# The Town of East Greenbush

225 Columbia Turnpike, Rensselaer, New York 12144

## REQUEST FOR PUBLIC RECORDS

NAME: Eric w/ Publius newyork DAY PHONE: _____

ADDRESS: _____ DATE: _____

EMAIL ADDRESS: _____

Please be specific in your request, providing as much information as you have including dates, names, locations and Incident Report numbers if known.

RECORD REQUESTED:

See attached email.
- FOIL Request G - Purchasing + Procurement Records, Flock Safety

*PLEASE SIGN - Signature: Date:

REPLY: Mary Herdrick [X] REQUESTED RECORD/S ATTACHED [ ] UNABLE TO LOCATE RECORD/S

FOIL Reply handled by: Purchasing DATE: 9/23/26

DENIAL OF ACCESS: I hereby certify that access has been denied to the applicant for the reason(s) checked below:

- [ ] Exempted by Other Statute
- [ ] Confidential Disclosure
- [ ] Part of an Investigatory File
- [ ] Unwarranted Invasion of Personal Privacy
- [ ] Other:

ADDRESS APPEALS TO: **EAST GREENBUSH TOWN ATTORNEY, 225 COLUMBIA TURNPIKE, RENSSELAER, NY 12144**

***You have thirty (30) days from receipt of a denial of access to records or portions thereof to appeal.***

COST OF COPIES: Remit to: *Town Clerk's Office,* 225 Columbia Turnpike, Rensselaer, NY 12144

_____Page(s) @ $0.25 per page, plus_____postage = Total cost for copies $_____

Payment received by:_____ Date: _____

9/1 - Sent to Purchasing + finance

OFFICIAL USE ONLY

**Ellen Pangburn**

**From:** Eric <publiusnewyork@gmail.com>
**Sent:** Monday, August 31, 2026 12:24 PM
**To:** Ellen Pangburn
**Subject:** FOIL Request G - Purchasing and Procurement Records, Flock Safety

Ellen,

Thank you again for the link to the purchasing policy and for the resolution. This is a new request under the Freedom of Information Law, Public Officers Law Article 6.

Having reviewed the Purchasing Policies and Procedures Manual adopted by Resolution 132-2023, I am requesting the following records. Each relates to the Town's procurement of Flock Safety automated license plate reader cameras and services.

1. The Purchasing Policy and Procedures in effect during calendar years 2021 and 2022, meaning the policy that Resolution 132-2023 amended and replaced.

2. Records of the annual review and Town Board approval of the purchasing policy required by General Municipal Law 104-b, for each year from 2019 through the present.

3. Any sole source or single source determination for Flock Safety, including the written findings of the Town Board setting forth the material and substantial reasons for that status, the alternatives considered, and the basis for determining the cost was reasonable; the Sole Source Justification Form; and any letter on Flock Safety letterhead supporting that determination.

4. Any Purchase Justification Form or other documentation supporting the use of another government's contract, state contract, OGS contract, or GSA contract as the basis for the Flock Safety procurement.

5. Any resolution, written designation, or other record authorizing a person other than the Town Supervisor to sign contracts, order forms, or amendments with Flock Safety. This request specifically includes any authorization applicable to the amendment executed on behalf of the Town on December 16, 2024.

6. All purchase requisitions, purchase orders, and vouchers relating to any payment to Flock Safety from January 1, 2021 to the present.

7. All quotes obtained in connection with the Flock Safety procurement, and if fewer than the required number of quotes were obtained, the documentation stating the reasons why.

8. All Town Board resolutions or Town Supervisor approvals authorizing the renewal, extension, or continuation of the Flock Safety agreement for each contract year from May 17, 2023 to the present.

Please provide these records in electronic format by email to this address, as permitted by Public Officers Law 87(5). If any record is available on the Town website, a link is sufficient.

If any portion of this request is denied, please identify the specific statutory exemption relied upon and provide the name and address of the person or body to whom an administrative appeal should be directed.

If a record identified above does not exist, please state that in writing rather than omitting the item.

Thank you,

Eric

- Goods purchased from correctional facilities;
- Goods purchased from another governmental agency;
- Goods purchased at auction from Federal or State government, New York State political subdivision or public benefit corporations; No exception for purchases from private source.

