

TOWN OF WHITEHALL
ORGANIZATIONAL MEETING

TOWN HALL, 57 SKENESBOROUGH DRIVE
JANUARY 18, 2017 – 7:00 PM

BOARD MEMBERS PRESENT:

Town Supervisor, George Armstrong
Town Councilperson, David Hollister
Town Councilperson, Stephanie Safka
Town Councilperson, John Rozell
Town Councilperson, to be filled

Others Present: Town Clerk, Julie Millett; Highway Superintendent, Louis D. Pratt II; Whitehall Times Reporter, Donna Frischknecht; Deputy Town Clerk, Elaine Jones; Catherine Tobin, Timothy Kingsley, Compliance Officer, Vernon Scribner and John Millett Jr.

Call to order: Supervisor Armstrong

Motion to go into Executive Session made by Councilperson Safka and seconded by Councilperson Rozell to consider candidates for Town Board position.
Motion to return to meeting at 7:45 PM made by Councilperson Hollister and seconded by Councilperson Rozell.
After interviewing both candidates the Board will now vote and the new Town Board member will be sworn in by Town Clerk.

Resolution # 1

Timothy Kingsley appointed to fill Farrell Prefontaine's Town Board position through December 31, 2017.

Roll Call Vote as follows:

George Armstrong, aye
Stephanie Safka, aye
David Hollister, aye
John Rozell, aye

Adopted by all.

Timothy Kingsley will now be sworn in by Town Clerk.

Timothy signed his Oath of Office at this time.

Supervisor thanked Catherine Tobin for her interest in the position.

Resolution # 2

OFFICIAL UNDERTAKING- TOWN LAW MANUAL PAGE 12

The Town Board must adopt and file an official undertaking according to Town Law Section 25. This section states that town supervisor (as well as the town clerk, collector, receiver of taxes, town justice, constable, superintendent of highways), and such other officers and employees as the town board may require, shall execute and file an official undertaking in the town clerk's office, in a form, sum and sureties directed and approved

by the town board as indicated on such undertaking. The official undertaking must be filed within 30 days of taking office or notification of appointment.

Oath of office forms will be signed and notarized and will be filed in the Town Clerk's Office as well as the County Clerk's Office. (Town Law Sec. 25)

Town Supervisor Appointments:

- Deputy Supervisor, David Hollister
- Budget Officer, Joel Carpenter
- Town Historian, Carol Senecal (Arts & Cultural Affairs Law Sec.57.07)

Town Highway Superintendent Appointments:

- Working Foreman, James Shattuck

Town Clerk/Tax Collector/Vital Registrar Appointments:

- Deputy Town Clerk/Tax Collector/Registrar, Elaine S. Jones
Duties assigned by Town Board to be the same duties as performed by the Town Clerk.
(Town Law Sec. 30(10)).

Town Board Appointments: 2017 Adopted Budget

Resolution# 3 Resolution to approve the salaries as per 2017 Budget

<u>BOARD APPOINTMENTS</u>	<u>AMOUNT BUDGETED</u>		
<u>POSITIONS FOR 2017</u>	<u>CODE</u>	<u>PAID</u>	<u>2017- PAY</u>
<u>ELECTED TOWN BOARD-4 YEAR TERM</u>			
John Rozell, term ending 12/31/17	A1010.1	Monthly	\$2,442.00
David Hollister, term ending 12/31/17	A1010.1	Monthly	\$2,442.00
Vacant position to be filled by appointee			
Timothy Kingsley, term ending 12/31/17 (Position will be up for Nov. elections this year to finish out a two-year seat to run from 1/1/2018-12/31/2019)	A1010.1	Monthly	\$2,442.00
Stephanie Safka, term ending 12/31/19	A1010.1	Monthly	\$2,442.00
<u>ELECTED TOWN JUSTICES-4 YEAR TERM</u>			
Robert Putorti Jr., term ending 12/31/17	A1110.1	Weekly	\$7,100.00
Thomas Nichols, term ending 12/31/17	A1110.1	Monthly	\$7,100.00
<u>ELECTED TOWN SUPERVISOR-2 YEAR TERM</u>			
George Armstrong, term ending 12/31/17	A1220.1	Monthly	\$ 5,230.00
Deputy Supervisor, David Hollister	A1220.5	Monthly	\$ 255.00
<u>APPOINTED BUDGET OFFICER</u>			
Joel Carpenter, term ending 12/31/17	A1340.1	Weekly	\$ 23,811.00
<u>APPOINTED TOWN ASSESSOR-6 YEAR TERM</u>			
Bruce Caza, term ending 9/30/19	A1355.1	Weekly	\$34,000.00
<u>ELECTED TOWN CLERK/TAX COLLECTOR-4 YEAR TERM</u>			
Julie Millett, term ending 12/31/19	A1410.1	Weekly	\$28,211.00
Deputy Town Clerk, Elaine S. Jones \$12.36/hr.	A1410.5	Hourly	\$2,000.00
<u>DOG CONTROL OFFICER</u>			
Nancy Quell Paid Monthly 1/1/17-12/31/17	A3510.1		\$ 4,266.00
<u>APPOINTED BOARD OF REVIEW-5 YEAR TERM</u>			
John Stevens, term ending 9/30/19	A3610.1	Yearly	\$ 797.00
Richard Bruce, term ending 9/30/21	Paid \$159.40 per person		
Cathy Senecal Tobin, term ending 9/30/20 Paid in June			
Penny Hollister, term ending 9/30/18 by claim voucher			
Wayne Senecal, term ending 9/30/17			
<u>ELECTED HIGHWAY SUPERINTENDENT-4 YEAR TERM</u>			
Louis Pratt II, term ending 12/31/19	A5010.1	Weekly	\$48,123.00
Working Foreman, James Shattuck	DA5142.1	Weekly	\$ 1,560.00
Split between two accounts	DB5110.1		

