

TOWN OF HAMLIN ORGANIZATIONAL MEETING  
January 3, 2012

The 2012 Organizational Meeting of the Hamlin Town Board, held at the Hamlin Town Hall, 1658 Lake Road, was opened at 6:00 pm with the posting of the Colors by Hamlin VFW Post 6703/AVA Color Guard, followed by the Pledge of Allegiance to the Flag under the direction of the commander of the Hamlin VFW Post 6703.

Oath of Office was administered by the Honorable Richard Moffett, Hamlin Town Justice, to the elected Officials of the Town of Hamlin as follows:

Thomas Breslawski	Supervisor
Kathi A. Rickman	Town Clerk
Martin Maier	Town Councilperson
David Rose	Town Councilperson
Paul S. Rath	Town Justice

The 2012 Organizational Meeting of the Hamlin Town Board was called to order at 6 pm by Supervisor Breslawski, who presided.

Present: Supervisor Thomas Breslawski, Councilperson Craig Goodrich, Councilperson Martin Maier and Councilperson David Rose.

Also present: Town Justices Richard Moffett, Highway Superintendent Steven Baase, Building Inspector Lee Nettin, Attorney Ken Licht, Conservation Board members Ed Evans and Jason Baxter, Pat MacIntosh, from HR, Shawn and Jessica Baxter, Annie Breslawski, Jennifer Breslawski, Mark Breslawski, Colton Breslawski, Camryn Breslawski, Jim Atkins, DCO, Robert Kruger, Historian, David Drews from Master Care, Regina Maier, Paige Maier, Quinn Maier, BJ Maier, Jerry Maier, and Retired Town Justice Paul W. Rath.

### **APPOINTMENT OF DEPUTY SUPERVISOR**

As Supervisor of the Town of Hamlin, I, appoint David G. Rose as the Deputy Supervisor for the year of 2012.

### **APPOINTMENT OF DEPUTY TOWN CLERK**

In accordance with Town Law, Town Clerk Kathi A. Rickman appoints Mary Ann Knapp as Deputy Town Clerk for the year of 2012.

### **CONFERENCES AND TRAINING PROGRAMS**

**Resolution #1** Motion was made by Councilperson Rose, seconded by Councilperson Maier, authorizing all members of appointed Boards to attend four (4) hours of continuing education, conferences, seminars or training conferences, as required by New York State.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #2** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose reauthorizing all previously approved training, including on-line training provided by the New York Planning Federation, as appropriate to fulfill the four-hour continuing education requirement, but any training not previously authorized to be approved in advance by Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #3** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier requiring all Department heads and employees wishing to attend conferences or training programs to have prior approval of the Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #4** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose authorizing transportation costs to be paid at the rate of \$.55.5 per mile for the use of a personal vehicle. Any other mode of transportation must have prior Town Board approval.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #5** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier authorizing meal allowance not to exceed the limits by NYS Audit and Control of \$36.00 per day in New York City and \$26.00 outside of New York City.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

#### **ASSESSOR TRAINING SESSIONS**

**Resolution #6** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to authorize the Hamlin Assessor to attend all State and County training sessions for Assessor's for year 2012, as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

#### **NEWSPAPER**

**Resolution #7** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to designate the (HAMLIN-CLARKSON HERALD) as the Official Newspaper for the Town of Hamlin for 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

#### **HIGHWAY DEPARTMENT FUNCTIONS**

**Resolution #8** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich authorizing the Highway Superintendent to attend highway functions, as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

#### **APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT**

In accordance with Town Law, Highway Superintendent Steven Baase appoints Michael German as Deputy Highway Superintendent for the year 2012.

#### **HIGHWAY**

**Resolution #9** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich setting Deputy Highway Superintendent wage at \$2,767.60 to be paid over 26 pay periods.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #10** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich setting Highway Employees hourly rate:

1. Foreman \$19.53 -\$25.24 range
2. Maintenance Mechanic \$15.61- \$24.28 range
3. Specialized M.E.O. \$14.34 -\$24.28 range
4. M.E.O. \$12.71- \$23.60 range
5. Laborer, Full Time \$ 8.47- \$18.39 range
6. Laborer, Part time \$ 7.81- \$16.11 range

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

### **HIGHWAY EXPENDITURES**

**Resolution #11** Motion was made by Councilperson Maier, seconded by Councilperson Goodrich authorizing the Highway Superintendent to purchase small tools and equipment up to \$20,000.00 for the year of 2012, as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

### **DOG CONTROL OFFICERS**

**Resolution #12** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose acknowledging James Atkins as the DCO and to set the annual salary of the Dog Control Officer at the annual salary of \$9,382.00 to be paid on a 26-pay period basis, effective January 1, 2012, and to serve at the pleasure of the Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #13** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to set the hourly rate for the Assistant Dog control Officer on an on call basis at \$ 7.65 per hour, to be paid on a 26-pay period basis, effective January 1, 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

### **HISTORIAN**

In accordance with Town Law, the Supervisor appoints Robert Kruger as Historian for the year of 2012 at the annual salary of \$5,596.25 to be paid monthly, effective January 1, 2012.

