

**TOWN OF HAGUE TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 4, 2016
6:00 P.M.**

Motion by S. Ramant, seconded by M. Fitzgerald to open the meeting at 6:00 pm. All voting yes. Motion carried.

MEMBERS PRESENT: Supervisor Frasier, S. Ramant, M. Fitzgerald II, G. Kuenzel and M. Cherubini.

SALUTE FLAG

Supervisor Frasier gave the following report:

A Glimpse of 2015

Received a \$30,000 engineering study grant from CFA to study the nitrate problems at WWTP.

Hired John Sheehan as trainee and Joe Mc Dowell as WWTP operator.

Joined with Warren County on efficiency plan. Need to have 1% savings.

Established an asset management committee to work on a plan as required by DEC to fulfill requirement of Consent Order.

Contracted with the LA group to facilitate the comprehensive plan survey. Tracey Clothier will meet with us next week to go over the results.

Received \$10,000 from the FUND to purchase mixers for the WWTP.

Have a Metal Pless plow blade to use on Tongue Mt. It scrapes to the contour of the road. The FUND is providing us with a material tracking system. It will track real-time application rates, track pavement temperature of the road, and provide ongoing data analysis and optimize efforts to reduce road salt use.

Due to Ginger's work we received a check from National Grid for about \$7000.00. We had been overcharged in the streetlight district.

Contracted with Solar Solutions Projects to go solar at the CC, Highway garage and at WWTP.

Replaced decking on Visitor's Center.

Received a Justice Court Grant for a new telephone system and repairing and recovering of the court rooms.

We did a mold removal project in the basement and installed dehumidifiers.

The speed sign over by the big boat dock was changed and cable will be coming to Decker Hill Road.

Mike Cherubini was elected to the Town Board. Welcome!

Goals for 2016

The board to work as a team, not each member acting on his/her own.

Hopefully solar will be in operation.

Sewer plant working with few issues and efficiently.

A new telephone system will be installed.

Updated website up and running.

Ginger Kuenzel

Goals for 2016 for Town of Hague

- **Phone system:** Implement upgraded phone system for Community Center
- **Website:** Redesign and relaunch Town website to simplify navigation and content management; make it mobile-friendly; offer interested organizations in Town opportunity to piggyback on Town's website. This would provide them with simplified web content management, establish a consistent look and feel among Town organizations and enable residents to easily find pertinent information.
- **Sewer system:** Continue progress toward optimum management of sewer system. This includes a sustainable fix for Overbrook Rd freezing issues, resolution of Cape Cod legal issues, continuing work of sewer asset management committee to ensure environmental compliance, adequate reserve funds, optimum O&M and ongoing communication with sewer district residents.
- **Comprehensive plan committee**
 - Ensure that members are committed to progress
 - Work with LA Group to identify goals/priorities/roadmap for the Town, based on survey feedback and other data collection from town residents/taxpayers on specific topics (for instance, through forums)
 - Request regular reports to Town Board on the work that the committee is doing
- **Environmental:**
 - Work with The FUND to fully evaluate recorded data about salt usage this winter and look into ways to further reduce salt usage.
 - Look into requiring regular septic system inspections (as a first step – when property is sold or transferred, or at the time of a building permit application)
- **Park:** Upgrade launch shack
- **Communications:**
 - Ensure regular monthly reports to Town Board from departments such as ZEO, Sewer, etc. as well as from Town-funded organizations such as Fire Department, Chamber of Commerce, etc.
 - Better utilize Town website (timely posting of minutes from all boards, monthly budget reports, etc.). Simplified content management system will facilitate this.
- **Chamber of Commerce:** Work with this organization to address the current uncertainties around its mission/purpose/organizational structure. Identify planned and ongoing concrete actions they are

taking to promote the town, how are they using the funding from the Town to achieve their goals and evaluating the effectiveness.

- **Solar:**

Determine the status. The Town was told it could back out at any time until the day the company physically starts installing the solar panels. Has installation started? Request regular monthly reports on the status and progress. The installation and go-live was schedule to be completed by year end, but this appears not to be the case. As far as I know, we have received no information from the solar company since we signed the contract last summer.

- **Other:**

- Work with Silver Bay on issue of contributions in lieu of taxes.

