

TOWN OF CLARKSON  
TOWN BOARD MEETING  
Organizational Meeting  
January 2, 2018

The Town Board of the Town of Clarkson held their organizational meeting on Tuesday, January 2, 2018 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT: Gerald Underwood Supervisor  
Allan Hoy Councilperson  
Christa Filipowicz Councilperson  
Patrick Didas Councilperson  
Jackie Smith Councilperson  
\*\* Sharon Mattison Town Clerk  
\*\* Robert Viscardi Highway Superintendent  
Richard Olson Town Attorney  
Katharine Kemp Deputy Town Clerk  
\*\*excused

Supervisor Underwood opened the meeting. Katharine Kemp led all those present in the Pledge of Allegiance. A moment of silence was observed for those serving in the military.

**RESOLUTION #1**  
**OFFICIAL MEETING DATE & TIME**

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson shall hold its regular monthly meeting each second and fourth Tuesday at the Clarkson Town Hall commencing on January 9, 2018 and ending December 11, 2018. Meetings are held at 6:00 P.M. The Board will not meet on August 28 or December 25, 2018.

Section 2. That this resolution shall take effect immediately.  
Motion for adoption of this resolution by Councilperson Filipowicz  
Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 2**  
**OFFICIAL PUBLICATION**

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Hamlin Clarkson Herald is hereby designated as the official publication for the Town of Clarkson for the year 2018.

Section 2. That this resolution shall take effect immediately.  
Motion for adoption of this resolution by Councilperson Smith  
Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 3**  
**OFFICIAL BANKS**

BE IT RESOLVED AS FOLLOWS:

Section 1. That the J P Morgan Chase Bank; Five Star Bank; Key Bank are hereby designated as the official banking institutions for the Town of Clarkson for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                     aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 4**  
**AGREEMENTS FIVE STAR BANK**

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Supervisor of the Town of Clarkson is hereby authorized to sign agreements Authorizing Five Star Bank to act as payroll depository and as acting bond-paying agent for the Town of Clarkson for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                     aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 5**  
**STIPENDS FOR SUPPORT BOARD STAFF**

BE IT RESOLVED AS FOLLOWS:

Section 1. The Town of Clarkson will pay members of Planning Board, Zoning Board of Appeals, and Conservation Board by annual stipend, paid bi-annually in June and December, as follows:

Planning Board chair:             \$3,975.00

Planning Board member:         \$1,987.00

Zoning Board chair:                \$2,120.00

Zoning Board member:            \$1,060.00

Conservation Board chair:        \$ 330.00

Conservation Board member:     \$ 165.00

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Hoy

Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                     aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 6**  
**SUPERVISOR'S ANNUAL REPORT**

WHEREAS, Town Law, Section 29, Subdivision 10, requires the Supervisor to prepare and file an annual financial report within thirty days of the expiration of each fiscal year.

WHEREAS, Section 29, Subdivision 10-A provides for a determination by the Town Board that the Supervisor shall submit to the Town Clerk within ninety days of the close of a fiscal year a copy of the report to the State Comptroller as required by Section 30, General Municipal Law.

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. In lieu of the provisions on Subdivision 10 of Section 29 of the Town Law, that the Supervisor for the Town of Clarkson be and is hereby authorized to submit a copy of his report to the State Comptroller as required by Section 30 of the General Municipal Law to the Town Clerk whereby a Summary of such report shall be published within ten days of its submission.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 7**  
**APPOINTMENT - ATTORNEY**

**BE IT RESOLVED AS FOLLOWS:**

Section 1. That Richard Olson of Spencerport, New York, be and is hereby appointed as Attorney for the Town of Clarkson, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 8**  
**APPOINTMENT - ENGINEER**

**BE IT RESOLVED AS FOLLOWS:**

Section 1. That Chatfield Engineering, be and are hereby appointed to the Office of Engineer for the Town of Clarkson, beginning January 1,2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 9**  
**APPOINTMENT - BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/  
FIRE MARSHAL**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Chad Fabry, 3569 North Main Street Road, Holley, New York, be and is hereby appointed to Building Inspector/Code Enforcement Officer/Fire Marshal, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution will take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
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Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
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Councilperson Didas	<u>aye</u>		
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Adopted: January 2, 2018

**RESOLUTION # 10**  
**APPOINTMENT-DEPUTY BUILDING INSPECTOR/  
CODE ENFORCEMENT OFFICER/FIRE MARSHAL**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Michael Farrell, 469 Lawton Road, Town of Clarkson, New York, be and is hereby appointed Deputy Building Inspector at no additional salary, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
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Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
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Councilperson Didas	<u>aye</u>		
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Adopted: January 2, 2018