### **RECREATION**

**Resolution #14** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to acknowledge Patty Jo Groenendaal as Recreation Director at the salary of \$31,135.50 for the year 2012 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #15** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to authorize the Hamlin Recreation Department to attend all State and County training sessions, conferences and/or meetings in 2012 as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**BUILDING INSPECTOR/FIRE MARSHAL**

**Resolution #16** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to acknowledge Lee Nettin as the Building Inspector/Code Enforcement/SEQA Officer and Fire Marshal with the annual salary of \$42,121.40 for the year of 2012 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #17** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to authorize the Hamlin Code Enforcement Department to attend all State and County training sessions for the year of 2012, as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #18** Motion was made dually by Councilpersons Rose and Maier, seconded by Councilperson Goodrich to assign Civil Defense Director duties to the Building Inspector/Code Enforcement Officer/Fire Marshal for the year of 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #19** Motion was made dually by Councilpersons Goodrich and Rose, seconded by Councilperson Maier to appoint John Deserto to an unpaid position as Fire Prevention Officer for the term January 1, 2012 through December 31, 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**BANKS**

**Resolution #20** Motion was made by Councilperson Rose seconded by Councilperson Goodrich to designate the Hilton Office of M&T Bank as depository for the Town of Hamlin accounts for the year of 2012 as follows:

1. General Fund
2. Highway Fund
3. Consolidated Water
4. Hamlin HRA Account
5. Payroll Account
6. Employee Trust Fund
7. Water Bond Account #408252
8. Cell Tower Escrow
9. Investment Disbursement Account
10. Hamlin Money Market

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #21** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to authorize the Town Supervisor to check with all area banks for the best interest rate for investments.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SALARIES****HIGHWAY SUPERINTENDENT**

**Resolution #22** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to set the salary of the Highway Superintendent for the year 2012 at \$64,417.93 as budgeted, and to be paid by the Town of Hamlin in 26 pay periods. Any compensation earned while performing services for the County of Monroe by the Highway Superintendent will be entered as Revenue received by the Town of Hamlin.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**PARKS SUPERINTENDENT**

**Resolution #23** Motion was made by Councilperson Maier, seconded by Councilperson Goodrich to appoint Steven Baase as Park Superintendent for the year of 2012, and be paid \$4,025.00 in 26 pay periods. Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SEWER SUPERINTENDENT**

**Resolution #24** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to appoint Steven Baase as Sewer Superintendent for the year 2012 and to be paid \$4,624.54 in 26 pay periods. Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SECRETARIAL, CUSTODIAL AND RECREATIONAL RATES**

**Resolution #25** Motion was made by Councilperson Rose, seconded by Councilperson Maier setting the following salaries:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| 1. Court Clerk 1 & 2              | \$7.81-\$19.20 range        |
| 2. Bookkeeper to Supervisor       | \$9.84-\$19.20 range        |
| 3. Deputy Town Clerk              | \$7.75-\$19.20 range        |
| 4. Custodian                      | \$7.75-\$19.20 range        |
| 5. Clk.-typist & Clk. IV P.T.     | \$7.75-\$19.20 range        |
| 6. Recreational Seasonal Position | \$7.75-\$19.20 range        |
| 7. Court Officer                  | \$53.04 per regular session |
| 8. Court Officer                  | \$60.00 per DA session      |

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SALARIES OF TOWN SERVANTS**

**Resolution #26** Motion was made by Councilperson Rose, seconded by Councilperson Maier to set the following salaries:

- Supervisor - \$21,530.54 to be paid in a 26-pay period basis.
- Deputy Supervisor - \$1,200.00 to be paid in 12 monthly payments.
- Town Clerk - \$39,133.05 to be paid in a 26-pay period basis.
- Deputy Town Clerk - \$1,500.00 to be paid in a 26-pay period basis.
- Councilpersons (4) - \$7,028.09 each to be paid in 12 monthly payments.
- Town Justices (2) - \$12,876.48 each to be paid in 12 monthly payments.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**ENGINEER**