WATER NAVIGATION

A5710.1 \$ 100.00

APPOINTED PARK ATTENDANT

Keith Pratt \$10.40/hr. A7110.1 \$ 8,000.00

APPOINTED PART -TIME MAINTENANCE

James Austin \$12.36/hr. A1620.5 Hourly \$ 3,000.00

APPOINTED PART-TIME CLEANER A1620.1

Sandra Schult (cleaner) \$9.70/hr. (minimum wage) \$2,100.00

APPOINTED REC. LEADER-Board appointed Julie Eagan at this time

Julie Eagan 1/1/17-12/31/2017 A7140.5 Weekly \$16,433.00

APPOINTED REC. ATTENDANTS

Must be certified in CPR/AED A7140.1 Hourly \$20,200.00

\$9.70/hr. (minimum wage)

CEMETERIES-MOWING

A8810.1 Hourly \$ 765.00

Keith Pratt \$10.40/hr.

APPOINTED ENFORCEMENT OFFICER-B3620.1

Vernon Scribner, term ending 12/31/17 B3620.1 Monthly \$ 2,122.00

APPOINTED REGISTRAR OF VITAL STATISTICS-B4020.1

Julie Millett B4020.1 Weekly \$ 541.00

APPOINTED PLANNING BOARD-5 YEAR TERM-B8020.1

Chairman-Andre Hagadorn, term ending 12/31/2021 \$1222.00/year \$ 5,202.00

Secretary-Gregg Chappell, term ending, 12/31/19 \$2972.00. /year paid/mo.

George Enny, term ending 12/31/2020 \$336yr.

Howard Hunt, term ending 12/31/2021 \$336/yr.

Sally Raino, term ending 12/31/19 \$336/yr.

Vernon Scribner, alternate

THESE SALARIES PER APPROVED UNION CONTRACT

APPOINTED TOWN HIGHWAY PAID SALARY

James Shattuck Salary split between DA & DB accounts

Robert Putorti Jr. DA5142.1-Snow Removal \$63,400 Hourly \$17.10

Barry Lane DB5110.1-General Repairs\$63,860

Resolution# 4

LIST OF OFFICERS AND ASSESSORS

On or before January 10th, the town clerk shall file a certificate with the State Dept. of Audit and Control, specifying the names and addresses of all town officers, whether elected or appointed, and must also file a certificate with the State Board of Equalization and Assessment specifying the names of all assessors, with their post office addresses, date of appointment or election and expiration of term of office. [Town Law Sec. 30(3)]

LIST OF APPOINTED OFFICERS; NOTIFICATION OF VACANCIES AND RESIGNATIONS

The town clerk must certify to the county clerk, within 20 days after their appointment, the names and addresses of all appointive town officers, date of appointment, expiration

of term of office. The town clerk also required to notify the county clerk immediately of the existence of any vacancy. (Town Law Sec. 30(3)]

