

ORGANIZATIONAL MEETING
JANUARY 3, 2019
WEB SITE <http://macedontown.net>

The Organizational Meeting of the Town Board of the Town of Macedon held January 3, 2019 at the Town Complex, 32 Main Street, in the Hamlet of Macedon, and via web at 59275 Overseas Highway, Marathon Florida was called to order by Supervisor Sandy Pagano at 5:30 p.m.

Pledge of Allegiance.

Upon Roll Call, the following members of the Board were

Present:

| | |
|---------------|---------------|
| Councilperson | Paul Kenyon |
| Councilperson | David Maul |
| Councilperson | Bruce Babcock |
| Supervisor | Sandy Pagano |

Absent:

| | |
|---------------|--------------|
| Councilperson | David McEwen |
|---------------|--------------|

Also Present:

| | |
|------------------------|------------------------|
| Highway Superintendent | Christopher Countryman |
| Town Clerk | Karrie Bowers |

RESOLUTION NO. 1 (2019) EXECUTIVE SESSION

RESOLVED the Board enters Executive Session at 6:00 p.m. to discuss contractual matters
MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 2 (2019) 106 MAIN STREET

BE IT RESOLVED, the Town Board hereby authorizes the Town Attorney to cause an abstract of title to be prepared for 106 Main Street, Macedon, New York.
MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 3 (2019) STANDING RULES OF THE BOARD

RESOLVED that the proposed Standing Rules submitted to this Board and this day presented for action be and hereby are adopted as the Standing Rules of the Board until rescinded, subject to amendments thereafter duly adopted.

RULES OF ORDER

Rule 1. Regular Meetings

Regular meetings will be held according to schedule approved at the Organizational Meeting to be held at 7:30 p.m.

Rule 2. Special Meetings

Special meetings will be held at the call of the Supervisor or upon request of two or more voting Town Board Members.

Rule 3. Place of Meetings

All meetings will be held in the Town Hall unless otherwise stated.

Rule 4. Quorum

Members convening, including the use of video conferencing, possessing more than 50% of the total voting power shall constitute a quorum for the transaction of business. If a quorum is not convened within 45 minutes after the time set for a meeting, the members shall adjourn. Council must notify the Supervisor prior to any absence.

Rule 5. Presence of Legal Counsel

Legal Counsel shall be present during all meetings unless excused by the Supervisor.

Rule 6. Temporary Chairman

In the absence of the Supervisor, the deputy will preside.

Rule 7. Order of Business

1. Call to order by Supervisor
2. Pledge of Allegiance
3. Roll Call
4. Approval of minutes of previous meeting

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5. Reports from Departments, Committees and Boards
6. Comments from visitors and correspondence
7. Old Business
8. New Business
9. Approval of bills (first & second meeting of the month)
10. Adjournment

Rule 8. Roll Call

On Roll Call, the Town Clerk shall record by name all members present or absent; shall further record the arrival of any member listed as absent; and the departure of any member listed as present during the course of each meeting.

Rule 9. Approval of Minutes of Previous Meeting

Minutes of the previous meeting will not be read unless requested by any Town Board member, but will be approved by motion, second and vote.

Rule 10. Payment of Claims

On the first & second meeting of each month, the Town Clerk will present to the Board all claims to be audited and coded by fund. Each member of the Board will review all claims and by motion, second and vote, authorize the Town Clerk to issue a warrant to the Supervisor for payment.

****Any purchases not specifically identified in the budget must be preapproved by the Town Supervisor.**

Rule 11. Visitors

At all regular meetings, comments from visitors will be permitted during the appropriate section of the meeting (Rule 7) and otherwise as permitted by the Supervisor or majority of the Board.

Rule 12. Communications

All communications to the Board not included as another agenda item may be read by the Town Clerk to the Board.

Rule 13. Reports

Reports from Departments, Committees, Boards and Commissions may be presented to the Town Board for review at each regular meeting according to their individual publication schedules.

Rule 14. Resolutions & Motions

All old and new business will be acted upon in the form of Resolutions, which must be brought by motion and second before discussion. A resolution may be withdrawn before action is taken by an agreement of the members who motioned and seconded the resolution.

Rule 15. Agenda

The Supervisor shall prepare a statement of the order of business for each meeting of the Board. Submission deadline to be heard at the next scheduled board meeting shall be the close of business on the Wednesday of the preceding week. The order of business shall be posted on the web site no later than three-calendar days prior to the date of each meeting by the Clerk to the Supervisor.

Rule 16. Amendments

These rules of order shall be amended only by majority vote of the Board and only after ten days notice, which notice shall be in writing and be filed with the Clerk and shall specify the particulars of such proposed amendments.

Rule 17. Suspension of Rules

Any rule may be suspended by the unanimous consent of the members present, but the suspension of such rule shall apply only to those matters which shall be before the Board at the time of such suspension.