**Resolution #27** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to extend appointment of Chatfield Engineers P.C. as Engineer until January 9, 2012 pending review and approval of contract.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SECRETARY TO BUILDING INSPECTOR/PLANNING, ZONING & CONSERVATION BDS**

**Resolution #28** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to acknowledge Heather Norman as Secretary to the Support Boards and set an hourly salary up to \$11.93 for the Secretary to Building Inspector, Planning, Zoning and Conservation Boards for the year of 2012, and to serve at the pleasure of the Town Board.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #29** Motion was made by Councilperson Maier, seconded by Councilperson Goodrich to establish a maximum 34-hour work week, with a minimum of 12 hours a week for the Building Inspector and the remainder for the Support Boards.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**PLANNING BOARD**

**Resolution #30** Motion was made Councilperson Rose, seconded by Councilperson Goodrich to set the salaries of the Planning Board members for 2012, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.38 per regular monthly meeting attended.
2. Six (6) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #31** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to appoint Linda Morey to the Planning Board for the term to expire on December 31, 2018.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**ZONING BOARD OF APPEALS**

**Resolution #32** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to set the salaries of the Zoning Board of Appeals members for 2012, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.38 per regular monthly meeting attended.
2. Four (4) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #33** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to re-appoint Klaus Phol to the Zoning Board of Appeals for the term to expire December 31, 2016.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**CONSERVATION BOARD**

**Resolution #34** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to set the salaries for the Conservation Board members for 2012, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.83 per regular monthly meeting attended.
2. Monroe County Environmental Management Council delegate - \$40.00 per County Meeting attended/paid semi-annually.
3. Six (6) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #35** Motion was made Councilperson Rose, seconded by Councilperson Goodrich to re-appoint Ed Evans to the Conservation Board for a two-year term, which will expire on December 31, 2013. Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #36** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to re-appoint Merritt Ackles to the Conservation Board for a two-year term, which will expire on December 31, 2013.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #37** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to re-appoint David Walch to the Conservation Board for a two-year term, which will expire on December 31, 2013.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SUPPORT BOARDS**

**Resolution #38** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose authorizing Support Board Chairs to designate "Excused with Pay" any member's absence due strictly to personal illness or family emergency.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #39** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to set the maximum number of absences, whether "excused with pay" or "unexcused" for paid members of Support Boards as two during the year of 2012. Members who exceed two absences during the year 2012 must request reappointment for the following year or be replaced.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #40** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to require all paid Support Board members to complete a minimum of four (4) continuing education units during the year 2012, per Chapter 662, New York Laws of 2006. Members who fail to do so must request reappointment for the following year or be replaced.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**TAX COLLECTOR**

**Resolution #41** Motion was made by Councilperson Goodrich, seconded Councilperson Rose to reappoint Kathi A. Rickman as Tax Collector, and pay her the sum of \$4,234.84 as budgeted, to be paid in a 26-pay period basis for the year of 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**ELECTION INSPECTORS**

**Resolution # 42** Motion was made by Councilperson Maier, seconded by Councilperson Rose to set the salaries of the Election Inspectors for the year of 2012 as budgeted.

1. Chairperson - \$20.00/per election.
2. Election Inspector - \$10.00/hr.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #43** Motion was made by Councilperson Maier, seconded by Councilperson Rose to set the compensation for schooling and testing at \$25.00 per year.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**ATTORNEY**

**Resolution #44** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to extend the appointment of Ken Licht as Attorney to the Town until January 9, 2012 pending review and approval of contract.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #45** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to extend the appointment of Support Board Attorney Ken Licht until January 9, 2012 pending review and approval of contract.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**TOWN CLERK TRAINING SESSIONS**

**Resolution #46** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to authorize the Hamlin Town Clerk and Deputy Town Clerk to attend all State and County training sessions for the year of 2012 as budgeted.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**SENIOR CITIZEN COORDINATOR**

**Resolution #47** Motion was made by Councilperson Rose, seconded by Councilperson Maier to set the annual salary for the Senior Citizen Coordinator for the year 2012 at \$4,180.91 to be paid monthly.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**PRE-PAYMENT OF BILLS**

**Resolution #48** Motion was made by Councilperson Rose, seconded by Councilperson Maier to prepay all utility bills including cell phone bills and postage for newsletter/brochure, postage meter rental, lease for Nissan, refill postage meter.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**REVIEW OF TOWN POLICIES**

**Resolution #49** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier acknowledging the annual review and approval of the Town of Hamlin Procurement Policies and Procedures per General Municipal Law Section 10 and 11, as follows:

**PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF HAMLIN**

This document sets forth the policies and procedures of the Town of Hamlin to meet the requirements of General Municipal Law, Section 104-b.