Resolution # 5

PAYROLL DATES FOR THE YEAR 2017

<u>Pay date</u>		
01/06/17	05/26/17	10/13/17
01/13/17	06/02/17	10/20/17
01/20/17	06/09/17	10/27/17
01/27/17	06/16/17	11/03/17
02/03/17	06/23/17	11/10/17
02/10/17	06/30/17	11/17/17
02/17/17	07/07/17	11/24/17
02/24/17	07/14/17	12/01/17
03/03/17	07/21/17	12/08/17
03/10/17	07/28/17	12/15/17
03/17/17	08/04/17	12/22/17
03/24/17	08/11/17	12/29/17
03/31/17	08/18/17	
04/07/17	08/25/17	
04/14/17	09/01/17	
04/21/17	09/08/17	(52 pay schedule)
04/28/17	09/15/17	
05/05/17	09/22/17	
05/12/17	09/29/17	
05/19/17	10/06/17	

Employees paid monthly will receive their checks on the last Friday of the month.

**TOWN OF WHITEHALL
COUNTY OF WASHINGTON, STATE OF NEW YORK
RESOLUTION # 6
Duly adopted January 18, 2017**

STANDARD WORK DAY RESOLUTION FOR EMPLOYEES:

BE IR RESOLVED, that the Town of Whitehall, Location code __30609__, 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.

<u>TITLE</u>	<u>STANDARD WORK DAY (HRS/day)</u>
Town Supervisor	6
Town Councilperson	6
Town Clerk/Tax Collector	6
Deputy Town Clerk	6
Town Highway Superintendent	8
Highway Workers	8
Budget Officer	6
Town Assessor	6
Town Justice	6
Dog Control Officer	6
Board of Assessment Review	6
Park Employee	6
Part-time Cleaner/Maintenance	6
Recreational Leader/Rec. Attendants	6
Compliance Officer	6
Vital Registrar	6
Planning Board Employees	6

Town must establish a standard work day for each employee title, even if you do not have any full-time employees in that title. Minimum # that can be established for a standard workday is six, while the maximum is eight. Standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works.

Resolution # 7

<u>CONTRACTS FOR 2017</u>	<u>CODE</u>	<u>PAID</u>	<u>ANNUAL</u>
Budget Officer/Supv. Clerk Joel Carpenter	A1340.1	Weekly	\$23,811.00
Attorney for the Town-Erika Sellar Ryan	A1420.4	\$100/hr.	Paid/voucher
Festival	A1989.4	Yearly	\$ 1,500.00
1st Responders Whitehall Fire Company	A4540.4	Yearly	\$10,300.00*
(Paid to the Village)			
Whitehall Public Library	A7410.4	Yearly	\$10,000.00
Museum-Historical Society of Whitehall-	A7510.4	Yearly	\$ 2,500.00
Museum-Roof	A7997.2	Yearly	\$10,000.00
Heritage Director, Carol Greenough	B7450.4	Yearly	\$ 5,555.00
(This is paid to Village of Whitehall)			
Fire Protection-Whitehall Volunteer			
Fire Company (Paid to the Village)	SF3410.4	Yearly	\$119,734.00
Nancy Quell	A3510.1	Monthly	\$ 4,266.00
(Also, have a contract with Nancy Quell for harboring dogs picked up by dog control officer)			

***This amount had to be changed from \$10,000 to \$10,300 due to error in original budget. Board agreed on a 3% increase from last year's amount.**

Contracts for 2017 have been typed and handed over to Supervisor for approval. The contracts will be filed in the contract book when approved by each party.

Resolution # 8

TOWN BOARD MEETING/WORKSHOP DATES FOR THE YEAR 2017 TOWN LAW SEC. 62 & 63

“Regular” town board meetings will, throughout the year 2017, be held at 7 P.M., on the third Wednesday in the Town Hall, located at 57 Skenesborough Drive of the Town of Whitehall. Auditing of bills for the prior month will begin at 6:30 PM.

Regular Board Meeting Dates

January 18, 2017	July 19, 2017
February 15, 2017	August 16, 2017
March 15, 2017	September 20, 2017
April 19, 2017	October 18, 2017
May 17, 2017	November 15, 2017
June 21, 2017	December 20, 2017

Workshops will be conducted on an as needed basis.

Resolution # 9

VOTING PREMISES FOR ELECTIONS

District 1,2,3	will now be combined into District 1	Recreational Center
District 4	will now become District 2	Recreational Center
District 5	will now become District 3	Recreational Center

Resolution # 10

OFFICIAL TOWN NEWSPAPER

The Whitehall Times will be the official town newspaper. [Town Law Section 64(11)]
The Post Star will also be used as needed to meet certain deadline dates.

