

## 2017 ORGANIZATIONAL MEETING

### **RESOLUTION #1-2017 INVESTMENT POLICY**

#### **I.SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

#### **II.OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order

- to conform with all applicable Federal, State and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to obtain a reasonable rate of return (yield).

#### **III.DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investment, transactions dates, and other relevant information and regulate the activities of subordinate employees.

#### **IV.PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of South Bristol to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### **V.DIVERSIFICATION**

It is the policy of the Town of South Bristol to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

#### **VI.INTERNAL CONTROLS**

It is the policy of the Town of South Bristol for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 30 days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**VII. DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Officer</u>
Canandaigua National Bank	Supervisor
Community Bank	Supervisor
Five Star Bank	Supervisor

**VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of South Bristol, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

By a pledge of “eligible securities” with an aggregate “market value” or provided by General Municipal Law §10, equal to the aggregate amount of deposits from the categories designated in appendix A to the policy.

**IX. SAFEKEEPING & COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Trust Department or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances be commingled with or become part of the backing for any other deposit or liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

**X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, §11, the Town of South Bristol authorizes the Supervisor to invest moneys not required for immediate expenditures for terms not to exceed its projected cash flow needs in the following types in investments:

- Special time deposit accounts;
- Certificate of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America; Obligations of the State of New York;

- Obligations issued pursuant to LFL §24,00 or 25.00 (with approval of the State comptroller) by any municipality, school district or district corporation other than the Town of South Bristol;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable or redeemable at the option of the Town of South Bristol within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of South Bristol within two years of the date of purchase.

**RESOLUTION #2-2017 LEGAL NEWSPAPER & INFORMATIONALS**

RESOLVED, the South Bristol Town Board designates the Daily Messenger, Canandaigua, NY as the legal newspaper.

RESOLVED, the South Bristol Town Board designates [www.southbristolny.org](http://www.southbristolny.org) as the source for information on local government activities.

**RESOLUTION #3-2017 REGULAR TOWN BOARD MEETING DATES**

RESOLVED, the South Bristol Town Board designates the second (2<sup>nd</sup>) Monday of each month, except for October when it will be Tuesday, Oct. 10<sup>th</sup>, to conduct the regular Town Board meeting. The meeting time will be at 7:00 pm, at the Town Hall, Bristol Springs, NY.

**RESOLUTION #4-2017 YEAR END TOWN BOARD MEETING DATE**

RESOLVED, the South Bristol Town Board designates December 27 2017 to conduct a year-end meeting. The meeting time will be 9:00 am, at the Town Hall, Bristol Springs, NY.

**RESOLUTION #5-2017 MILEAGE RATE**

RESOLVED, the South Bristol Town Board rate of fifty three & ½ (.5350) per mile for official town business is in keeping with the IRS 20167 Standard Mileage Rate. The Town Board may change the mileage rate at any time during the calendar year 2017 to reflect any adjustments made in the IRS Standard Mileage Rate.

**RESOLUTION #6-2017 WAGES – BOARD OF ASSESSMENT REVIEW**

RESOLVED, pursuant to the adopted budget for 2017, an hourly rate of twelve dollars per hour (\$12.00) is established for each member of the Assessment Board of Review.

RESOLVED, the above referenced wage scale is applicable to Grievance Day, necessary training and all on sight inspections in the completion of their assigned duties.

**RESOLUTION #7-2017 AGENDA – ABSTRACT OF VOUCHERS**

RESOLVED, that the Supervisor shall within five business (5) days preceding any regular scheduled Town Board meeting, have available the agenda for all Town Board members; and be it further

RESOLVED, that the Town Clerk shall have available within five business (5) days preceding any regular scheduled Town Board meeting all vouchers and corresponding vendor invoices for review by all Town Board members.

**RESOLUTION #8-2017 PAYMENTS WITHOUT PRIOR AUDIT**

WHEREAS, the NYS Town Law §118 provides that the Supervisor may pay certain claims and contracts which exceed one (1) year in duration, including fixed salaries, principle of interest on indebtedness, utility, postage, freight expenses, etc. before they are audited; be it

RESOLVED, the Supervisor is authorized to execute such pre-audit indebtedness as may be necessary including any and all insurance premiums and bills where interest or late charges would be incurred by the Town in the event said bills were not paid prior to the next scheduled regular town board meeting. The Town Board shall through its auditing authority have final approval of all such pre-audit claims.

RESOLVED, that all such pre-paid vouchers are to be clearly identified as such in the monthly abstract of vouchers prepared by the Town Clerk.

**RESOLUTION #9-2017 SUPT. OF HIGHWAY PURCHASE AUTHORIZATION**

RESOLVED, the South Bristol Town Board authorizes the Highway Superintendent to make purchases not to exceed three thousand dollars, (\$3,000.00) per purchase for which provision has been made in the annual Highway budget subject to verification of availability of appropriations.

RESOLVED, the Town Board shall through its auditing authority have final approval of all pre-audit claims.

RESOLVED, that all such pre-paid vouchers are to be clearly identified as such in the monthly abstract of vouchers prepared by the Town Clerk.