Rule 18. Voting Requirement

Every member present when a motion is stated shall vote thereon, unless he is directly interested in the motion, in which case, if he chooses, he may be excused from voting. Every member requested to be excused from voting may make a brief and verbal statement of the reason for his request.

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Rule 19. Tabling a Motion

A motion or a motion for adopting a resolution may be placed on the table by a majority vote and a majority vote will be necessary to take it off the table.

Rule 20. Holding a Resolution

After a resolution is stated and it is in possession of the Board, before the discussion or amendment, it may be held until the next meeting day if requested by any member of the Board, but only one such request shall be granted on any resolution. However, the Board may elect to proceed on such matter with a two thirds vote of the total voting power of the Board.

Rule 21. Speaking

While a member is speaking, no member shall entertain any private discourse.

Rule 22. Required Ayes & Nays

The ayes and nays shall be taken by vote on any resolution appropriating money, confirming reports of committees and making appointments, disbursing monies, fixing salaries and upon any other motion or resolution when demanded by any member of the Board or indicated on the written resolution.

Rule 23. Speakers

Persons not members of the Board may by consent of the Supervisor or majority of the Board be permitted to speak in regard to matters pending before the Board.

Rule 24. Order of Voting

The order of voting shall be alternating alphabetical or reverse alphabetical with the exception of the Supervisor, who shall always vote last.

Rule 25. Special Committees

Special Committees may be authorized at any legal meeting of the Board. They shall, unless otherwise ordered or directed by a majority of the Board, be appointed by the Supervisor subject to confirmation by the Board. The period of time that a special committee appointment shall remain in effect shall be designated when the committee is created.

Rule 26. Executive Session

On motion of any member, duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Supervisor during which time legally permitted matters may be discussed and debated, but no action may be taken thereon by motion or resolution, except in accordance with the Public Officers Law. Only voting members of the Board shall participate in the executive session and such other persons may be called into the session as may be necessary.

Rule 27. Minutes

The minutes of the Board shall be delivered by the Town Clerk on or before the next regular meeting of the Board.

Rule 28. Parliamentary Law

All questions not covered by the rules shall be decided according to the generally prevailing rules of parliamentary law and Robert Rules of Order.

MOTION BY KENYON, SECONDED BY MAUL

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 4 (2019) EMPLOYMENT POLICY

BE IT RESOLVED that the following Employment Policy adopted by the Town of Macedon August 26, 1993 remains in effect with a modification to the policy.

1. No person shall be hired, transferred, promoted or continue in a Town position that would create a supervisor/subordinate relationship between relatives and or intimate partners.
2. For the purposes of this policy, the term "relatives" shall be defined to include a spouse, parent, step parent, son, daughter, step son, step daughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law, . The term intimate partner shall be defined as emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, familiarity and knowledge about each other's lives.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 5 (2019) DRUG FREE WORK PLACE POLICY

The Town Board at the Town of Macedon does not permit the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit, and designer drugs or alcoholic beverages in the work place, or when the effects of such drugs may impair an employee's job performance. The inappropriate use of prescription and over the counter drugs shall also be disallowed. The Town Board shall maintain a drug free work place in accordance with the Drug Free Work Place Act of 1985.

The Town Supervisor or her designee shall establish a drug free awareness program informing employees of the dangers of drug abuse in the work place and established policy maintaining a drug free work place. Information about any drug and alcohol counseling and/or rehabilitation about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties, consistent with local, state, and federal law, up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy. Confidentiality shall be maintained as required by state and federal law.

Each employee shall be given a copy of this policy and annually acknowledge receipt of said policy. The work place is defined as any site on town property, at town-sponsored activities, or any place in which an employee is working within the scope of his or her employment or duties. Each employee, as a condition of employment, shall agree to abide by the terms of this policy and shall also notify the Town Supervisor or his designee of any criminal drug statute convictions for a violation occurring in the work place within five (5) days of such conviction. The Town Board may choose to initiate disciplinary action against any employee violating this policy. Options at the discretion of the Town Board may range from counseling to termination and may require the employee's satisfactory participation in an approved drug abuse assistance or rehabilitation program.

The Town Supervisor shall notify the New York State Emergency Management Office in writing within (10) calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Such notice shall include the position/title of the employee and the federal identification number at the Town of Macedon

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 6 (2019) ABSENCES REPORTED

RESOLVED that all Department Heads will be responsible for their employees regarding any and all absences and be it further

RESOLVED that ALL DEPARTMENT HEADS will report their absences directly to the Supervisor's Office by 9:15 a.m. and be it further

RESOLVED the Board hereby directs the Supervisor or her designee to develop appropriate time keeping forms to be used as a record of vacation and sick leave time and be it further

RESOLVED that the Board requests all employees submit vacation and any floating holiday requests to their department head at least 30 days prior to the request.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 7 (2019) OVERTIME AUTHORIZATION