RESOLUTIONS FOR 2016

Resolutions 1 – 9 of 2016

Introduced by M. Cherubini, seconded by G. Kuenzel

Resolution # 1 – Regular Meeting,

Resolved, that the regular meeting of the Town Board of the Town of Hague shall be held on the second Tuesday of each month at 6:00 p.m. at the Hague Community Center. The Town Board will review claims at the regular meeting. All claims will be verified with purchase order system.

Resolution # 2 – Official Depository,

Resolved, that the Community Bank NA is designated official depository for the Town Funds.

Resolution # 3 – Official Newspaper.

Resolved, that the Glens Falls Post Star is designated as the official newspaper for legal advertisements.

Resolution # 4 – Mileage Rate.

Resolved, that the mileage rate be established at **54** cents per mile for the year 2016. Individuals claiming mileage **MUST** submit for reimbursements monthly, the travel voucher form provided or payment will not be made.

Carried:

Resolution # 5 – Investment of Surplus Funds.

Resolved, that the Supervisor be empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn.

Resolution # 6 – Payment of Bills ahead of Abstract.

Resolved, that authorization is given for payment of utilities, postage, Health Insurance and other similar expenses on a 2nd Warrant to be audited at the next regular meeting.

Resolution # 7 – Petty Cash/Town Park. Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$50.00 for the Town Park for the period May through September.

Resolution # 8 – Petty Cash/Justice.

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$200.00 for the Town Justice.

Resolution # 9 – Petty Cash/Supervisors Office.

Resolved, that the Supervisor be authorized to establish a petty cash fund not to exceed \$200.00 for her Office.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, M. Cherubini, G. Kuenzel, S. Ramant and M. Fitzgerald II.

NAYS: None

Absent: None

Carried: 5-0

RESOLUTIONS 10- 16 of 2016

Introduced by G. Kuenzel, seconded by M. Cherubini

Resolution # 10 – Hague Volunteer Fire Department, Inc.

Resolved, that the Supervisor is authorized to enter into a contract with the Hague Volunteer Fire Department for fire protection and ambulance services for the year 2016 in an amount not to exceed **\$342,805.00** as per contract.

Resolution # 11 – Veterinarian

Resolved, that the Supervisor be authorized to enter into a contract with Dr. Mack, VMD for housing of seized animals for the year 2016 in an amount not to exceed **\$200.00** as per agreement.

Resolution # 12 – Hague Senior Citizens.

Resolved, that the Supervisor be authorized to enter into a contract with Hague Senior Citizens for an amount not to exceed **\$2,500.00** for the year 2016 as per agreement.

Resolution #13 – Hague Sno-goers.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Sno-goers for an amount not to exceed **\$1,000.00** for the maintenance of the cross country ski trails.

Resolution #14 – Hague Sno-goers.

Resolved, to enter into a contract with the Hague Sno-goers for an amount not to exceed **\$9,000.00** for maintenance and upkeep of the snowmobile trails. Funds for this contract will come from Warren County.

Resolution # 15 – Senior Citizen Transportation.

Resolved, that Community Action Agency will provide transportation once per month to Glens Falls for Hague Senior Citizens for the year 2016 in an amount not to exceed **\$3,000.00** annually.

Resolution # 16 – Hague Chamber of Commerce.

Resolved, that the Supervisor be authorized to enter into a contract with the Hague Chamber of Commerce for an amount not to exceed **\$7,000.00** for the year 2016 as per agreement.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, M. Cherubini, M. Fitzgerald II, and S. Ramant.

NAYS: None.

Absent: None

Carried: 5-0

RESOLUTIONS 17-42 of 2016

Introduced by S. Ramant, seconded G. Kuenzel

Resolution # 17 – Budget Officer Appointment.

Resolved, that Edna Frasier is named Budget Officer for the year 2016.

Resolution #18– Records Management Officer.

Resolved, that Deborah Manning is named as Records Management Officer and the Supervisor to be the Appeals Officer.

Resolution # 19 – Tax Collector.

Resolved, that the Tax Collector deposit in her name as Tax Collector of the Town of Hague at the Community Bank within 24 hours after receipt, all monies collected by her which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

Resolution #20 - Registrar of Vital Statistics

Resolved, that Deborah F. Manning is named Registrar of Vital Statistics.