**PURPOSE**

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure responsible expenditure of taxpayer funds, facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Hamlin Town Board is adopting 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 the General Municipal Law, Section 103 or of any other general, special or local law.

**PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING**

Effective January 1, 1992 New York State minimum bid requirements are \$20,000 for standard purchase contracts and \$35,000 for Public Works contracts. These changes are outlined in Section 103 (1) of the General Municipal Law.

The Highway Superintendent is authorized to make Public Works purchases and standard purchases as follows:

Purchases not exceeding \$5,000 must be purchased at State Contract pricing. If State Contract pricing is not available, then three (3) quotes or three (3) proposals from vendors must be obtained. Documentation of each purchase must be provided. These purchases are to be approved by the Highway Superintendent then submitted to the Town Board for payment.

All purchases exceeding \$5,000 must be purchased at State Contract pricing. If State Contract pricing is not available, then three (3) quotes or three (3) proposals from vendors must be provided to Town Board for pre-approval of expenditure.

All purchases of \$20,000 or above for standard purchases, and \$35,000 or above for Public Works contracts, are subject to New York State minimum bid requirements as outlined in Section 103(1) of the General Municipal Law.

The Department Heads are authorized to purchase standard purchases as outlined:

Purchases not exceeding \$1,000 must be purchased at State Contract pricing. If not available under State Contract, then three (3) quotes must be provided with voucher to show the vendor with the lowest price was used for the purchase. These vouchers may be approved by the Department Head and submitted to the Town Board for approval of payment.

Purchases exceeding \$1,000 must be presented to the Town Board for pre-approval with all documentation of State Contract pricing or 3 quotes being submitted with vouchers. After Town Board approval, the Department Head may approve voucher and submit to Town Board for approval of payment.

All purchases \$20,000 or greater for standard purchases are subject to New York State minimum bid requirements outlined in Section 103(1) of the General Municipal Law.

All vouchers submitted must provide proper documentation reflecting written, verbal quotes, State and County Bid Contracts or emergency purchases. Vouchers submitted without proper supporting documentation may be subject to non-payment until such documentation is provided.

### **CREDIT CARD PURCHASES**

Department Heads responsible for the use of the Town of Hamlin credit card purchases will accept responsibility that these purchases are made according to the guidelines of the Town of Hamlin Procurement Policy and Procedures.

All credit card purchases under \$1,000 shall be reviewed and approved by the Department Head; any purchase of \$1,000 or exceeding \$1,000 is required to have pre-approval of the Town Board.

No department has a credit limit in excess of \$3,000, therefore, no standard purchases on a Town of Hamlin credit card would require New York State minimum bid requirements as outlined in Section 103(1) of the General Municipal Law.

The aggregate spending during the fiscal year must not exceed the limits set by New York State.

Every attempt should be made to purchase locally providing the costs are competitive and under the New York State established limits and rules.

### **DOCUMENTATION**

Emergency purchases must be approved by the Hamlin Town Board and documentation explaining the emergency and reasons for purchasing the equipment or services without bid will be kept in the official minutes of the Hamlin Town Board meeting.

A copy of the State and County bid contract must be kept on file for two years to verify any purchases of those contracts. Purchases from other governments must be kept in a specific file for the equipment with a copy of the contract and kept at the Highway Superintendent's Office.

All purchases must assure that goods will be purchased at the lowest price and show no favoritism.

Any deviation must be explained in the documentation.

### **STATUTORY EXCEPTIONS FROM THESE POLICIES AND PROCEDURES**

Except for procurements made pursuant to General Municipal Law, Sections 103(3) (through county contracts) or Section 104 (through state contracts), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

### **AWARDS TO OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERED**

In the event any contract is awarded to other than the lowest responsible bidder, such award must be justified with written documentation as to the reasons why the award furthers the purpose of these policies.

### **ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY BOARD**

The Hamlin Town Board will decide whether to solicit bids or quotes for professional services based on their need at the time and whether it is in the best interest of the Town of Hamlin.

### **ANNUAL REVIEW**

The Hamlin Town Board shall annually review these policies and procedures at the Organizational meeting. The Hamlin Town Supervisor shall be responsible for the conducting of an annual evaluation of internal control structure established to ensure compliance with the procurement policy.