BE IT RESOLVED that the following individuals as Town Officials or Budget Directors are entitled to authorize overtime to employees who have engaged in authorized work beyond the normally scheduled work period. Overtime pay is defined by any hours or parts of hours worked and are to be compensated at a rate either determined by collective bargaining agreement or by statute:

Sandy Pagano, Supervisor
John Colella, Police Chief, Macedon Police Department
Christopher Countryman, Highway Superintendent

BE IT FURTHER RESOLVED that the above named individuals are not authorized to exceed the budget allocation designated for overtime without prior approval of the Town Board unless an emergency or contingency occurs necessitating such overtime. Should this happen the above named individuals should make every effort to inform the Board and the Supervisor as soon as practicable.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 8 (2019) 2019 DESIGNATIONS

RESOLVED that the following designations are approved:

1. Legal Newspaper – Times of Wayne County
2. Bank Depositories – JP Morgan Chase, Lyons National Bank, Genesee Regional Bank, Community and M&T Bank.
3. Supervisor authorized to deposit Town funds in Certificate of Deposit and money market
4. Town Board Meetings to be held on the 2nd and 4th Thursdays @ 7:30 p.m. except as amended
5. Mileage paid to Town employees on official Town business at \$.54.5 per mile or per IRS rate
6. Highway Superintendent authorized to purchase tools, tires and equipment at a price not to exceed \$3,000.
7. Supervisor authorized to make application to NYS Division for Youth.
8. Town Clerk is directed to make a master schedule for the year 2019 (per attachment)
9. Set a regular 40-hour week for Highway employees and time and a half for over 40 hours. Individual rates to be determined by Highway Superintendent and approved by Town Board.

All Town Offices will be open:

January – June & Sept. – Dec. Monday-Friday 9 a.m. – 4:30 p.m.

Summer Hours: July – August Monday - Thursday 8 a.m. – 5:00 p.m.
unless otherwise specified by the Town Board

10. In the designation of full time and part time the Town will adhere to Civil Service Rules.

11. The following days will be 14 paid holidays for full time and year round part-time Town employees:

| | | |
|------------------------|-----------|-------------------|
| New Years Day | Tuesday | January 1, 2019 |
| Martin Luther King Day | Monday | January 21, 2019 |
| President's Day | Monday | February 18, 2019 |
| Memorial Day | Monday | May 27, 2019 |
| Independence Day | Thursday | July 4, 2019 |
| Labor Day | Monday | September 2, 2019 |
| Columbus Day | Monday | October 14, 2019 |
| Election Day | Tuesday | November 5, 2019 |
| Veterans Day | Monday | November 11, 2019 |
| Thanksgiving Day | Thursday | November 28, 2019 |
| Thanksgiving Day After | Friday | November 29, 2019 |
| Christmas Eve | Tuesday | December 24, 2019 |
| Christmas Day | Wednesday | December 25, 2019 |
| New Years Eve Day | Tuesday | December 31, 2019 |

12. No appointment shall be made to fill a new or vacant position of employment, including any new position established in the 2019 Town budget, without prior authorization by the Town Board with the exception of Highway Employees hired by the Highway Superintendent, Deputy Town Clerks hired by the Town Clerk, and Deputy Supervisor, Clerk to the Supervisor & Historian hired by the Supervisor.

13. The Town Board recognizes MPA, INC. (Macedon Police Association Inc.) as the bargaining unit of the police officers.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 9 (2019) BLANKET PROTECTION BOND

WHEREAS the Town of Macedon has procured a Public Employees Blanket Protection Bond issued by National Grange Mutual providing faithful performance blanket position bond coverage for all Town officers and employees with a limit of \$25,000 per officer or employee, the tax collector at the level of \$500,000, the Library Director at \$70,000 and the water/sewer collecting clerk at \$150,000, now therefore be it

RESOLVED, that the Town Board of Macedon hereby approves such bond as to its form, manner of execution and sufficiency of the surety and accepts said bond in lieu of any individual official undertaking required by law for any Town officer or employee.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 10 (2019) INVESTMENT POLICY ESTABLISHED

WHEREAS it is a requirement of the New York State Department of Audit and Control for governing boards to establish an investment policy to provide a means for communicating intentions and to facilitate adequate accounting and administrative control over execution, accounting and reporting investment transactions.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby adopts the Investment Policy (copy attached) for the Town of Macedon monies.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 11 (2019) PROCUREMENT POLICY

TOWN OF MACEDON
PROCUREMENT POLICY

WHEREAS, SECTION 104-b of the General Municipal Law provides that, in the case of goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding, the governing board of every political subdivision and any district therein, by resolution, shall adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of section one hundred three of this article or of any other general, special or local law, and

WHEREAS, the Town has adopted such internal policies and procedures governing the procurement of goods and services not required to be bid, and

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, SECTION 104-b (2) (g) of the General Municipal Law provides that such policy “ set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein, and

WHEREAS, the Town Board has previously identified legal and engineering services as circumstances where the solicitation of alternative proposals or quotations will not be in the best interest of the town, and

WHEREAS, SECTION 103(3) of the General Municipal Law has been amended to allow the town to piggy back on County Contracts without the necessity of bidding where such contracts contain the language provided in the General Municipal Law, and

WHEREAS, SECTION 9-103 (1) of the New York Energy Law provides:

Notwithstanding any other provision of law, any agency, municipality, or public authority, in addition to existing powers, is authorized to enter into energy performance contracts of up to thirty-five years duration, provided, that the duration of any such contract shall not exceed the reasonably expected useful life of the energy facilities or equipment subject to such contract.