Carried:

Resolution #21 – Deputy Registrar of Vital Statistics

Resolved, that Bertha Dunsmore is named Deputy Registrar of Vital Statistics.

Resolution # 22 – Zoning Board of Appeals Appointment.

Resolved, that Lindsay Mydlarz is appointed as a member of the Zoning Board of Appeals for a term to expire December 31, 2022.

Resolution #23 – Planning Board Appointment.

Resolved, that Pam Peterson is appointed as a member to the Planning Board for a term to expire December 31, 2022.

Resolution # 24 – Zoning Board of Appeals Chairman Appointment.

Resolved, that Robert Goetsch is named Zoning Board of Appeals Chairman for the year 2016.

Resolution # 25 – Planning Board Chairman Appointment.

Resolved, that Richard Frasier is named Chairman of the Planning Board for the year 2016.

Resolution # 26 – Zoning Board of Appeals Deputy Chairman

Resolved, that Jon Hanna is named Zoning Board of Appeals Deputy Chairman for the year 2016.

Resolution # 27 – Planning Board Deputy Chairman

Resolved, that Pam Peterson is named Planning Board Deputy Chairman for the year 2016.

Resolution # 28 – Town Naturalist.

Resolved, that David DeFranco is named Town Naturalist for the year 2016.

Resolution # 29 – Community Center Coordinator.

Resolved, that Bertha Dunsmore is named Community Center Coordinator for the year 2016.

Resolution # 30 – Health Officer.

Resolved, that the Town Board is designated as the Board of Health for the year 2016.

Resolution # 31 – Care Program Officer.

Resolved, that Lindsay Mydlarz is named Care Program Officer for the year 2016 and Bertha Dunsmore is named as Deputy Care Program Officer.

Resolution # 32 – Dog Control Officer/Animal Control Officer.

Resolved, that Daniel Steitz is named Dog Control/Animal Control Officer for the year 2016.

Resolution #33 – Attorney for the Town.

Resolved, that Dominick Viscardi is appointed Attorney for the Town for the year 2016 and that the Supervisor be authorized to enter into a contract with the Attorney in the amount of \$26,000.00 for the year 2016

Resolution #34 – Deputy Supervisor.

Resolved, that the Supervisor is appointing Steve Ramant as Deputy Supervisor for the year 2016.

Resolution #35 – Deputy Highway Superintendent.

Resolved, that the Highway Superintendent appoints Rick Myers as Deputy Highway Superintendent for the year 2016.

Resolution # 36 – Conferences & Training Sessions.

Resolved, that attendance at all conferences and training sessions be authorized by the Town Board prior to departure. All receipts for expenses must be attached to purchase order prior to reimbursement and filed with the Bookkeeper immediately upon completion of Conference, Course or training session. Reimbursement requests more than 45 days after sessions will not be paid.

Resolution # 37 – Holiday Schedule.

Resolved, that the Town of Hague Employees shall have the following Holidays for the year 2016.

January 1	New Years Day
January 18	Martin Luther King Jr. Day
February 15	President’s Day (Washington’s Birthday -Floating)
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day Observed
November 11	Veteran’s Day
November 24	Thanksgiving Day
December 23	Christmas Eve
December 26	Christmas Day
One’s Birthday	Floating Holiday

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES:
NAYS:
Absent:
Carried:

Resolution # 38 – Supervisors’ Committee Appointments.

Resolved, that the following Town Board Committee’s for 2016

Assessor & Justice -----	Cherubini/Kuenzel
Buildings & Grounds/Community Center/Enhancement -----	Fitzgerald/Frasier
Finance & Insurance -----	Ramant/Cherubini
Highway -----	Fitzgerald/Ramant

Museum & Historian -----	Kuenzel/Ramant
Personnel -----	Cherubini/ Kuenzel
Planning/Zoning/Storm water-----	Fitzgerald/Ramant
Recreation & Promotion & Youth -----	Ramant/Cherubini
Sewer District # 1 & 2 -----	Frasier/Kuenzel
Town Park & Beautification -----	Kuenzel/Ramant/Cherubini

Resolution # 39 – Salaries.