### **RESOLUTION**

A copy of this procurement policy will be distributed to all Department Heads after Town Board review and approval.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #50** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose acknowledging the annual review and approval of Town of Hamlin Workplace Violence Policy, as follows:

**WORKPLACE VIOLENCE PREVENTION PROGRAM POLICY STATEMENT**

The Town of Hamlin is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and resources so that our goals and responsibilities can be met.

Whereas, the Town of Hamlin is committed to the elimination of all risk factors, which could adversely affect our employees' safety and health, our primary focus is to address those hazards known to exist and with the highest potential of occurring in a Town workplace. These include, but are not limited to:

- a. Working in a public setting with the potential of a violent act by a recipient of a service provided by the Town.
- b. Working late at night, alone or in small numbers, and exchanging money with the public with the potential of a criminal act of robbery or violence.
- c. Uncontrolled access to the workplace by an employee, ex-employee, relative or acquaintance of an employee with a dispute or grudge.

All Department Heads, supervisors and employees are responsible for implementing and maintaining our WVPP program. We encourage your participation in designing and implementing our program. We require prompt and accurate reporting of ALL violent incidents, whether or not physical injury has occurred. We will not discriminate against victims or workplace violence.

All employees, including Department Heads and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The Town of Hamlin is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. Department Heads and supervisors are expected to enforce the rules fairly and uniformly.

A copy of this policy statement and our WVPP program is readily available to all employees. Our program will be reviewed and updated annually.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #51** Motion was made by Councilperson Rose, Councilperson Goodrich acknowledging the annual review and approval of the Town of Hamlin Procedure for Waiving Fees.

**PROCEDURE FOR WAIVING FEES**

- 1) The Building Inspector is authorized to waive fees for permits requested by the non-profit organizations listed below. The Town Board must approve additions to this list by Town Board resolution.

Town of Hamlin  
All Hamlin Church Organizations  
Hamlin, Morton and Walker Fire Districts, Fire Departments and Exempts  
Life Solutions  
Hamlin VFW and Auxiliaries  
Hamlin Lion's Club

Boy Scout and Girl Scout Organizations  
 Hamlin Beach State Park  
 North Star Sportsman’s Club  
 Hamlin Hornet’s Football  
 Hamlin Volunteer Ambulance Corp.

2) Waiver of the penalty fee for failure to obtain a permit is the responsibility of the Town Board with the exception that the Building Inspector may waive the penalty fee, if it can be shown by photos or instrument survey that the structure(s) was (were) present before the current owner took possession.

Data used to determine this must be stapled to the file copy of the permit and placed in the file folder.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #52** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier acknowledging the annual review and approval of the Town of Hamlin Credit Card Policies and Procedures for the Town of Hamlin, as follows:

**CREDIT CARD POLICIES AND PROCEDURES FOR THE TOWN OF HAMLIN**

This document sets forth the policies and procedures for the use of Town credit cards by employees of the Town of Hamlin.

**INTRODUCTION**

The use of a Town credit card provides a convenient means with which to make small dollar purchases and, at the same time, reduce the costs associated with initiating and paying for purchases. The policy and procedure document is designed to replace a variety of processes including petty case and payment requisitions. The policy and procedures contained herein are not to replace nor supplant the Procurement Policy and Procedures but to be used in conjunction with the Procurement Policy.

**AUTHORIZED CARDS AND CREDIT LIMITS**

Only the Accounting Office of the Town of Hamlin is authorized to obtain and issue Town Credit Cards. To minimize the number of Town Credit Cards, they are only issued to Department Heads. Currently the Town has authorized credit cards for M & T Bank (VISA), Wal-Mart and Lowes. Collectively, these credit cards are referred to as the Town of Hamlin’s credit cards.

**HAMLIN TOWN CREDIT CARDS AND LIMITS**

**M & T Bank VISA card:**

Accounting Office	\$ 1,000
Assessor’s Office	\$ 500
Building Inspector Office	\$ 1,000
Recreation Department	\$ 1,500
Town Clerk	\$ 3,000
Highway Superintendent	\$ 3,000
Highway	\$ 3,000

Note: The Highway department has an additional two (2) credit cards listed for the discretion of the Highway Superintendent to distribute, when needed, to his Deputy and/or Foreman.