**Guideline 7.** Town of East Greenbush Purchasing Policy

- The purchasing process will utilize three forms – a requisition, a purchase order (PO) and a voucher. The requisition must be approved by the Department Head and/or the Town Supervisor before the purchase can be made. The purchase order authorizes the expenditure to be made and is designed to ensure the purchase is within the budget limits. The voucher authorizes payment to be made after the good or service has been rendered. The Supervisor's signature is necessary on vouchers that are not associated with any Department Heads, ex. attorney fees and employee expenses. Purchase order numbers are generated by the Purchasing Department.
- Purchases of less than $300 (per unit) for Commodities or $1,000 for Public Work Projects should be made with the most responsible Vendor with respect to price and availability. A purchase order is required generated by the Town's accounting software.
- Purchases of $300 (per unit) to $2,999 for Commodities or $1000 to $2,999 for Public Work Projects will be made after receiving at least two written quotes. An approved requisition (by the Town Supervisor) and purchase order is needed prior to purchase. Purchase order numbers are generated by the Purchasing Department.
- Purchases of $3,000 to $19,999 (commodities) or $34,999 (public work) will be made after receiving at least three written/FAX quotes. A purchase requisition, the three quotes attached, must be submitted to the Town Supervisor. Upon receiving the approved requisition from the Town Supervisor it must be submitted to the Purchasing Department. A purchase order number generated by the Purchasing Department is needed prior to purchase.
- Purchases of $10,000 or more commodities or $20,000 public work need Town Board approval.
- Purchases over $20,000 ($35,000 for Public Work Projects) are subject to Competitive Bidding Law, Section 103.

**Guideline 8**. Exceptions – As always there are exceptions to the process. Some expenditures do not need prior approval or a voucher such as **utility bills, postage, phones, freight charges, dues, and principal/interest on indebtedness**. Other expenditures that are approved by the Town Board, ex. Professional services, do not need a purchase order, however vouchers are still required.

**Guideline 9.** Emergencies – If by virtue of a *public* emergency arising out of an *accident* or an *unforeseen occurrence* purchases or services must be procured, the above guidelines do not apply. Public interest dictates that even emergency purchases be made at the lowest possible cost and informal solicitation of quotes should be attempted and documented.

Each and every employee of the Town of East Greenbush who is directly or indirectly involved with the purchasing process shall observe the highest standards of ethical conduct in the procurement of goods and services for Town operations. Every public employee should understand the legal constraints of State and Local Law governing purchasing. Favoritism, bias and preferential treatment of one vendor over another has no place in the public purchasing arena. It is expected that each and every participant in the purchasing process will be given equal treatment by the Town of East Greenbush and its employees thus insuring the most prudent use of taxpayers' dollars.

The Town Board shall annually review these policies and procedures. The Town Supervisor shall be responsible for conducting an annual review of the procurement policy and evaluate the internal control structure established to ensure compliance with the Purchasing Policy.

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of East Greenbush or any employee thereof.

# Town of East Greenbush

PURCHASING POLICY
AS ADOPTED BY:
EAST GREENBUSH TOWN BOARD
September 18, 2013

**Section 104-b of General Municipal Law (GML) as outlined by the New York State Comptroller's Office, requires every Town to adopt internal policies and procedures governing all purchases of goods and services not subject to the bidding requirements of GML, Section 103.**

In compliance with Section 104-b, these purchasing policies will ensure that "goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to ensure the prudent and economical use of public monies in the best interest of the taxpayers of the political subdivision or district, 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, fraud and corruption."

**The Town of East Greenbush does hereby adopt the following procurement policies and procedures to be in compliance with the above Sectioned Laws.**

**Guideline 1.** Every Town Board member, department head or employee with the requisite purchasing authority 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 yearly 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. This information will be used in the budgeting process.

**Guideline 2.** 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 can never exceed amount budgeted.*

**Guideline 3.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103 (Competitive Bidding/Monetary Thresholds). All purchases over twenty thousand dollars ($20,000) or public works contracts or purchases over thirty five thousand dollars ($35,000) shall be formally bid pursuant to GML, Section 103.

**Guideline 4**. All non-bid purchases should be sufficiently documented as to demonstrate they were made in accordance with GML 104-b. Purchases made from State or County contracts should include the contract number on the voucher. A good faith effort should be made to obtain the required number of quotations. If the purchaser is unable to obtain the required number of quotations, the purchaser will document the attempts made. Specific information regarding required documentation for various purchase types is included within these guidelines. The goal of this process is to demonstrate that the Town of East Greenbush has purchased the good or service in responsible and legal fashion.