WHEREAS, procurement of such energy performance contracts may be by requests for proposals, and

WHEREAS, the County of Wayne has received and evaluated requests for proposals for certain energy performance contracts which requests for proposals and contracts awarded contain the piggy back language and meet the requirements of General Municipal Law 103(3), and

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WHEREAS, the Town Board has identified such energy performance services contracted for by the county pursuant to requests for proposals as a circumstance where it is not in the best interest of the town to solicit alternate proposals or quotations,

WHEREAS, comments have been solicited from all officers in the Town involved in the procurement process, now, therefore, be it

RESOLVED, that the Town of Macedon does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

1. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and second-hand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or a memo from the purchaser detailing the circumstances which led to an emergency purchase.

2. All goods and services, except those goods and services purchased through a county or state contract, from agencies for the blind or severely handicapped, from correctional institutions or purchases pursuant to subdivision 6 of this policy will be secured by use of written requests for proposals, written quotations, verbal quotation, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
3. The following method of purchase will be used in order to achieve the highest savings, except purchase contracts under \$20,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; or purchases pursuant to subdivision 6 of this policy:

| | | |
|----|--|---|
| 4. | <u>Estimated Amount of Purchase Contract</u> | <u>Method</u> |
| | Up to \$499 | Discretion of the purchaser |
| | \$500 - \$1,999 | 3 verbal quotations |
| | \$2,000 - \$19,999 | 3-written/fax quotations or written request for proposals |
| | <u>Estimated Amount of Public Works Contract</u> | <u>Method</u> |
| | Up to \$249 | Discretion of the purchaser |
| | \$250 - \$2,999 | 2 verbal quotations |
| | \$3,000 - \$9,999 | 3 -written/fax quotations |
| | \$10,000 - \$35,000 | 3-written/fax quotations or written request for proposals |

A good faith effort shall be made to obtain the required number of alternate proposals. If the purchaser is unable to obtain the required number of alternate proposals, the purchaser will document the attempt made at obtaining the proposals. But, in no event shall the failure to obtain the proposals be a bar to the procurement.

5. Documentation is required of each quotation or request for proposals taken in connection with each procurement.
6. Documentation and an explanation are required whenever a contract is awarded to other than the lowest best value responsive and responsible bidder or offerer. This documentation will include an explanation of how the award will achieve savings. The purchaser will be responsible for determining if the bidder is best value/responsible.

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7. This policy shall go into effect upon the filing of the Best Value Purchasing Local Law with the Secretary of State and said policy will be reviewed annually.
8. In the following circumstances it is not in the best interests of the Town of Macedon to solicit quotations or document the basis for not accepting the lowest bid. In these circumstances, the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, moral worth, and the ability to have a close relationship with the governing body. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures. The citizens of the municipality deserve the benefit of expertise in these types of services as it may ultimately save the taxpayers money.
- a. Services of an attorney;
 - b. Services of a physician;
 - c. Technical services of an engineer engaged to prepare plans, maps and estimates;
 - d. Securing insurance coverage and/or services of an insurance broker;
 - e. Services of a certified public accountant;
 - f. Investment management services;
 - g. Printing services involving extensive writing, editing or art work;
 - h. Management of municipally owned property; and
 - i. Computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

In addition, in the following situations it is not in the best interests of the municipality to secure alternate proposals because of the time required and type of purchase:

- a. Emergency purchases pursuant to Section 103(4) of the General Municipal Law;
- b. Purchases of surplus and second-hand goods pursuant to Section 103(6) of the General Municipal Law; and
- c. Purchases under \$100.
- d. This policy shall go into effect January 1, 1992 and will be reviewed annually.