Resolved, that the Hague Town Board hereby fix salaries of the following Officers and employees for the year beginning January 1, 2016 at the amount respectively stated in the 2016 budget, and such salaries shall be payable at the stated time interval:

ACO	Daniel Steitz	2305	ANNUAL
	MONTHLY		
ASSESSOR	Dave Martucci	23646	ANNUAL
WEEKLY			
ASSESSOR CLERK	Barbara Mizer	12.08	HOURLY
WEEKLY			
ATTORNEY		26000	ANNUAL
WARRANT			
B.A.R. (5)		82.40	EACH
WARRANT			
BUDGET OFFICER	Edna Frasier	1011	ANNUAL
MONTHLY			
BUDGET OFF ASSIST	Diane Trudeau	2511	ANNUAL
SEMI-ANNUAL			
CLERK PT (Assist Tw Clerk)	Judy Stock	12.45	HOURLY
WEEKLY			
CLERK PT (PB,ZBA,BAR)	Janet Hanna	11.87	HOURLY
WEEKLY			
CC CLEANER	Michele Gautreau	16.58	HOURLY
WEEKLY			
DCO	Daniel Steitz	3117	ANNUAL
MONTHLY			
HWY SUPERINTENDENT	Donald Smith	42215	ANNUAL
WEEKLY			
HWY SUPT DEPUTY	Rick Myers	3300	ANNUAL
MONTHLY			

HWY LABORER FT WEEKLY	None at this time	13.94	HOURLY
HWY LABORER PT WEEKLY	varies	10.67	HOURLY
HWY MEO R1 WEEKLY	Rick Myers	20.77	HOURLY
HWY MEO R2 WEEKLY	Ernie Trudeau	18.60	HOURLY
HWY MEO R3(L)NO CDL WEEKLY	Daniel Steitz	17.29	HOURLY
HWY MEO R4 WEEKLY	Matt Coffin	20.37	HOURLY
HWY MEO R5 WEEKLY	Tim Fiallo	16.58	HOURLY
HWY MEO PT WEEKLY	Varies	16.01	HOURLY
HWY MEO ENTRY LEVEL WEEKLY	NEW RATES 2015 FWD	16.08	HOURLY
HISTORIAN MONTHLY	Sally Rypkema	2275	ANNUAL
JUSTICE MONTHLY	Leslie Midgley	11220	ANNUAL
LIFEGUARDS 1 ST YR WEEKLY		11.00	HOURLY
LIFEGUARDS 2 ND & 3 RD YR WEEKLY		12.00	HOURLY
LIFEGUARD HEAD WEEKLY		13.00	HOURLY
MAINT WORKER WEEKLY	new apt 2016	12.00	HOURLY
PARK ATTEND 1 ST YR WEEKLY		10.75	HOURLY
PARK ATTEND 2 ND YR + WEEKLY		11.00	HOURLY

PLAN/ZBA STIPEND WAR-QRTRLY		25.00	PER DIEM
RECORDS MNGMNT SEMI-ANNUAL	Deborah Manning	1203	ANNUAL
REGISTRAR SEMI-ANNUAL	Deborah Manning	936	ANNUAL
SAFETY OFFICER MONTHLY		1500	ANNUAL
SEWER D#1 RENT COLLECT SEMI-ANNUAL	Deborah Manning	1507	ANNUAL
SEWER D#2 RENT COLLECT SEMI-ANNUAL	Deborah Manning	947	ANNUAL
SUPERVISOR WEEKLY	Edna Frasier	18392	ANNUAL
SUPERVISOR – DEPUTY SEMI-ANNUAL		2600	ANNUAL
SUPERVISOR BUDG& SEC'T WEEKLY	Diane Trudeau	20.01	HOURLY
SUPERVISOR CLERK WEEKLY	Bertha Dunsmore	18.91	HOURLY
TAX COLLECTOR WEEKLY	Deborah Manning	10234	ANNUAL
TOWN BOARD MONTHLY	Ramant, Kuenzel, Fitzgerald, Cherubini	6284	ANNUAL
TOWN CLERK WEEKLY	Deborah Manning	17909	ANNUAL
VISITOR CTR ATTD 1 ST YR WEEKLY		10.50	HOURLY
VISITOR CTR ATTD 2 ND YR+ WEEKLY		10.75	HOURLY
WWTP ATTENDANT WEEKLY	Tim Costello	18.00	HOURLY
WWTP LAB PT WEEKLY	Bill Gourley	12.49	HOURLY