RESOLUTION # 11

**DESIGNATION OF COMMUNITY BANK AS THE OFFICIAL DEPOSITORY
FOR THE TOWN OF WHITEHALL**

WHEREAS, all town officers shall deposit all moneys coming into their hands by virtue of their offices, as well as the security, if any, to be given by the depository for the protection of town funds. [Town Law Section 64 (1)].

WHEREAS, Community Bank will continue to be the official bank for the Town of Whitehall for all checking and savings accounts.

WHEREAS, The Town of Whitehall has the following accounts with Community Bank

General Fund	Capital Project	Capital Reserve
Highway Fund	Highway Reserve	Fire Protection
Health B Fund	MMGPFINT	Payroll Account
T & A Account	Clearing Account	Money Market Savings

WHEREAS, whenever a signature is required for the Town of Whitehall accounts listed above, only the Whitehall Town Supervisor, George Armstrong or Deputy Supervisor, David Hollister shall have authority to sign.

FURTHERMORE, the Town Clerk of the Town of Whitehall has the following accounts with Community Bank:

Dog License Account	
Town Clerk Account	Town Clerk General Account
Tax Collector Account	

WHEREAS, whenever a signature is required for these accounts only the Whitehall Town Clerk Julie Millett, Deputy Town Clerk Elaine Jones, Town Supervisor George Armstrong, Deputy Town Supervisor David Hollister or Budget Officer Joel Carpenter shall have the authority to sign. Town Clerk accounts shall require two signatures on all checks.

Resolution #12

RETURNED CHECK FEE AMOUNTS

A charge of \$20.00 on each check tendered as payment and returned for insufficient funds (General Municipal Law Section 85). Board amended 2014 to include second payment to town to be in the form of cash. Notice to be posted on Town Clerk's Signboard.

Resolution # 13

PETTY CASH FUND

A petty cash fund in the amount of \$200.00 will be used for making change during tax season for the town clerk/tax collector and for small purchases as needed during the year.

COMMITTEE MEMBERS APPOINTED BY TOWN SUPERVISOR (TOWN LAW SECTION 63). Decide committees at next board meeting.

Rec. Committee	/Safka
Park Committee/Levies	Rozell/Safka
Highway Committee	Hollister/Rozell
Senior Citizen Committee	Hollister/Armstrong
Union & Labor	/Safka

Resolution #14

MILEAGE ALLOWANCE 2017

Mileage reimbursement allowance for 2017 \$, 54 This will be paid after audit of properly submitted claims for the use of privately owned vehicles on official Town business, provided that the funds are provided in the current budget.

Last year set max. \$500 for attendance to meetings or training, and meal allowance for persons participating in said approved Town business at \$4.00 breakfast, \$6.00 lunch, \$12.00 dinner for local area (within 45-mile radius of town property), and \$5.00, \$9.00 and \$20.00 for distant travel. All of these subject to Board review and approval.

Resolution # 15

REQUIRED IN-SERVICE TRAINING/EDUCATION

All elected or appointed Town of Whitehall officials are to successfully complete within a reasonable time frame the necessary in-service training programs to ensure proper compliance with the duties/responsibilities of the office to which each is elected/appointed. Included in this requirement are all in-service programs required by the County, State or Federal mandates and any other in-service programs deemed appropriate by the Town Board of Whitehall. Any costs associated with these in-service training programs, including travel expenses, will be the responsibility of the Town of Whitehall.

ASSOCIATION OF TOWNS INFORMATION Does anyone want to attend this year? Not at this time.

- Names and Addresses of officers. For the Association of Towns to give the best service, it is essential that it have the correct names and addresses of all town officials. The town clerk should promptly supply this information to the Executive Secretary of the Association of Towns, 146 State Street, Albany, New York 12207-1671.
- Association Publications. The supervisor should advise the members of the town board that he or she, the town clerk, tax collector or receiver, town justices, councilpersons, highway superintendent, assessors, town attorney, budget officer, director of finance and comptroller will receive monthly Association publications on subjects of interest and importance to the respective officers.
- Association of Towns' Annual Meeting. Resolution should be adopted naming the town's delegate and alternate to this Annual Meeting and authorizing specified town officers to attend, as well as payment of their "actual and necessary" expenses in doing so, all of which are specifically authorized by state law as legitimate and proper town charges. Town Board Members attending annual conference shall be: None responded.