**Guideline 5**. The lowest responsible quotation shall be awarded the purchase or 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.

**Guideline 6.** Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Goods purchased from State or County Contracts;
- Acquisition of professional services;
- Emergencies;
- Sole source situations (sole source justification should be approved);
- Goods purchased from the blind or severely handicapped;

- Goods purchased from correctional facilities;
- Goods purchased from another governmental agency;
- Goods purchased at auction from Federal or State government, New York State political subdivision or public benefit corporations; No exception for purchases from private source.

**Guideline 7.** Town of East Greenbush Purchasing Policy

- The purchasing process will utilize three forms – a requisition, a purchase order (PO) and a voucher. The requisition must be approved by the Department Head and/or the Town Supervisor before the purchase can be made. The purchase order authorizes the expenditure to be made and is designed to ensure the purchase is within the budget limits. The voucher authorizes payment to be made after the good or service has been rendered. The Supervisor's signature is necessary on vouchers that are not associated with any Department Heads, ex. attorney fees and employee expenses. Purchase order numbers are generated by the Purchasing Department.
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Each and every employee of the Town of East Greenbush who is directly or indirectly involved with the purchasing process shall observe the highest standards of ethical conduct in the procurement of goods and services for Town operations. Every public employee should understand the legal constraints of State and Local Law governing purchasing. Favoritism, bias and preferential treatment of one vendor over another has no place in the public purchasing arena. It is expected that each and every participant in the purchasing process will be given equal treatment by the Town of East Greenbush and its employees thus insuring the most prudent use of taxpayers' dollars.

The Town Board shall annually review these policies and procedures. The Town Supervisor shall be responsible for conducting an annual review of the procurement policy and evaluate the internal control structure established to ensure compliance with the Purchasing Policy.

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of East Greenbush or any employee thereof.

**TOWN OF EAST GREENBUSH**
**RESOLUTION 140-2013**

**A Resolution to Adopt the Procurement Policy**

**WHEREAS**, General Municipal Law Section 104-b requires Towns to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML§103 or any other law; and

**WHEREAS**, the Town Purchasing Agent has reviewed the existing policy and recommended changes and comments have been solicited form Town Officials; and

**WHEREAS**, the Town Comptroller asserts this resolution will have no impact on the Town's Finances; and therefore

**BE IT RESOLVED**, that the Town of East Greenbush does hereby adopt the attached Procurement Policy; and

**BE IT FURTHER RESOLVED**, that the Town Purchasing Agent is hereby authorized and directed to provide each Town employee with a copy of the attached Procurement Policy; and

**BE IT FURTHER RESOLVED**, that a copy of the attached Procurement Policy shall be incorporated into the Town's Employee Manual; and

**BE IT FURTHER RESOLVED**, that a copy of the attached Procurement Policy shall be made available on the Town's webpage as soon as practicable, and

**BE IT FURTHER RESOLVED**,that this policy shall be reviewed annually and adopted during the organizational meeting or whenever there are changes to the policy.

The foregoing Resolution was duly moved by Councilperson Matters and seconded by Councilperson O'Brien and brought to a vote resulting as follows:

| | | |
|---|---|---|
| Councilperson Matters | VOTED | YES |
| Councilperson O'Brien | VOTED | YES |
| Supervisor Langley | VOTED | YES |
| Councilperson Mangold | VOTED | YES |
| Councilperson Malone | VOTED | YES |

Dated: September 18, 2013

TOWN OF EAST GREENBUSH, TRUST & AGENCY FUND

88241

**Vendor:** Flock Safety **Acct #:** **Date:** 6/8/2023 **Amt:** $12,500.00 **88241**

| Invoice Number | Date | Amount | Discount | Amnt. to Pay | Invoice Number | Date | Amount | Discount | Amnt. to Pay |
|---|---|---|---|---|---|---|---|---|---|
| INV-16323 | 6/7/2023 | $12,500.00 | $0.00 | $12,500.00 | | | | | |

# TOWN OF EAST GREENBUSH
## VOUCHER
### Tax Exempt ID #14-6002167

| VOUCHER # | PO # |
|---|---|
| 2174 | |

| Acct | Fund | Amount |
|---|---|---|
| 3120.4 | | 12500.00 |
| | | |
| | | |
| | | |
| | | |
| **Total** | | **12,500.00** |

Employee Signature

Tax Exempt ID-#14-6002167

**East Greenbush Police Department**
225 Columbia Turnpike
Rensselaer, NY 12144

CLAIMANT'S NAME AND ADDRESS:

FLOCK GROUP, Inc.
P.O. Box 207576
Dallas, TX 75320-7576

If reference is made to an invoice, that invoice must be attached to this voucher. Detailed invoices may be attached, and total entered on this Voucher. Attached Invoices should be affixed to BACK of voucher. Cerification MUST BE SIGNED.

| DATE | Invoice Date | INVOICE # | Quantity | DESCRIPTION OF MATERIALS OR SERVICES | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|
| 6/1/2023 | 6/1/2023 | 16323 | 5 | FLOCK SAFETY FALCON 12/31/22-12/20/23 | 2,500.00 | 12,500.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | CC: FLOCK BM FILE CHARGED JUN - 7 2023 | | |
| | | | | | | |

**GRAND TOTAL** **12,500.00**

I, _____, certify that the above account in the amount of $_____ is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied; that taxes, from which the municipality is exempt are not included; and that the amount claimed is actually due. I understand that payment for the above account may not be rendered until at least 30 days from date voucher is received in proper order by the Comptroller (Town Law #118, Town Law #119). I further understand that this Voucher is subject to the approval of the Comptroller and therefore all items purchased are subject to be returned within 60 Days from date of proper presentation of claim.

Date Signature Title

**DEPARTMENTAL APPROVAL**

The above services and/or materials were rendered or furnished to the Town of East Greenbush on the dates indicated and the charges are correct.

RECEIVED JUN 07 2023 EAST GREENBUSH, NY

Chief Elaine M Ruckdeschel

Date Authorized Official

COMPTROLLER APPROVAL FOR PAYMENT
Based on the information in the voucher, acclaimed to be true this claim is approved and paid from the appropriations indicated above.

6/8/2023 G J Phillips

Date Comptroller

Supervisor Approval (as required)

DocuSign Envelope ID: 43F70E5D-0339-4863-BE97-501B40D246C4

flock safety

JONATHAN E. REICKERT
ASSISTANT POLICE CHIEF

AUG 19 2022

EAST GREENBUSH POLICE

# FLOCK GROUP INC.
# AMENDMENT ORDER FORM

This Amendment Order Form together with the Terms (as defined herein) describe the relationship between Flock Group Inc. ("**Flock**") and the Agency identified below ("**Agency**") (each of Flock and Agency, a "**Party**"). This Amendment Order Form ("**Order Form**") hereby incorporates and includes the previously executed agreement, dated September 28, 2021 relating to the provision of services by Flock to the Agency ("**GOVERNMENT AGENCY CUSTOMER AGREEMENT**") attached (the "**Terms**"), any schedules attached thereto, and incorporated herein by reference, which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations. In full consideration of the continued promises and warranties contained therein, this Amendment Order Form shall supersede, amend and replace any prior agreements between the Parties relating to the subject hereof. The Parties understand and agree that any prior orders or agreements between the Parties have been replaced and any outstanding services provided by Flock are now subject to this Agreement.

The Agreement will become effective when this Order Form is executed by both Parties (the "Effective Date"). The Agreement will become effective when this Order Form is executed by both Parties (the "**Effective Date**").

The GOVERNMENT AGENCY CUSTOMER AGREEMENT is amended as follows:

Agency will reduce Flock Falcon Cameras from 9 to 5, for a new Initial Fee of $12,500.00, to be paid 30 days from receipt of invoice.

Agency will reduce Professional Services – Falcon, Standard Implementation from 9 to 5, for a new Initial Fee of $1,250.00.

