. OPERATIONS

- **Maintenance Priorities**
 - ❖ Dam repair and maintenance

- ❖ Mowing
 - ❖ Trail and Bridge Maintenance
 - ❖ Parking Lot Maintenance
 - ❖ Mulching
- **Contractual Expenses / Board Approval**
 1. Porta-Johns
 2. Mowing
 3. Professional services
 4. Emergency Services
- **Boughton Park Regulations**
 - All state and local laws apply.
 - Park hours: sunrise to sunset.
 - Park use by permit only.
 - Free permits are issued by Town Clerks to residents of the towns of East Bloomfield, West Bloomfield and Victor.
 - All permits must be displayed prominently.
 - Groups of 25 or more require special use permits.
 - Special use permits are issued by the Boughton Park Board of Directors. Applications shall be in writing including dates, specific use and insurance coverages where applicable.
 - Handicapped individuals may request a daily use permit to enter the park by vehicle. An entry key will be obtained by a Board member.
 - Where special circumstances exist, the Board of Directors may issue a special use permit for a disallowed use (Board meets monthly).
 - Horseback riding on designated trails only ([see map](#)).
 - No littering (Carry in, carry out).
 - No motorized vehicles.
 - No gasoline-powered boats.
 - No glass containers.
 - No swimming.
 - No hunting or trapping.
 - No camping.
 - No fires.

- Any permit can be cancelled immediately by any director of Boughton Park for violation of the above rules or conduct detrimental to the character or use of the park.

Boughton Park Canoe Rack

Applications will be accepted at the East Bloomfield Town Hall, starting on March 15th of each year.

It will be on a first come first served basis, with preference going to:

Handicapped first.

Senior Citizens second.

Opened to all if spaces are left.

Permits may be picked up after April 15 of each year.

Permits that are not picked up by April 30 will be given to the next person on the list.

Permits are valid until November 15 at which time canoes must be removed or they will be moved to the Park barn at a cost of \$15.00 and charged a daily rent in the amount of \$5.00 per day with a maximum of \$100.00.

The canoes will be considered abandoned by January 1 and will be sold at auction on April 15 of the following year.

Watercraft must be removed daily. Handicapped individuals and Senior Citizens may request a boat permit to properly store a canoe or boat on a designated rack from April 15 to November 15. (Boat permits available from East Bloomfield Town Clerk).

Leash Law

Visitors to Boughton Park with dogs must be in compliance with the East Bloomfield Town Code that requires:

- (1) Full control of the dogs or
- (2) Restraint of the dog by secure leash or lead

Memorial Stone Bench Regulation

A limited number of Granite memorial benches may be placed in designated areas within Boughton Park. The following regulations must be met:

1. The person(s) requesting the bench or the person for whom it is dedicated must be a resident of one of the following towns: East Bloomfield, West Bloomfield or Victor. Some exceptions may be made with Board approval for long-term residents that now live elsewhere.
2. No burials are allowed within the Park boundaries.
3. The stone bench will be made of granite.
4. The bench will be permanently secured to a concrete foundation.
5. Inscriptions or brass plaque will be placed along the edge of the bench, not the top.
6. Inscriptions will be limited to "In memory of", or "In memorial to", or "In Honor of" plus their name and the dates of birth and death.
7. All requests for memorial benches must be brought before the Boughton Park Board of Commissioners at their regular monthly meeting for approval.
8. Number of benches within the Park is limited to ten (10).
9. No construction may take place until the Board gives its final approval.
10. All benches placed within the park without the Board's written approval will be removed at the expense of the person(s) who placed the bench.
11. The Boughton Park Board of Commissioners reserves the right to deny any request.
12. The decision of the Boughton Park Board of Commissioners is final.
13. All cost associated with the memorial will be paid by the party requesting the bench or his/her agent.
14. The Boughton Park Corporation is not responsible for any vandalism or damage to the bench.

VI. STATE PERMITS

- January of each year – Re-Submit Dam Permit to New York State Department of Environmental Conservation

VII. NORMAL & EMERGENCY NOTIFICATIONS

In the event of any emergency at or concerning Boughton Park, the following individuals or agencies are to be contacted:

- A. Ontario County Sheriff's Office
- B. Park Maintenance employee
- C. Park Security employee
- D. Board officers
- E. Board Secretary

Street addresses for the Park are:

East Entrance & Parking- 1912 Stirnie Road, East Bloomfield 14469

West Entrance & Parking and Maintenance Barn – 7388 Boughton Road, East Bloomfield 14469

CONTACT INFORMATION FOR PARK BOARD MEMBERS AND STAFF

Written communications with Board Members and Park Staff should be addressed as follows: