



2024 ORGANIZATIONAL MEETING

RESOLUTION #1-2024 INVESTMENT POLICY

I.SCOPE

This investment policy applies to all monies 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 should 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 monies 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 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>Office</u> |
|----------------------------|---------------|
| NY Class | Supervisor |
| Canandaigua. National 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, more than 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 number 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 an agreement shall include all provisions necessary to provide the local government with a perfected interest in 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 #2-2024 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 as the source for information on local government activities.

RESOLUTION #3-2024 REGULAR TOWN BOARD MEETING DATES

RESOLVED, the South Bristol Town Board designates the second (2nd) Monday of each month, except for October when it will be Tuesday, Oct. 15th, to conduct the regular Town Board meeting. The meeting time will be at 7:00 pm, at the Town Hall, Bristol Springs, NY.

RESOLUTION #4-2024 YEAR END TOWN BOARD MEETING DATE

RESOLVED, the South Bristol Town Board designates December 27, 2024 as the date to conduct a year-end meeting if required. The meeting time will be 9:00 am, at the Town Hall, Bristol Springs, NY.

RESOLUTION #5-2024 MILEAGE RATE

RESOLVED, the South Bristol Town Board rate of sixty-seven cents (.67) per mile for official town business is in keeping with the IRS 2023 Standard Mileage Rate. The Town Board may change the mileage rate at any time during the calendar year 2023 to reflect any adjustments made in the IRS Standard Mileage Rate.

RESOLUTION #6-2024 WAGES – Planning Board, ZBA & BAR

RESOLVED, Planning Board Members be paid \$400 per year, (prorated for attending less meetings).

RESOLVED, Zoning Board Members be paid \$300 per year, (prorated for attending less meetings).

RESOLVED, pursuant to the adopted budget for 2024, an hourly rate of fifteen dollars per hour (\$15.00) 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 #7-2024AGENDA – ABSTRACT OF VOUCHERS

RESOLVED, that the Supervisor shall within five business (5) days preceding any regularly 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 #8-2024 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 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 #9-2024SUPT. 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 #10-2024 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 2024. Matters of Litigation shall be represented by the Adams LeClair Law firm.

RESOLUTION #11-2024 APPT. DEPUTIES

RESOLVED, the South Bristol Town Board approves the following appointments for 2022:

Deputy Supervisor – Stephen Cowley
Deputy Town Clerk – Rene Hicks
Deputy Tax Collector – Martha Meister
Deputy Highway Supt. – Mark Caves

RESOLUTION #12-2024 WAGES – HOURLY EMPLOYEES

RESOLVED, the following employees' hourly wages shall be:

| <u>Highway Fund</u> | <u>YEAR 2023</u> |
|----------------------------|-------------------------|
| Jamie Bashford | \$28.75 |
| Paul Brahm | \$23.00 |
| Bill Caves | \$28.75 |
| Mark Caves | \$30.25 |
| Richard Emmons | \$28.75 |
| Jack Leach | \$28.75 |
| Kody Schenk | \$28.75 |
| | |
| <u>General Fund</u> | <u>YEAR 2023</u> |
| Rene Hicks | \$19.70 |
| Martha Meister | \$19.70 |

RESOLUTION #13-2024 APPT. HISTORIAN

RESOLVED, the South Bristol Town Board appoints Beth Thomas as Town Historian for 2024 with an annual wage of \$1,000.00.

RESOLUTION #14-2024 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 the Bookkeeper to the Supervisor.

RESOLUTION #15-204 APPOINTMENTS – PAID EMPLOYEES

RESOLVED, the South Bristol Town Board makes the following appointments for 2022.

ASSESSOR - Valary Muscarella, \$50,000 per year

ASSESSOR CLERK – Tracey Howe, \$20.00 per hour

CODE ENFORCEMENT OFFICER – Scott Martin, \$33.00 per hour

DEPUTY CEO – Alan Pearce, \$30.00 per hour

RECYCLING CENTER – Michael Vest \$18.19 per hour

TRANSFER STATION OPERATOR – Bob Germano, \$19.54 per hour

TRANSFER STATION OPERATOR – Sam Germano, \$15.90 per hour

OFFICE SPECIALIST I – Diane Graham \$26.00 per hour

JUSTICE CLERK – Tracey Howe \$20.00 per hour plus 3hrs to be paid for Thanksgiving Day.

RESOLUTION #16-2024 APPT. BOARD CHAIRMAN

RESOLVED, the Town Board appoints the following Board Chairman positions for 2024:

Planning Board – Kevin Stahl \$550/YEAR

Zoning Board of Appeals – Thomas Burgie \$450/YEAR

Board of Assessment Review – Janet Cowley

RESOLUTION #17-2024 SCHEDULE OF PAID HOLIDAYS

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

New Year's Day (January 1.)
Memorial Day (May 27)
Independence Day (July 4.)
Labor Day (September 2nd.)
Veteran's Day (November 11.)
Thanksgiving Day (November 27.)
Christmas December 22)

RESOLVED, that the Transfer Station be closed Sunday April 9th, (Easter).
Three floating holidays may be scheduled upon approval of the Department Head.

RESOLUTION #18-2024 ESTABLISHMENT OF PETTY CASH ACCOUNTS

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

| | |
|------------------------|-----------|
| Town Clerk | \$ 150.00 |
| CEO | \$ 50.00 |
| Highway Superintendent | \$ 100.00 |

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

RESOLUTION #19-2024 APPOINTMENT OF BOOKKEEPER

RESOLVED, that the town board appoint Local Gov't Support Services, LLC to be Bookkeeper and Payroll administrator at a monthly rate of \$2100.00 per month

RESOLUTION #20-2024 FINANCIAL AUDIT

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

RESOLVED, the town board authorizes the completion of a 2024 financial audit by a public accountant.

RESOLUTION #21-2024 BOARD APPOINTMENT

PLANNING BOARD – Sam Seymour

ZONING BOARD - Tom Burgie

BOARD OF ASSESSMENT REVIEW – Bob Spada

**RESOLUTION #22-2024 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 #23-2024 APPOINTMENT OF REGISTRAR OF
VITAL STATISTICS AND FOIL OFFICER**

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

RESOLUTION #24-2024 APPOINTMENT OF HEALTH OFFICER

RESOLVED that the Board appoints County Health Director Kate Ott as Local Health Officer.

COMMITTEE ASSIGNMENTS

Highway – Steve Cowley
Finance –, Dan Marshall
Buildings & Grounds – Jim Strickland
Human Resources – Scott Wohlschlegel
IT- Megan Fuller