BE IT RESOLVED, pursuant to the authority granted to the Town of Macedon by Section 104-b (2) (g) that requests for proposals for energy performance contracts solicited and awarded by the County are identified as circumstance where it is not in the best interest of the town to solicit alternate proposals or quotations, where the County of Wayne as properly solicited such proposals and both the solicitation and contract entered into, if any, contain a provision allowing piggy backing in which case, so long as the other conditions of General Municipal Law 103 (3) are met, the Town may piggy back on either the request for proposal, the contract or both.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN AYE, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 12 (2019) DEVELOPER CHARGES

RESOLVED that any appropriate charges shall be charged back to the developer – the Building Department is directed to utilize a form contract implementing this resolution.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN AYE, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 13 (2019) 2019 APPOINTMENTS

RESOLVED that the Board acknowledges and approves the following appointments:

Ambulance (Paul)

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|-----------------|-------------------|----|
| Director of EMS | Paul Harkness | FT |
| Ambulance EMT-B | Sandy Farbizio | FT |
| Ambulance EMT-P | Christopher House | PT |
| Ambulance EMT-P | Jamie Callard | PT |
| Ambulance EMT-P | Alana Johnson | PT |
| Ambulance EMT-B | Cole Tresohlavy | PT |
| Ambulance EMT-B | Juanita Cook | PT |

Assessing

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| Assessor | Susan Datthyn | FT |
| Assessor Clerk | Rebecca Wetherby | FT |
| Assessment Counsel | Barclay Damon, LLP | PT |
| Assessment Counsel | Villani & Grow | PT |

Boards

| | | |
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| Assessing Review Board Chair | Thomas Littlefield | PT |
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| Assessing Review Board Member-5 Yr. | Harry Ramos - 2019 | PT |
| Assessing Review Board Clerk | Rebecca Wetherby | PT |
| Library Board Member-3 Yr | Gary Crane - 2021 | PT |
| Library Board Member-3 Yr | Tara Longyear – 2021 | PT |
| Planning Board Chairman | Doug Allen | PT |
| Planning Board Vice-Chairman | Mert Bartels | PT |
| Planning Board Member – 7 Yr. | Kevin Rooney - 2025 | PT |
| Zoning Appeals Board Chairman | Warren Jeffries | PT |
| Zoning Board of Appeals Member-5 Yr | Ronald Santovito -2023 | PT |
| Building/Zoning/Code Enforcement | | |
| Town Engineer/CEO/Building Inspector | Scott Allen | FT |
| Fair Housing Officer | Scott Allen | PT |
| Storm Water Management Officer | Scott Allen | PT |
| Sewer Superintendent | Scott Allen | PT |
| Code Enforcement Officer | Robert Brady | PT |
| Fire Code Enforcement | Jeremiah Shufelt | PT |
| Town Engineer/Building/CEO Clerk | Brandi Schutt | FT |
| Highway | | |
| Highway Clerk | Elisa Friedl | FT |
| Highway | John Anderson | FT |
| Highway | Mark Baker | FT |
| Highway | Andre' Bellefontaine | FT |
| Highway | Michael Bueg | FT |
| Highway | Joshua DeMay | FT |
| Highway | James Ellis | FT |
| Highway | D. Paul Everdyke | FT |
| Highway | David Payne | FT |
| Highway | Patrick Randall | PT |
| Highway | Thomas Shirtz | FT |
| Highway | Timothy Vendel | FT |
| Highway | Gary Wright | FT |
| Justice | | |
| Justice Clerk | Susan Gorman | FT |
| Justice Clerk | Barbara LaBrake | FT |
| Town Clerk | | |
| Macedon Sewer Collecting Clerk | Karrie Bowers | PT |
| Records Management Officer | Karrie Bowers | PT |
| Registrar of Vital Statistics | Karrie Bowers | PT |
| Water Collecting Clerk | Karrie Bowers | PT |
| Police | | |
| Police Chief | John Colella | PT |
| Police Sergeant | Stephen MacNeal | FT |
| Police Property Clerk | Michelle Higgins | FT |
| Police Officer | Robert Brady | PT |
| Police Officer | Jeremiah Dresser | FT |
| Police Officer | Brigette Goodfriend | FT |
| Police Officer | Adam Husk | FT |
| Police Officer | David MacFall | PT |
| Police Officer | Brian Larkin | FT |
| Police Officer | Sherman Yates | PT |
| Police Officer | Joshua Weddell | FT |
| Police Officer | Rick Halvorson | PT |
| Police Support | Earl Hinkson | PT |
| Police Support | Stephanie Sixby | PT |
| Chaplain – Public Safety Building | David Prince | |
| Recreation | | |
| Recreation Director | Jeremy Norsen | FT |
| Sr. Citizen Trip Director | Gerry Kuhn | PT |
| Wayne County Youth Bureau | Jeremy Norsen | PT |
| Supervisor | | |
| Sr. Account Clerk | Patricia Thomas | FT |
| Clerk to the Supervisor | Miranda Clark | FT |

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| Building Receptionist | Sharleen Flick | FT |
| Dog Control Officer | Mark Plyter | PT |
| Historian | Linda Braun | PT |
| Honorary Town Crier | James Bush | PT |
| Legal Counsel | Barclay Damon, LLP | PT |
| Legal Counsel | Villani & Grow | PT |

Supervisor designates:

| | | |
|-------------------|-------------|----|
| Deputy Supervisor | Paul Kenyon | PT |
|-------------------|-------------|----|