Resolution #16 Rules of Procedure

RULES OF PROCEDURE - TOWN LAW SECTION 63

The Rules of Procedure for regular and special Town Board meetings, workshops, and executive sessions follow and replace and suspend all prior town board rules of procedure
REGULAR TOWN BOARD MEETINGS

A regular town board meeting is one in which the town board meets once a month at a fixed time and place throughout the year to conduct town business. In the case of the Town of Whitehall, regular town board meetings will be held once a month on the third Wednesday of the month at 7:00 PM. The board will audit the bills prior to the meeting between 6:30 and 7:00 PM.

NOTICE OF REGULAR TOWN BOARD MEETINGS

After the town board establishes by resolution a regular fixed time and place for its meetings throughout the year, no other notice need be given to the members of the board. The Town Clerk is authorized by the Town Board to publish one Public Notice for the year stating the day, time and place for all regular Town of Whitehall Board Meetings.

RULES OF CONDUCT AT A REGULAR TOWN BOARD MEETING

- The supervisor, when present, shall preside and act as chairperson. In his/her absence, his/her deputy shall act for him/her.
- Members of the board are to be recognized by the chairperson before addressing the rest of the board or the public.
- No member of the public shall be permitted to address the town board unless recognized by the chairperson. In that event, the person must identify himself/herself by clearly stating his/her full name and address and then stating the nature of his/her business.

- A period of 10 minutes will be set aside at the start of each meeting for public comment or questions. Members of the public will be given 2 minutes each to ask their question or make their comment. A sign-in sheet will be located on the table for those attending the meeting.
- The chairperson may set a limit on the time on each occasion which each member of the public addresses the board.
- Persons speaking to the town board with the consent of the chairperson shall address their remarks to the town board, not to other members of the audience.
- No such person has the right to demand an answer to a specific question from a member of the board. All such questions shall be directed to the chairperson, who may either answer them or refer the questions to a board member or the attorney for the town, if present. The answer may be deferred and subject to further review or study and answered at a later date.
- No member of the public or board shall engage in any demonstration, booing, hand clapping, or otherwise disrupt the formality of a town board meeting.

TOWN BOARD RESOLUTIONS

The adoption of resolutions is the most frequent type of formal action taken by the town board in its legislative and administrative capacities. Resolutions are often confused with motions. The latter are the vehicle by which resolutions are brought before the town board for action. The two can be used interchangeably. Typical examples of actions that require resolutions are as follows:

- Transferring money from one budget to another
- Establishing a salary
- Designating depositories
-

TOWN BOARD VOTING AT A TOWN BOARD MEETING

The voting on every issue requiring a resolution, ordinance, or law shall be “ayes” and “nays” and the names of the members present and their votes shall be entered in the minutes of the town board.

- The supervisor is a member of the town board and therefore must vote. He/she may also move or second resolutions.
- The town clerk or (in his/her absence) his/her deputy calls a roll of town board members on every issue in question before the town board.
- The town clerk must take minutes and keep a record of all proceedings of the board meetings, even though he/she is not a board member and does not have a vote.

REGULAR TOWN BOARD MEETING AGENDAS

- A preliminary agenda will be developed by the supervisor and/or board members prior to the meeting and published via posting on the town signboard.
- Because urgent issues may not be presented to the board until shortly before the meeting, a final agenda may not be adopted by the supervisor until shortly before the meeting.
- No additional matters are to be considered until each matter on the agenda has been acted on by the town board.

Members of the public are invited to bring an issue, questions, or comments before the board in one of the following ways:

1. By written request to be put on the formal agenda at least five business days before the scheduled regular board meeting, or
2. By addressing the board at a segment set aside per the Agenda at the end of the meeting specifically for that purpose. The supervisor may set a time limit for each speaker.
3. Members of the news media may have ten minutes at the conclusion of the meeting to ask questions concerning matters presented at the board meeting.

MINUTES OF REGULAR TOWN BOARD MEETINGS

The town clerk, when present, will record the minutes of the meetings proceedings as prescribed by law and shall make such minutes available within two weeks of the meeting. In the absence of the town clerk, his/her deputy or another person appointed by the board shall take his/her place.

TOWN BOARD WORK SESSIONS

A town board work session is held to discuss and deliberate matters that are coming up at the next regular board meeting, special meeting, or public hearing. No votes will be taken at work sessions. As with all public meetings, the public is free to attend these sessions, but are not to participate or ask questions. Members of the board are expected to attend work sessions when called for by the supervisor.

PUBLIC HEARINGS BY THE TOWN BOARD

A public hearing is a meeting of the town board and the public regarding an important issue that may have a significant economic, environmental, or other serious impact on the town and its residents.

- The purpose of a public hearing is to give the public an opportunity to express its views.
- The public has a right to appear and give evidence and the right to hear and examine witnesses regarding the issue at hand.

NOTICE OF PUBLIC HEARINGS

The supervisor will give notice of public hearings in writing to the board and the town clerk ten days before the hearing, when possible. The town clerk will then post a notice of the hearing in at least one public location and will give notice to the news media at least 72 hours prior to hearing.

RULES AND CONDUCT OF PUBLIC HEARINGS

1. Comments and Questions

- Oral Comments. The town clerk will maintain a sign-in-sheet at the table for each person who wishes to make oral comments. Anyone who wants to do so must enter his/her full name and address on the sheet, in the spaces provided. **ANYONE NOT SIGNING THE SIGN-IN-SHEET WILL NOT BE PERMITTED TO ADDRESS COMMENTS TO THE BOARD.**

- Questions. The chairperson will entertain questions from the floor. Questions will be for the sole purpose of obtaining information about the subject matter of the public hearing or clarifying its provisions. Questions shall not have the intent of provoking a debate between the questioner and the Town Board or any individual in the audience.
- Written Comments. The Town Board will accept written comments on the subject matter of the public hearing PROVIDED ALL WRITTEN COMMENTS ARE GIVEN TO THE CHAIRPERSON BEFORE THE CLOSE OF THE MEETING.

PRESENTATION OF COMMENTS AND QUESTIONS

Presiding Officer, the Town Supervisor or designee will preside over the public hearing, and act as Chairperson. In his/her absence, the Deputy Town Supervisor or designee will act as Chairperson.

GROUND RULES FOR THE PRESENTATION OF COMMENTS

The purpose of the public hearing is to gather public comment (on subject of Public Hearing). The Board encourages all in attendance to offer comments and ask questions. However, a successful public hearing requires that some simple ground rules be followed. These ground rules will ensure that all in attendance are treated in a respectful and courteous manner, and that all who desire to speak will have the opportunity to be heard:

- No one may speak unless recognized by the Chairperson for that purpose. Upon recognition, the person must identify him/herself by clearly stating his/her full name and address.
- Anyone choosing to speak must address his/her remarks to the Town Board, and not to other members of the audience. Any debate between those “for” and those “against” the proposal must be strictly avoided.
- Oral comments can generally be delivered in 5 minutes. If there are a large number of persons wishing to speak, the Chairperson reserves the right, in his sole discretion, to strictly enforce the 5-minute rule, so that all who wish to speak will have the opportunity to do so.
- The Town Board is here to listen to the public’s comments, and to answer questions about only the matter at hand. The Board is NOT here to express its own views or

opinions thereon. The Board will NOT participate in a debate of the issues. We want your advice and assistance in coming to the proper conclusion on the issues involved. If you are in favor, simply tell us and give us your reasons why; and likewise, if you are opposed.

- No person has the right to demand an answer to a specific question from a member of the Board. As noted earlier, questions should seek clarification and information and should not lead to a debate on the issues. All questions are to be directed to the Chairperson, who may either answer or refer to a Town Board member or the Attorney for the Town. The answer may be deferred and subject to further review or study and answered at a later date.
- No member of the public or Town Board shall engage in any demonstration, booing, handclapping, or otherwise disrupt the formality of the public hearing.

The Town Clerk will be responsible for ensuring that these rules are followed. ANYONE VIOLATING ANY OF THESE GUIDELINES WILL BE ASKED TO REFRAIN FROM DOING SO, AND MAY, IN THE SOLE DISCRETION OF THE CHAIRPERSON, BE ASKED TO LEAVE THE PUBLIC HEARING.

SPECIAL TOWN BOARD MEETINGS

Special town board meetings may be called by the supervisor at any time for urgent or lengthy issues or for any other important reason determined by the supervisor. Notice of special town board meetings and rules of conduct are the same as for public hearings.

EXECUTIVE SESSIONS

Executive sessions may be held only after an open meeting is convened and a motion to hold an executive session, identifying the area or subject to be considered in such Executive session is adopted by the majority vote in the open meeting.