**Lowes card:**

Highway Superintendent	\$ 2,000
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**Wal-Mart card:**

Town Clerk	\$ 1,200
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**AUTHORIZED USERS**

The Town Credit Cards may only be used by an authorized user. Department Heads are authorized users by virtue of the position. Department Heads may designate other Town of Hamlin employees in his/her department as an authorized user, provided that employee is typically authorized to make purchases for his/her department. Authorized users should be kept to an absolute minimum.

The Accounting Office is responsible for maintaining a list of all authorized Town of Hamlin credit card users. Department Heads are responsible for providing the Accounting Office with a current listing of departmental authorized users.

#### **OBTAINING A CREDIT CARD FOR USE**

The Accounting Office, upon receipt of the Supervisor's/Chief Financial Officer's acknowledgement and concurrence, is the only office authorized to order new or replacement Town credit cards and to request increases in the credit limits.

#### **GENERAL PURCHASE INFORMATION**

Before making a purchase, credit card holders/users should assure that the price to be paid is fair and reasonable. When available, all purchases should be State Contract pricing unless the Department Head is able to find a price lower than State Contract. In this case all documentation must be provided including the State Contract price.

All purchases using the Town of Hamlin credit cards will follow the policies and procedures of the Town of Hamlin's Procurement policy.

Each authorized user is accountable for all charges made with their Town of Hamlin credit card and is responsible for checking the statement/receipt at the time of purchase to verify accuracy. As soon as possible after the purchase is made, the authorized user should complete a Town of Hamlin voucher for the amount of the credit card purchase and attach the original credit card receipt with all documentation required per the Town of Hamlin's Procurement Policies and Procedures.

#### **AUTHORIZED CARD USE**

Department Heads are authorized to use a Town credit card to purchase any merchandise or service required as a function of their duties for the Town of Hamlin. Examples of acceptable purchases: office supplies, using vendors such as Staples that have been awarded the State Contract pricing, subscriptions, seminars, books, video tapes, repair parts and miscellaneous maintenance requirements. When using the Town of Hamlin's credit card, purchases must be made at State contract pricing or the Department Head must provide documentation three (3) quotes or proposals, and the lower price must be accepted. Please refer to the Town of Hamlin's Procurement Policies and Procedures.

#### **UNAUTHORIZED OR INAPPROPRIATE CARD USE**

The privilege of using the Town of Hamlin's credit card is NOT intended to avoid or bypass appropriate purchasing or payment procedures as set forth in the Procurement Policies and Procedures of the Town of Hamlin. Purchases may not exceed the individual transaction limit established for the card. The following items are NOT appropriate use of the Town of Hamlin's credit cards: items for personal use, items for non-town purposes, cash advances (there are no cash advances available on any of the credit cards), any item exceeding the single transaction dollar limit established for the card or the limit of purchase prescribed by the Procurement Policies and Procedures of the Town of Hamlin, any alcoholic beverages, prescription drugs, lease of equipment, temporary help.

Should an unauthorized or inappropriate charge be made with any Town of Hamlin credit card, certain disciplinary action may ensue per Article 3.13 of the Town of Hamlin Employee Manual, including the revocation of the credit card privileges, possible termination of employment with the Town of Hamlin and criminal prosecution.

#### **PAYMENT AND LIABILITY**

The Town of Hamlin's credit cards carry the Town's liability not individual liability. Invoices are paid directly by accounts payable. Personal credit rating is not affected.

#### **SECURITY OF CARDS, LOST OR STOLEN CARDS**

The Town of Hamlin's credit cards are the Town's property and should be secured in the same manner as would person credit cards.

All Town credit cards will be maintained in a secure (locked desk, file or safe) location in the designated Department Head's or Highway Superintendent's office. Authorized users must return the credit card immediately after purchasing to their respective Department Head or the Highway Superintendent.

If any card is lost or stolen, immediately notify the Accounting Office. The Accounting Office is responsible for immediate notification to the appropriate credit card company and for taking action appropriate to/required by the issuing credit card company.

### **SALES TAX**

The Town of Hamlin is tax exempt. Users should ensure that the vendor does not include tax with any purchase.

### **RETIREMENT/TRANSFER/TERMINATION OF EMPLOYEE OR REVOCATION OF AUTHORIZED USER STATUS**

Department Heads are responsible for ensuring that any Town of Hamlin credit card which might be in an authorized user's possession is obtained from that employee prior to that employee's retirement, transfer or other termination of employment. Department Heads are responsible for immediately notifying the Accounting Office of any authorized user who has lost authorized user or authorized purchasing status for any reason. Failure of a department to do so may result in revocation of all departmental card privileges. It is the Accounting Officer's responsibility for obtaining the departmental card from any Department Head or Highway Superintendent prior to that person's retirement, transfer or other termination of employment.