Town Clerk designates:

| | | |
|-------------------|------------------|----|
| Deputy Town Clerk | Jennifer Zarcone | FT |
|-------------------|------------------|----|

Supervisor Committee Appointments

Chairman

Paul Kenyon
 David McEwen

David Maul

Bruce Babcock

Sandy Pagano

Capital Projects

Committee

Fire, Human Resource, Sewer, Police, WMNY
 Buildings/Grounds, Sewer, Master Plan,
 Insurance, Planning Board, WMNY

Accounting, Assessor, Police, Technology,
 Recreation

Assessing Review Board, Court, Library,
 Sewer, Zoning Board of Appeals

Accounting, Ambulance, Building/Zoning
 Office, Highway, Police Commissioner & Town
 Clerk Highway, I

Paul Kenyon, Scott Allen, Chris Countryman,
 Sandy Pagano

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE,
 PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 14 (2019) PETTY CASH FUNDS ESTABLISHED

RESOLVED that the Town Board does hereby establish the following amounts to represent the petty cash funds for the Town:

| | |
|------------------------------|---------|
| Appeals Board | \$50 |
| Assessor | \$100 |
| Building Inspector | \$175 |
| Director of Medical Services | \$100 |
| Dog Control – Town Clerk | \$100 |
| Planning Board | \$50 |
| Police | \$100 |
| Recreation | \$150 |
| Supervisor | \$150 |
| Town Clerk | \$200 |
| Town Justice | \$200 |
| Tax Collector | \$200 |
| Total | \$1,575 |

The above funds to be audited randomly, but at least quarterly, by the Supervisor or her designee.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE,
 PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 15 (2019) AGREEMENT TO SPEND HIGHWAY FUNDS

RESOLVED that the Town Board authorizes the agreement to spend Town Highway Funds as presented by the Highway Superintendent.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE,
 PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 16 (2019) NYS ASSOCIATION OF TOWNS CONFERENCE

RESOLVED the following individuals be approved to attend the NYS Association of Towns Conference:

Karrie Bowers and Patricia Thomas

BE IT FURTHER RESOLVED Karrie Bowers be named voting delegate and Patricia Thomas alternate.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 17 (2019 MACEDON TOWN VOLUNTEER AMBULANCE BOARD OF DIRECTORS

BE IT RESOLVED that the Macedon Town Board appoints Mike Mosher, Steve Gilson, Ken Hammond, Jadon Weinel, Karrie Bowers and Scott Allen as the Board of Directors, Inc. for the Macedon Town Volunteer Ambulance and be it further

RESOLVED that the Director of EMS is appointed as the Town Board's representative to the Macedon Town Volunteer Ambulance Board.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 18 (2019) CABLE COMMITTEE

RESOLVED the Board appoint the following to the Cable Committee for the calendar year 2019:
Sandy Pagano

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 19 (2019) RECORDS MANAGEMENT ADVISORY BOARD

RESOLVED that the Town Board appoints the following individuals to serve on a Records Advisory Board for the calendar year 2019:

Karrie Bowers, Sandy Pagano,
& Sharleen Flick

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 20 (2019) SENIOR CITIZEN GROUP APPOINTMENTS

RESOLVED the Board appoint the following Senior Citizen group individuals:
(term 10/1/2018-9/30/2019)

| | |
|----------------|--------------------|
| Chaplain | Karen Yatteau |
| Historian | Terri Loessberg |
| President | Sandy Ciaccia |
| Secretary | Eunice Buss |
| Sunshine | Barbara Putnam |
| Treasurer | Marshall Handfield |
| Trip Director | Gerry Kuhn |
| Vice President | Ernestine Rogers |

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 21 (2019) BULLIS & GRAVINO PARK – LOCK/UNLOCK

RESOLVED that the Board appoints Highway Superintendent or designee of highway to open and close:

Bullis & Gravino Bathrooms from April 1 through October 31 (weather permitting)

Park Gates from April 1 through October 31 (Close at dark)

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 22 (2019) BULLIS & GRAVINO PARK RESTROOM/FACILITY CLEANER

RESOLVED the Town Board authorize the Town of Macedon Highway Superintendent as Bullis Park Restroom Facility Cleaner seven (7) days per week beginning April 1 until October 31 (weather permitting) as needed thereafter until park is closed.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 23 (2019) SENIOR ARTS & CRAFTS PROGRAM

RESOLVED that the following appointments be made for the 2019 calendar year:

| | | |
|-----------------|---------------------------|------------|
| Patricia Miller | Sr. Citizen Arts & Crafts | \$25/month |
|-----------------|---------------------------|------------|

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 24 (2019) TOWN OF MACEDON OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

Ambulance

WHEREAS, Paul Harkness, of the Town of Macedon, County of Wayne, New York, has been appointed to the position of Director of EMS of the Town of Macedon, and

Court

WHEREAS, Thomas Crowley, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Justice of the Town of Macedon, and