Executive Session matters are restricted to:

- A matter which will imperil the public safety if disclosed.
- A matter which may disclose the identity of a law enforcement agent or informer.
- Information with respect to investigation or prosecution of a criminal offense which would jeopardize effective law enforcement if disclosed.
- Discussions relating to litigation.
- Matters relating to collective negotiations under the Taylor Law.
- Medical, financial, credit or employment history of a particular person or corporation,

- relating to appointment, promotion, demotion, discipline, or removal.
- Preparation, grading, or administration of examinations.
- Acquisition, lease, or sale of real property or securities when publicity would substantially affect the value.

Attendance is restricted to town board members and any other persons authorized by the board.

MINUTES OF EXECUTIVE SESSION PROCEEDINGS

Summary minutes must be made of any final determination taken by formal vote, including the date and the vote thereon; however, such summary should not include any matter which is not required to be made public under the Freedom of Information Law. Such summary minutes shall be available to the public within one week from the date of executive session. If no formal action was taken in executive session, then no executive session minutes' need be taken.

Resolution # 17

PREPAYMENT OF CERTAIN CLAIMS

Certain invoices are regularly received by the Town and delaying payment of same for Board approval results in interest being charged and at times loss of discounts to the Town, the Supervisor, as chief financial officer of the Town or in his absence the Deputy Town Supervisor, are hereby authorized to prepay those certain regularly-occurring claims prior to the monthly Town Board meeting; and the Town Board, at its regularly-scheduled monthly meeting, will approve vouchers for said claims.

Resolution # 18

VOUCHER CALENDAR

Vouchers should be submitted before or on the scheduled dates below to the Supervisor's office.

Submit by:

January 13, 2017
February 10, 2017
March 10, 2017
April 14, 2017
May 12, 2017
June 16, 2017
July 14, 2017
August 11, 2017
September 15, 2017
October 13, 2017
November 10, 2017
December 15, 2017

Board Meeting

January 18, 2017
February 15, 2017
March 15, 2017
April 19, 2017
May 17, 2017
June 21, 2017
July 19, 2017
August 16, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 20, 2017

Additional payments from time to time throughout the year will need to be paid before board approval to avoid late fees and other charges. These bills will be approved by the Town Supervisor.

Resolution # 19

ANNUAL ACCOUNTING FOR OFFICERS RECEIVING OR DISBURSING MONEY

On or before January 20, each town board must meet for the purpose of an annual accounting by each officer or employee who has received or disbursed any moneys, except in towns having a comptroller or which have engaged the services of a certified public accountant or public accountant to make an annual audit to be completed within 60 days after the close of the town's fiscal year. [Town Law Section 62(1), 123]

If the board wishes to audit books must set a date in January to perform the audit.

Furthermore, pursuant to Sec. 29 subd 10A of the Town Law, the Supervisor is directed to submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the report to the State Comptroller which is required by Sec. 30 of the General Municipal Law and the Town Clerk shall cause a summary of such report to be published in the town newspaper within 10 days after the receipt thereof.

Jenkins, Beecher & Bethel, LLP performed the 2015 audit on the Town accounts and the Board would like to have them again for 2016 audit of accounts.

Resolution # 20

DELEGATING ON BEHALF OF THE BOARD

Pursuant to Town Law, Sec. 29(16), the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

Resolution # 21

SUBMISSION OF MONTHLY REPORTS

The following reports for monthly meetings will be submitted to the board by the Thursday before the monthly board meeting in writing. Failure to submit a monthly report will result in the holding of their paycheck until a report is filed. Furthermore, all members submitting reports should try to attend the regular monthly board meetings, unless excused by the supervisor.

Monthly reports:

Heritage Report	Dog Control Report	Recreation Report
Supervisor Report	Budget Officer Report	Town Highway Report
Town Clerk/Tax Collector Report		Compliance Report
Assessor Report	Planning Board	

Resolution # 22

PURCHASE OF EQUIPMENT BY SUPERINTENDENT OF HIGHWAYS

The town board may authorize the town superintendent of highways to purchase equipment, tools and implements during the year without prior approval of the town board in the amount of \$_1,000_. [Highway Law, Section 142 (1a)]

Resolution # 23

EXPENDITURE OF HIGHWAY MONEYS

The town board and the highway superintendent should enter into an agreement relative to the expenditure of highway moneys for repair and improvement of town highways. The agreement must be prepared in duplicate, signed by a majority of the town board members and the highway superintendent, and filed in the town clerk’s office and the office of the county superintendent (Highway Law Section 284). Sum of \$ 173,891.00 May be expended for general repairs upon 35.29 miles of town highways, including sluices, culverts and bridges.