**RESOLUTION #10-2017 APPT. ATTORNEY FOR THE TOWN**

RESOLVED, the South Bristol Town Board appoints Jeffrey Graff to represent the Town as Attorney for the Town for the year 2017.

**RESOLUTION #11-2017 APPT. DEPUTIES**

RESOLVED, the South Bristol Town Board approves the following appointments for 2017:

Deputy Supervisor – Donna Goodwin  
Deputy Town Clerks – Mary Jane Thompson  
Deputy Highway Supt. – Richard Emmons

**RESOLUTION #12-2017 WAGES – HOURLY EMPLOYEES**

RESOLVED, the following employees' hourly wages shall be:

<b><u>Highway Fund</u></b>	<b><u>YEAR 2017</u></b>
Jamie Bashford	\$22.77
Bill Caves	\$19.32
Mark Caves	\$22.77
Richard Emmons	\$23.77
Tim Kinton	\$17.85
Jack Leach	\$22.77

**General Fund**

**YEAR 2017**

Mary Jane Thompson

\$15.30 Per Hour

**RESOLUTION #13-2017 APPT. HISTORIAN**

RESOLVED, the South Bristol Town Board appoints Beth Thomas as Town Historian for 2017 with an annual wage of \$350.00.

**RESOLUTION #14-2017 FIXED ASSET INVENTORY**

RESOLVED; the Town Board authorizes all fixed assets of \$1,000 or more to be permanently recorded and on file in the office of Bookkeeper to the Supervisor.

**RESOLUTION #15-2017 APPOINTMENTS – PAID EMPLOYEES**

RESOLVED, the South Bristol Town Board makes the following appointments for 2017:

**ASSESSOR** - Valary Muscarella, \$32,467 per year

**CODE ENFORCEMENT OFFICER** – Phillip Sommer, \$23.99 per hour

**DEPUTY CEO** – Keith English - \$20.40 per hour

**RECYCLING CENTER** – Michael Vest \$13.65 per hour

**TRANSFER STATION OPERATOR** – Bob Germano, \$14.67 per hour

**OFFICE SPECIALIST I** – Diane Graham \$15.60 per hour

**HEALTH OFFICER** – Dr. Jeffrey Long at a salary of \$300.00 per calendar year

**JUSTICE CLERK** – Courtney Bolton, \$15.30 per hour

**RESOLUTION #16-2017 APPT. BOARD CHAIRMAN**

RESOLVED, the Town Board appoints the following Board Chairman positions for 2017:

Board of Assessment Review - Henry Savage \$12.00/Hour

Planning Board – Jim Ely \$450/YEAR

Zoning Board of Appeals – Thomas Burgie \$350/YEAR

**RESOLUTION #17-2017 SCHEDULE OF PAID HOLIDAYS**

RESOLVED, the Town Board confirms the following days, as outlined in the Employee Handbook, as paid holidays:

New Years Day (January 1)

Memorial Day (last Monday in May)

Independence Day (July 3)

Labor Day (first Monday in September.)

Veteran’s Day (November 11)

Thanksgiving Day (fourth Thursday in November.)

Christmas Day December 25)

RESOLVED, that the Transfer Station be closed Sunday, April 16 (Easter), and Sunday December 24<sup>th</sup> (Christmas Eve)

Three floating holidays may be scheduled upon approval of the Department Head.

**RESOLUTION #18-2017 ESTABLISHMENT OF PETTY CASH ACCOUNTS**

RESOLVED, that Petty Cash Accounts are established for the following offices:

Town Clerk	\$ 150
CEO	\$ 50
Highway Superintendent	\$ 100

RESOLVED, fiscal responsibility for Petty Cash Accounts is the responsibility of the Department Head.

**RESOLUTION #19-2017 APPOINTMENT OF BOOKKEEPER**

RESOLVED, that the town board appoint EFPR Solutions, Inc to be bookkeeper at a monthly rate of \$1500.00.

**RESOLUTION #20-2017 FINANCIAL AUDIT**

WHEREAS, Town Law 123 requires the town undertake a financial audit by either the town board or a public accountant; be it

RESOLVED, the town board authorizes the completion of a 2016 financial audit by a public accountant.

**RESOLUTION #21-2017 BOARD APPOINTMENTS**

PLANNING BOARD – Re-appoint Ralph Endres for a term of seven years

BOARD OF ASSESSMENT REVIEW – Re-appoint Albert Voss for a term ending 9/30/21.

**RESOLUTION #22-2017 APPOINTMENT OF CITIZEN REPRESENTATIVE TO THE HONEOYE LAKE WATERSHED TASK FORCE**

RESOLVED, that the Board appoints Anne Jacobs to serve as the Citizen Representative to the HLWTF and receive mileage reimbursement and a stipend of \$25.00 per meeting attended.

**RESOLUTION #23-2017 APPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

RESOLVED, that the Board appoints Town Clerk Judy Voss as the Registrar of Vital Statistics.

**COMMITTEE ASSIGNMENTS**

Highway – Steve Cowley, Jim Strickland  
Finance – Donna Goodwin, Dan Marshall  
Buildings & Grounds – Scott Wohlschlegel, Jim Strickland  
Planning & Zoning – Steve Cowley, Dan Marshall  
Community Relations,- Donna Goodwin, Scott Wohlschlegel