WHEREAS, Ronald Reinstein, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Justice of the Town of Macedon, and

WHEREAS, Barbara LaBrake, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Court Clerk of the Town of Macedon, and

WHEREAS, Susan Gorman, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Court Clerk of the Town of Macedon, and

Highway

WHEREAS, Christopher Countryman, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Highway Superintendent of the Town of Macedon, and

Police

WHEREAS, Michelle Higgins, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Property Clerk of the Town of Macedon, and

Receiver of Taxes & Assessments

WHEREAS, Lorie Maul, of the Town of Macedon, County of Wayne, New York, has been elected Office of Tax Collector of the Town of Macedon, and

Recreation

WHEREAS, Jeremy Norsen, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Recreation Director of the Town of Macedon, and

Supervisor

WHEREAS, Sandy Pagano, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Macedon, and

WHEREAS, Patricia Thomas, of the Town of Macedon, County of Wayne, New York, has been appointed to the Sr. Account Clerk of the Town of Macedon, and

WHEREAS, Miranda Clark, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Clerk to the Supervisor of the Town of Macedon, and

WHEREAS, Sharleen Flick, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office Receptionist of the Town of Macedon, and

Town Board

WHEREAS, Paul Kenyon, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Councilperson of the Town of Macedon, and

WHEREAS, David Maul, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Councilperson of the Town of Macedon, and

WHEREAS, David McEwen, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Councilperson of the Town of Macedon, and

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WHEREAS, Bruce Babcock, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Councilperson of the Town of Macedon, and

Town Clerk

WHEREAS, Karrie Bowers, of the Town of Macedon, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Macedon, and

WHEREAS, Jenniffer Zarcone, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Deputy Town Clerk of the Town of Macedon, and

Town Engineer/CEO/Building Inspector

WHEREAS, Scott Allen, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office Town Engineer/CEO/Building Inspector of the Town of Macedon, and

WHEREAS, Brandi Schutt, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Town Engineer/Building/CEO Clerk of the Town of Macedon, and

WHEREAS, Robert Brady, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Town Engineer/Code Enforcement Officer/Building Inspector of the Town of Macedon, and

WHEREAS, Jeremiah Shufelt, of the Town of Macedon, County of Wayne, New York, has been appointed to the Office of Town Engineer/Fire Code Enforcement Officer of the Town of Macedon, and

NOW, THEREFORE, BE IT RESOLVED we as respective officers above, do hereby undertake with the Town of Macedon that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and further

Ambulance

This undertaking of the Ambulance Director of EMS Paul Harkness is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Director of EMS; and

Court

This undertakings of the Town Justice Thomas Crowley is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

This undertakings of the Town Justice Ronald Reinstein is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

This undertakings of the Court Clerk Barbara LaBrake is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

This undertakings of the Court Clerk Susan Gorman is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

Highway

This undertaking of the Highway Superintendent Christopher Countryman is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Highway Superintendent; and

Police

This undertaking of the Police Property Clerk Michelle Higgins is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Police Property Clerk;

Receiver of Taxes & Assessments

This undertaking of the Tax Collector Lorie Maul is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into his hands as such Tax Collector; and

Recreation

This undertaking of the Recreation Director Jeremy Norsen is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Recreation Director; and

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Supervisor

This undertaking of the Town Supervisor Sandy Pagano is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Sr. Account Clerk Patricia Thomas is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Account Clerk; and

This undertaking of the Clerk to the Supervisor Miranda Clark is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Clerk to the Supervisor; and

This undertaking of the Receptionist Sharleen Flick further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Clerk and Receptionist; and

Town Board

This undertaking of the Town Councilperson Paul Kenyon is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Councilperson; and

This undertaking of the Town Councilperson David Maul is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Councilperson; and

This undertaking of the Town Councilperson David McEwen is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Councilperson; and

This undertaking of the Town Councilperson Bruce Babcock is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Councilperson; and

Town Clerk

This undertaking of the Town Clerk Karrie Bowers is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Deputy Town Clerk Jenniffer Zarcone is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Town Clerk; and

Town Engineer/CEO/Building Inspector

This undertaking of the Town Engineer/CEO/Building Inspector Scott Allen is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Engineer/CEO/Building Inspector, and

This undertaking of the Town Engineer/Building/CEO Clerk Brandi Schutt is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Engineer/Building/CEO Clerk; and

This undertaking of the Town Engineer/Building Robert Brady is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Engineer/Building/CEO Clerk; and

This undertaking of the Town Fire Marshal Jeremiah Shufelt is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Fire Marshal; and

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 25 (2019) VETERANS' REAL PROPERTY EXEMPTIONS – LOCAL LAW NO. 2 – 2013

WHEREAS the Macedon Town Board enacted Local Law No. 2, A local law in relation to determining the veterans' real property exemptions on December 12, 2013