Town highway superintendent explained that this is an agreement between the town board and him. He is allowed to spend for general repairs on roads during the summer time the amount of \$_173,891_ of which, \$___104,658___ is CHIPS money. This agreement must be signed by all board members and the highway superintendent and filed with the town clerk. This does not have to be filed with the county clerk’s office. This will need to be amended throughout the year. Town board members signed agreement at meeting.

Resolution # 24

GENERAL INSURANCE PROVIDER

Board hereby appoints NYMIR-Northern Insuring;
Agent Dick Look will provide the Town's insurance coverage for structures, vehicles, equipment and general liability.

RESOLUTION # 25

PROCUREMENT POLICY-CURRENT POLICY GIVEN TO ALL BOARD MEMBERS

Resolution #26

CODE OF ETHICS

State Comptroller's office has recommended that each town update the town's code of ethics. A new Code of Ethics was adopted at the 2012 Organizational Meeting. The model was taken directly from the State Comptroller's Office. All employees should receive a copy of this when hired. All employees must sign that they have read and agree with it. Signatures and copy of code must be posted on the town clerk's signboard. It is up to the Board if they would like to establish a Board of Ethics.

Resolution # 27

Adopt a resolution that the Tax Collector deposit in her name as Tax Collector of the Town of Whitehall at Community Bank, Whitehall Branch, within 24 hours after receipt, all monies collected by her which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor weekly in January until the current town budget monies are fulfilled. Any additional money collected shall be remitted to Washington County Treasurer the first week of February, March and April as directed by the Treasurer's

Office. All records as required by the Treasurer's office shall be handed over the first week in April as per their instructions. ALL penalties and bank interest shall be remitted to the Town Supervisor on the first week of February, March and April. The Tax Collector's Account shall have a -0- balance by the end of these transactions in April.

Resolution to adopt Records Retention and Disposition Schedule MU-1 This model resolution was used from www.archives.nysed.gov. Resolution is needed before any records can be disposed of. Town Clerk is in charge of maintaining town records.

Resolution # 28

RESOLVED, by the Town Board of Whitehall, that Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for municipal government; records is hereby adopted for use by all municipal government records listed therein and that the Town Clerk of Whitehall is to be named as Records Management Officer and,

FURTHER RESOLVED, THAT ACCORDANCE WITH ARTICLE 57-A:

(a) Only those records will be disposed of that are described in Records Retention Disposition Schedule MU-1 after they have met the minimum retention period prescribed therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.

POLICY OF THE TOWN OF WHITEHALL REGARDING USE OF TOWN PROPERTY AND PERSONAL VEHICLES

Resolution # 29

WHEREAS, at a regular meeting of the Town Board of the Town of Whitehall, held at the Town Hall, on the 12th day of November, 2008 at 7:00 PM, the Town Board of the Town of Whitehall duly adopted a resolution to approve a policy regarding the use of personal vehicles for Town business and the use of Town property for any purpose other than Town business, and

WHEREAS, this policy will state the following:

PERSONAL VEHICLES: Use of personal vehicles by any Town employee, officer or elected official for Town business is prohibited except (1) when such use has been specifically authorized by the Town Supervisor; or (2) in an emergency.

USE OF TOWN PROPERTY: The use of Town of Whitehall property of any kind, including, but not limited to fuel, equipment, tools, materials or supplies, for any purpose other than Town business is prohibited. All Town property shall be stored on real property owned by the Town of Whitehall unless specifically authorized by the Town Board.

NOW, THEREFORE BE IT RESOLVED AND DETERMINED that the Town Board of the Town of Whitehall will continue this policy until further notice.

Town Clerk would like to inform the board that a notarized form is required to be filled out and sent to the Vital Records Dept. and to county clerk's office certifying that town clerk is the Vital Registrar for the Town & Village of Whitehall. Whitehall Mayor Bartholomew and Whitehall Supervisor Armstrong will sign form so it can be sent in.

Motion made by Councilperson Safka and seconded by Councilperson Hollister to adopt these resolutions of the Organizational Meeting.

Adopted Ayes 5 Armstrong, Hollister, Safka, Rozell, Kingsley
 Nays 0

Motion to adjourn Organizational Meeting at 8:20 PM and go into Regular Town Board Meeting made by Councilperson Hollister and seconded by Councilperson Rozell.

Adopted Ayes 5 Armstrong, Hollister, Safka, Rozell, Kingsley
 Nays 0

Respectfully Submitted,

Julie Millett
Town Clerk