WWTP LAB FT WEEKLY	None	13.94	HOURLY
WWTP OP WEEKLY	Joe McDowell	36.00	HOURLY
WWTP OP TRAINEE WEEKLY	John Sheehan	15.30	HOURLY
ZONING ADMIN WEEKLY	Cathy Clerk	34593	ANNUAL

Resolution # 40– Procurement Policy.

Resolved, that the Following Procurement Policy be adopted for the year 2016.

PROCUREMENT POLICY

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 comments were solicited from those officers of the Town involved with procurement policies and procedures:

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 comments were solicited from those officers of the Town involved with procurement policies and procedures:

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 shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The estimate shall include the canvass of other Town Departments and past history to determine the likely yearly value of the conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

All purchases of supplies or equipment that will exceed \$20,000 in the fiscal year and public works contracts over \$35,000 shall be formally bid pursuant to GML Section 103.

(A) All estimated purchases of :

Of \$500 or less may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, Town Board Committee Chairpersons and the Highway Superintendent.

Greater than \$500 but less than \$2,000 may be authorized by Town Officials with purchasing authority, namely: the Supervisor, The Deputy Supervisor, and Town Board Committee Chairpersons.

Greater than \$2,000 but less than \$10,000 requires a written and/or fax request for goods and an written/fax quotes from a minimum of (two) 2 vendors and approval from the Committee overseeing the Department ordering.

Greater than \$10,000 but less than \$20,000 requires a written request for proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

(B) All estimated public works contracts of:

Less than \$2,000 may be authorized by Town Official with purchasing authority: namely: The Supervisor, The Deputy Supervisor, and the Town Board Committee Chairperson;

Greater than \$2,000 but less than \$15,000 requires an fax/written Request For Proposal (RFP) for public works and an fax/written quotes from a minimum of two (2) vendors and approval from the appropriate Committee.

Greater than \$15,000 but less than \$35,000 requires a written Request For Proposal (RFP) and written/fax quotes from a minimum of three (3) vendors and approval of the Town Board.

Any written RFP (Request for Proposal) shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax quotes have been requested and the written/fax quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the purchase order in the Office of the Supervisor with the documentation supporting the subsequent purchase or public works contract.

The lowest responsible proposal or quote shall be awarded the purchase of 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 also be documented and filed with the record supporting the procurement.

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 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.

Except when directed by the Town Board, no solicitation of written proposal or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from another government agency.

The Town Board shall review this policy annually.

Additionally the above guidelines will not deem it unnecessary to obtain a purchase order. All purchases MUST be accompanied by a duly signed and completed purchase order.

The Highway Superintendent should obtain Supervisor or Committee approval prior to the issuance of any general fund purchases.

Resolution #41: INVESTMENT POLICY

1. Purpose
2. Authorized Commercial Banks
3. Authorized Investment Instruments
4. Delegation of investing authorities
5. Federal Deposit Insurance Corporation Insurance and collateralization
6. Collateral
7. Delivery of Securities
8. Written Contracts
9. Transfer Funds
10. Safekeeping
11. Written Reports

1. Purpose

A. The Town Board desires to provide the finest public services possible to its residents, compatible with the least cost to its taxpayers. To achieve this goal all other sources of revenue must be enhanced. Interest earnings offer a large potential alternative source of revenue.

B. The Town Board desires that excess town and special district moneys not needed for immediate payment of bills are invested to earn a safe return as provided for with Town Law, General Law and Local Finance Law. The priorities for so investing town moneys shall be (in order of priority)

- (1) Safety. Funds must not be lost to the Town.
- (2) Liquidity. Appropriate amounts must be available for each payroll, debt service and abstract date.
- (3) Yield. The highest market interest rate available (other conditions being equal) is to be solicited.