New Year 1 Total: $13,750.00

New Recurring Total: $12,500.00

**By executing this Order Form, Agency represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms attached. The Parties have executed this Agreement as of the dates set forth below.**

| **Flock Group, Inc** | **Agency: Town of East Greenbush** |
|---|---|
| DocuSigned by:<br>By: Mark Smith<br>AC5C931454C24F3...<br>Name: Mark Smith<br>Title: General Counsel<br>Date: 8/18/2022 | By:<br>Name: John J Conway<br>Title: Town Supervisor<br>Date: 8/18/22 |

flock safety

# INVOICE

**Flock Group, Inc.**
www.flocksafety.com

Invoice Number: INV-16323
Date Issued: 6/1/2023
Due Date: 7/1/2023
Payment Terms: Net 30
PO#:

**Bill To:**
NY - East Greenbush Town PD
225 Columbia Turnpike
Rensselaer, New York, 12144

**Notes:**

| ITEMS | BEGIN DATE | END DATE | QTY | UNIT PRICE | SALES TAX | TOTAL |
|---|---|---|---|---|---|---|
| Flock Safety Falcon ® | 12/31/2022 | 12/30/2023 | 5 | 2,500.00 | $0.00 | $12,500.00 |

This invoice does not necessarily reflect your contract dates.

| | |
|---|---|
| **Subtotal:** | **$12,500.00** |
| **Credit:** | **$0.00** |
| **Sales Tax:** | **$0.00** |
| **Total:** | **$12,500.00** |

**Payment Remittance Information**

Click Online payment link below
to pay by credit card or ACH/Wire Transfer

Pay by Check:
Payable to: Flock Safety
Memo: INV-16323
Mail to: PO Box 207576
Dallas, TX 75320-7576

*If paying by check, please include a printed Copy of the invoice PDF with check payment. Payment should be sent via USPS.*

**Questions about your service or installation?** Contact support@flocksafety.com
**Questions about your invoice?** Contact billing@flocksafety.com
**Online payment link:**
https://invoice.stripe.com/i/acct_19rTiCEaLZZMOidT/live_YWNjdF8xOXJUaUNFYUxaWk1PaWRULF9PMEU3UVRGZ0t4dXJQOXh0NEVxWmlKMU16T2VpUU9jLDc2MTc1MDIw02008GLdxs9O?s=ap

**TOWN OF EAST GREENBUSH**
**RESOLUTION 132-2023**

**A Resolution to Approve an Amended Purchasing Policy**

**WHEREAS,** this resolution was not able to be submitted in time to be considered at the regularly scheduled pre-board meeting of May 10, 2023 and was subsequently presented to the Town Board on May 16, 2023; and

**WHEREAS**, a formally promulgated and up-to-date Purchasing Policy is necessary to ensure that the Town receives best value on its purchases and follows all applicable laws and regulations; and

**WHEREAS**, the Town's existing Purchasing Policy is more than ten years old, contains less information than necessary, and is unable to provide comprehensive guidance for more complex procurement issues; and

**WHEREAS**, the previous Director of Finance, the Purchasing Clerk and the current Director of Finance all worked diligently to update the document so that it better meets our needs; and

**WHEREAS**, the Town Board has been provided with a copy of the changes for its review; and

**WHEREAS**, the Town Comptroller confirms that this resolution will not have a material impact on the Town's finances;

now, therefore, be it

**RESOLVED**, that the Town Board of the Town of East Greenbush hereby approves the amended Purchasing Policy;

and be it further

**RESOLVED**, that the new policy takes effect immediately upon the passage of this resolution.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Fritz and brought to a vote resulting as follows:

| | |
|---|---|
| Supervisor J. Conway | VOTED: YES |
| Councilor B. Fritz | VOTED: YES |
| Councilor T. Tierney | VOTED: YES |
| Councilor H. Kennedy | VOTED: YES |
| Councilor E. Nestler | VOTED: YES |

Dated: May 17, 2023

flock safety

# INVOICE

**Flock Group, Inc.**
www.flocksafety.com

| | |
|---|---|
| Invoice Number: | INV-16323 |
| Date Issued: | 6/1/2023 |
| Due Date: | 7/1/2023 |
| Payment Terms: | Net 30 |
| PO#: | |

Please note that any unpaid amounts are subject to a charge of 1.5% per month or as defined in your contract.

**Questions about your service or installation?** Contact support@flocksafety.com
**Questions about your invoice?** Contact billing@flocksafety.com
**Online payment link:**
https://invoice.stripe.com/i/acct_19rTiCEaLZZMOidT/live_YWNjdF8xOXJUaUNFYUxaWk1PaWRULF9PMEU3UVRGZ0t4dXJQOXh0NEVxWmlKMU16T2VpUU9jLDc2MTc1MDIw02008GLdxs9O?s=ap