BE IT RESOLVED the Town Board designated the exemption to qualifying residential real property as defined in Real Property Tax Law Section 458-b (ii) fifteen percent of the assessed value of such property, provided however,

that such exemption shall not exceed twelve thousand dollars or the product of twelve thousand dollars multiplied by the latest state equalization rate of the assessing unit, or, in the case of a special assessing unit, the latest class ration, whichever is less.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 26 (2019) MACEDON TOWN BOARD 2019 MEETING SCHEDULE

JANUARY 10, 2019
JANUARY 24, 2019

FEBRUARY 14, 2019
FEBRUARY 28, 2019

MARCH 14, 2019
MARCH 28, 2019

APRIL 11, 2019
APRIL 25, 2019

MAY 9, 2019
MAY 23, 2019

JUNE 13, 2019
JUNE 27, 2019

JULY 11, 2019
JULY 25, 2019

AUGUST 8, 2019
NO 2ND MEETING SCHEDULED

SEPTEMBER 12, 2019
SEPTEMBER 26, 2019

OCTOBER 10, 2019
OCTOBER 24, 2019

NOVEMBER 14, 2019
NO 2ND MEETING SCHEDULED

DECEMBER 12, 2019
NO 2ND MEETING SCHEDULED

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 27 (2019) ELECTED TOWN OFFICIALS**ELECTED TOWN OFFICIALS**

| | <u>LENGTH OF TERM</u> | <u>TERM EXPIRES</u> |
|---|-----------------------|--|
| TOWN SUPERVISOR Sandy Pagano | 4 Years | 12/31/2019 |
| TOWN COUNCIL Paul Kenyon David Maul David McEwen Bruce Babcock | 4 Years | 12/31/2019 12/31/2019 12/31/2021 12/31/2021 |
| TOWN CLERK Karrie Bowers | 4 Years | 12/31/2019 |
| HIGHWAY SUPERINTENDENT Christopher Countryman | 4 Years | 12/31/2019 |
| TOWN JUSTICE Thomas Crowley Ronald Reinstein | 4 Years | 12/31/2021 12/31/2019 |
| RECEIVER OF TAXES Lorie Maul | 4 Years | 12/31/2019 |

MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE,
PAGANO AYE, MOTION CARRIED

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INVESTMENT POLICY
FOR **TOWN OF MACEDON**
[Name of Local Government]

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 provide sufficient liquidity to meet all operating requirements (liquidity); and
- 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 **CHIEF FISCAL OFFICER** Sandy Pagano 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 data base or records incorporating description and amounts of investments, transaction 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 MACEDON** 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 MACEDON** diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

MOTION BY MAUL, SECONDED BY KENYON

ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

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RESOLUTION NO. 28 (2019) STANDARD WORK DAY RESOLUTION FOR EMPLOYEES RS2418

BE IT RESOLVED, that the Town of Macedon, Location code 30112, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

| Title | Standard Work Day (Hrs/day) |
|--------------------------------------|--------------------------------|
| Account Clerk | 6.5 |
| Assessor | 6.5 |
| Boards – Assessing/Planning/ZBA | 6.5 |
| Clerks | 6.5 |
| Director EMS | 8 |
| Dog Control Officer | 6.5 |
| Elected Officials (unless specified) | 6.5 |
| Engineer | 6.5 |
| Highway Superintendent | 8 |
| Laborers | 8 |
| Police | 8 |

MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 29 (2019) PREPAYMENT OF UTILITIES, POSTAGE & TIME SENSITIVE VOUCHER AUTHORIZATION

RESOLVED the Board approves the prepayment of utility, postage and time sensitive invoices per the discretion of the Supervisor for the calendar year 2019.

MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 30 (2019) FARMINGTON FIRE ASSOC. FIRE PROTECTION SERVICES FOR 2019 PUBLIC HEARING SET

RESOLVED that a public hearing be set for January 10, 2019 at 7:45 p.m. prevailing time at the Macedon Town Hall for the purpose of obtaining public comment on the proposed fire protection agreement between the Farmington Volunteer Firemen's Association and the Town of Macedon for fire protection services for the 2019 year.

MOTION BY KENYON, SECONDED BY MAUL
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 31 (2019) MACEDON CEMETERY

RESOLVED the Town Board accepts the rules & regulations for the Town of Macedon Cemetery put forth by the Highway Superintendent.

MOTION BY KENYON, SECONDED BY BABCOCK
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 32 (2019) EXECUTIVE SESSION

RESOLVED the Board enters Executive Session at 7:41 p.m. to discuss contracts

MOTION BY MAUL, SECONDED BY KENYON
ROLL CALL VOTE: KENYON AYE, MAUL AYE, MCEWEN ABSENT, BABCOCK AYE, PAGANO AYE, MOTION CARRIED

MOTION BY BABCOCK, SECONDED BY KENYON THE MEETING BE ADJOURNED AT 8:02 PM.

Respectfully Submitted by
Karrie M. Bowers
Macedon Town Clerk