2. Authorized Commercial Banks

The Town Board authorizes the use of the following commercial banks or trust companies (not savings banks or associations) located and authorized to do business in New York State for placing investments and specifically prohibits using private brokerage or investment firms (General Municipal Law and Local Finance Law)

- A. Community Bank NA
- B. Glens Falls National
- C. Any other commercial banks or trust companies meeting the above requirements when bidding conditions warrant.

3. Authorized Investment Instruments

The Town Board authorizes the following types of investment instruments for investing town moneys with commercial banks or trust companies authorized to do business in New York State:

- A. Savings Accounts
- B. N.O.W. Accounts (Negotiable Order of Withdrawal)
- C. Money Market Deposit Accounts
- D. Super N.O.W. Accounts
- E. Certificates of Deposit
- F. United States Treasury bonds, bills and notes
- G. Other investment instruments as may be approved by the Office of the State Comptroller from time to time, in the Comptroller's opinion.

4. Delegation of investing authorities

The Town Board hereby specifically delegates the authority to make the day to day investment decisions within the guidelines and limitation of this chapter to the:

- A. Supervisor and/or Budget/Finance Officer
- B. Deputy Supervisor in the absence of the Supervisor
- C. The Comptroller/Bookkeeper under supervision of the Supervisor/Deputy Supervisor
- D. Or any other person(s) as determined by Resolution of the Town Board

5. Federal Deposit Insurance Corporation Insurance and collateralization

The primary objective of this policy is to enhance the safety and availability of any town money invested. These objectives are partially met by the Federal Deposit Insurance Corporation (FDIC). Any amounts exceeding FDIC Insurance limit as presently set or subsequently revised are to be insured to the Town by requiring a pledging of appropriate collateral by the designated bank or trust company.

6. Collateral

Collateral shall be delivered to the trust department of the issuing bank or the town or a custodial bank with which where practical the town has entered into written custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the moneys on deposit. Collateral shall be monitored no less frequently than monthly, and market value shall mean the bid or closing price as quoted in the Wall Street Journal or as quoted by another recognized pricing service.

7. Delivery of securities

The trust department of the custodial bank shall confirm all transactions in writing to ensure that the towns ownership of the securities is properly reflected on the records of the trust department or the custodial bank.

8. Written Contracts

Where practical, written contracts are to be completed for certificates of deposits and custodial undertakings.

9. Transfer funds

The Town Board authorizes the designated officials the authority to use electronic transfers of funds, among the approved banking institutions, to assist in obtaining federal funds enhanced interest rates. Each transaction shall be identified upon journal entry as a wire transfer and supported by the banks confirmation notice to provide an audit trail.

10. Safekeeping

The banking institution will maintain physical custody of certificates of deposits and other evidences of investments and provide the Town with a receipt for our statement certificate.

11. Written Reports

All investments shall be documented by the bookkeeper for subsequent availability to the Supervisor and/or Town Board.

Resolution #42: Policy for conducting meetings

Agendas for regular meeting will be prepared and distributed to the Board by Friday, preceding the date of the regular meeting, and

Special Meeting agendas are available on the day before the Special Meeting, and

Any items that do not appear on the agenda, but must be acted on, must appear as an “Addendum” prior to the meeting. All agenda items need to be accompanied by supporting documentation, and

The Town Board Committees are committees appointed by the Supervisor to gather information on matters requiring action by the Town Board. These committees are composed of Town Board members and NOT Citizens. The function of Board Committees is to make recommendations to the Town Board. The recommendations are to be in writing and given to the Town Board on the Friday preceding the board meeting when the item will be acted upon. The Town Clerk should receive a written copy of the item, and

Citizen Committees are made up of Town Citizens appointed to advise the Town Board on particular matters. Their role is ADVISORY ONLY. It may include a Board member as an AD HOC member, and

The procurement policy will be followed as will be the recruitment policy, and all local and state procedures, polices, regulations and laws, and

The majority of town business should be transacted at regular board meetings. Emergency situations can be addressed at Special Meetings, and

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, S. Ramant, G. Kuenzel, M. Fitzgerald II & M. Cherubini.

NAYS: None.

Absent: None.

Carried: 5-0

Motion by G. Kuenzel, seconded by S. Ramant to adjourn meeting at 6:30 pm. All voting yes.

Motion carried.

Respectfully submitted,

Deborah F. Manning, Town Clerk