### **RECEIPT OF CREDIT CARD POLICY AND PROCUREMENT POLICIES AND PROCEDURES**

Department Heads please sign, date and return to the Accounting Office.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #53** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose acknowledging the annual review and approval of the Town of Hamlin Investment Policy, as follows:

#### **TOWN OF HAMLIN INVESTMENT POLICY**

##### **I. SCOPE**

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

##### **II. OBJECTIVES**

The objectives of the investment activities of the Town of Hamlin are, in priority order:

- To adequately safeguard principal;
- To conform with all applicable federal, state and other legal requirements;
- To provide sufficient liquidity to meet all operating requirements;
- To obtain a reasonable rate of return.

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

The Town Board's responsibility for the administration of the investment program is delegated to the Supervisor, who shall establish procedures for the operation of the investment program consistent with these guidelines.

##### **IV. DIVERSIFICATION**

It is the policy of the Town to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling where possible and appropriate. It is recognized that there are instances when the competitive advantages gained by investing in diverse institutions are outweighed by achieving and maintaining certain deposit levels with a single institution.

##### **V. DESIGNATION OF DEPOSITARIES**

The Town Board will authorize the establishment of accounts and business relationships with various banks, trust companies and other financial institutions.

M & T Bank

##### **VI. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, sec. 10, all deposits of the Town, 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: "eligible securities;" an "eligible

surety bond;” or an “eligible letter of credit” as each is described in General Municipal Law, sec. 10. The Supervisor may, at his sole discretion, decline to accept certain types of “eligible securities” as collateral if he deems them inappropriate for the Town. Collateral shall not be required with respect to the direct purchase of obligations of the State of New York, obligations of the United States, or obligations of federal agencies, the principal and interest of which are guaranteed by the United States Government.

#### VII. SECURITY AND CUSTODIAL AGREEMENTS

A security and custodial agreement shall be executed with each financial institution with which the Town establishes an investment relationship. This agreement shall meet the requirements outlined in the General Municipal Law, sec. 10 and other applicable state and federal laws.

Tri-Party collateral agreement among the customer (The Town of Hamlin), M & T Bank and the Bank of New York (BNY Mellon)

Irrevocable Stand-By LOC between the customer, M & T Bank, third parties, (The Town of Hamlin), and the Federal Home Loan Bank of New York.

#### VIII. DESIGNATION OF BANKS

The Town Board shall designate commercial banks and trust companies approved to do business in the State of New York to act as custodians of the Town’s investments. All financial institutions with which the Town conducts business must be credit worthy.

M & T Bank

#### IX. PERMITTED INVESTMENTS

As authorized by the General Municipal Law, sec. 11, the Town of Hamlin authorizes the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time accounts
- Certificates 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 sec. 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation
- Obligations of public authorities, public housing authorities, urban renewal agencies, and industrial development agencies where the State statutes governing such entities or whose specific enabling legislation authorizes such investments
- Certificates of Participation (COPS) issued pursuant to General Municipal Law, sec. 109-b
- Obligations of the Town of Hamlin, but only with any moneys in a reserve fund established pursuant to General Municipal Law, sec. 6-c, 6-d, 6-e, 6-g, 6-h, 6-k, 6-l, 6-m, or 6-n

All investment obligations shall be payable or redeemable at the option of the Town within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided. The total amount invested in any single institution shall not exceed \$3,900,000.00.

#### X. PURCHASE OF INVESTMENTS

The Supervisor shall authorize the purchase and sale of all securities and execute certificates of deposit on behalf of the Town of Hamlin. All purchased obligations, unless registered or inscribed in the name of the Town of Hamlin, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, sec. 10.

The purchase and sale of investments may be by competitive bid or a negotiated process. It is recognized that the interest rate bid is not the only consideration in the awarding of an investment; strict compliance is not required.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution # 54** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich acknowledging the annual review and approval of the Town of Hamlin Fund Balance Policy, as follows:

**TOWN OF HAMLIN FUND BALANCE POLICY**

**WHEREAS**, the State of New York and the Governmental Accounting Standards Board has established by Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions for fund balance reporting; and

**WHEREAS**, reserve funds, essentially a legally authorized savings account for particular specific purposes, are an important component in the Towns financial planning for specific expenses, future projects, acquisitions and other lawful purposes, and

**WHEREAS**, the Town may establish and maintain fund balances in accordance with New York State laws, and the Town will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law; and

**WHEREAS**, the Town Supervisor and Finance Officer have the authority to reclassify the existing Fund Balance Reserve accounts and establish new financial account numbers to conform with the new Town Reserve Fund Policy; and

**WHEREAS**, the Town Reserve Fund Policy read as follows:

In accordance with GASB Statement No. 54 the Town reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Town may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Town Board may require.

**Government Fund Type Assignment (GASB-54)**

The Town shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Types Definitions. The Board authorizes the Town Supervisor to complete the following actions as necessary to comply with the requirements of GASB Statement No. 54:

- A. Restricted Fund Balances-Restricted fund balances consist of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
- B. Committed Fund Balances-Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Town Board.
- C. Assigned Fund Balances-Assigned fund balances consist of amounts that are subject to a purpose constraint that represent an intended use established by the Town Board or Town Supervisor. The Town Board authorizes the Town Supervisor to make a determination of the Town Board Meeting Minutes November 14, 2011 assigned amounts of fund balance. Assigned funds represent amounts intended to be used for a specific purpose. Assigned fund balances require same level of authority to remove the constraint.

**Funding Policy for Restricted or Committed and Assigned Fund Balances**

The formal actions and amount deemed necessary by the Town Board that restricts, commits or assigns fund balance to a specific purpose may occur prior to the end of the reporting period, however, may be determined in the subsequent period.

**Spending Policy for Fund Balances**

The Town Board will assess the current financial condition of the Town and then determine the order of application of expenditures to which fund balance classification will be charged.

**Periodic Review and Annual Report**

The Town Board and management will periodically review all restricted, committed and assigned fund balance. The Board shall utilize the information to discuss reserve fund balances and to adequately maintain necessary funds for the Towns long-term financial planning. The Board will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues.

**NOW, THEREFORE BE IT RESOLVED** by the Town Board of the Town of Hamlin, Monroe County, New York, as follows:

That, by the adoption of this resolution, the Town Board of the Town of Hamlin does adopt the Town of Hamlin Reserve Fund Policy in accordance with GASB-54. That such reserve fund policy shall remain in full force and effect and shall be followed with respect to all reserve funds maintained by the Town of Hamlin.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**PUBLIC OFFICIAL'S BOND**

**Resolution #55** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- |   |  |
|---|--|
| a. Employees (including Clerks,<br>Court Clerk and Town Officers<br>and employees not prescribed below) | \$ 25,000 Limit<br>\$ 1,000 Deductible |
| b. Town Clerk/Tax Collector/<br>Deputy Town Clerk   | \$500,000 Limit                        |
| c. Town Supervisor/ Deputy<br>Supervisor/Bookkeeper/<br>Assistant Bookkeeper                            | \$100,000 Limit                        |

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**APPOINTMENT OF JASON BAXTER**

**Resolution #56** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to appoint Jason Baxter as a member of Hamlin Town Board for a term to begin on January 3, 2012 and expire December 31, 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**LIAISONS FOR 2012**

**Resolution #57** Motion was made by Councilperson Maier, seconded by Councilperson Goodrich acknowledging Town Board Liaisons for 2012 as follows:

- a. Supervisor Breslawski: Assessor, Attorney, Building & Grounds, BI/CEO Fire Marshal/Civil Defense, Board of Assessment, Historian, Media Reporting, Newsletter with Recreation, Town Engineer,
- b. Councilman Baxter: Clerks, Recreation, Library, Security, Parks.
- c. Councilman Goodrich: Ambulance, Dog Control Officer, Zoning Board of Appeals, Hilton-Parma Fire Department.
- d. Councilman Maier: Auditing, Conservation Board, Morton Fire Dept., Walker Fire Dept.

- e. Councilman Rose: Drainage, Highway, Planning Board, Senior Citizens, Water, Town Justices, Hamlin Fire Department.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #58** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose acknowledging the Finance/Personnel office is presently working on a revised resolution for the standard work days for NYS Retirement and will submit a new Standard Workday and Reporting Resolution for the January 9, 2012 Town Board meeting.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**NIMS**

**Resolution #59** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to adopt for 2012 the National Incident Management System as the Town's All Hazards Incident Management System.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

**Resolution #60** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to authorize the Supervisor to execute an extension of the agreement with Emergency Enclosures, Inc. for a term of January 1, 2012 through February 13, 2012.

Polled votes: Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Motion was made to adjourn at 6:38pm.

Respectfully submitted,

Kathi A. Rickman, MMC  
Hamlin Town Clerk