**RESOLUTION # 11**  
**APPOINTMENT - DEPUTY TOWN CLERK**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Katharine Kemp, 101 Laura Lane, Town of Clarkson, New York be and is hereby appointed as Deputy Town Clerk, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
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Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
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Councilperson Didas	<u>aye</u>		
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Adopted: January 2, 2018

**RESOLUTION # 12**  
**APPOINTMENT - CLERK TO JUSTICES**

BE IT RESOLVED AS FOLLOWS:

Section 1. That M. Dawn Rejewski, 246 Gina Way, Town of Clarkson, New York, be and is hereby appointed as Clerk to assist the Town Justices, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 13**  
**APPOINTMENT - HISTORIAN**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Leanna Hale, 2724 Lake Road, Town of Hilton, New York, be and is hereby appointed to the office of Historian, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Didas

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 14**  
**APPOINTMENT – COURT OFFICER**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Jacob Farrell, 469 Lawton Road, Town of Clarkson, New York, be and is hereby appointed Court Officer, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Hoy

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 15**  
**APPOINTMENT – DIRECTOR OF FINANCE**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Kristin Coon, 29 Lynnwood Drive, Town of Clarkson, New York, be and is hereby appointed to the position of Director of Finance, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Hoy

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>



hereby appointed as Safety Coordinator at no additional salary, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye

Councilperson Smith aye Councilperson Hoy aye

Councilperson Didas aye

Adopted: January 2, 2018

**RESOLUTION # 20**

**APPOINTMENT - PLANNING BOARD CHAIRPERSON - 2018**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Conrad Ziarniak, 65 St. Katherine Way, Town of Clarkson, New York, be and is hereby appointed as Chairperson of the Planning Board for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye

Councilperson Smith aye Councilperson Hoy aye

Councilperson Didas aye

Adopted: January 2, 2018

**RESOLUTION # 21**

**APPOINTMENT - ZONING BOARD CHAIRPERSON - 2018**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Paul Dittman, 104 Delaina Rose Circle, Town of Clarkson, New York, be and is hereby appointed as Chairperson of the Zoning Board for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye

Councilperson Smith aye Councilperson Hoy aye

Councilperson Didas aye

Adopted: January 2, 2018

**RESOLUTION # 22**

**APPOINTMENT - ZONING BOARD MEMBER**

BE IT RESOLVED AS FOLLOWS:

Section 1. That Joseph Perry, 2435 Ireland Road, Town of Clarkson, New York, be and is hereby appointed as member of the Zoning Board, beginning January 1, 2018 and ending December 31, 2019.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye

Councilperson Smith aye Councilperson Hoy aye

Councilperson Didas aye

Adopted: January 2, 2018





**RESOLUTION # 23**  
**APPOINTMENT - CONSERVATION BOARD CHAIRPERSON - 2018**

BE IT RESOLVED AS FOLLOWS:

Section 1. That John Hamling, 50 Deer Track Lane, Town of Clarkson, New York, be and is hereby appointed as Chairperson of the Conservation Board for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 24**  
**APPOINTMENT – ARCHITECTURAL REVIEW BOARD MEMBER**

BE IT RESOLVED AS FOLLOWS:

Section 1. That John Linenfeler, 15 Berry Grove Lane, Town of Clarkson, New York, be and is hereby appointed as member of the Architectural Review Board, beginning January 1, 2018 and ending December 31, 2019.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 25**  
**APPOINTMENT – MARRIAGE OFFICER**

BE IT RESOLVED AS FOLLOWS:

Section 1. That, Sharon S. Mattison, 7341 Ridge Road, Town of Clarkson, New York, be and is hereby appointed Marriage Officer for the Town of Clarkson at no additional salary, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith             aye                      Councilperson Hoy                 aye

Councilperson Didas             aye

Adopted: January 2, 2018

**RESOLUTION # 26**  
**MILEAGE ALLOWANCE**

**BE IT RESOLVED AS FOLLOWS:**

Section 1. That the mileage allowance for Town business-related travel is per federal IRS maximum for the year 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye  
Councilperson Smith aye Councilperson Hoy aye  
Councilperson Didas aye  
Adopted: January 2, 2018

**RESOLUTION # 27**  
**APPOINTMENT - DEPUTY SUPERVISOR**

BE IT RESOLVED AS FOLLOWS:

Section 1. That, Allan Hoy, 3744 Lake Road, Town of Clarkson, New York, be and is hereby appointed Deputy Supervisor at no additional salary, beginning January 1, 2018 and ending December 31, 2018.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas  
Seconded by Councilperson Filipowicz

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye  
Councilperson Smith aye Councilperson Hoy aye  
Councilperson Didas aye  
Adopted: January 2, 2018

**RESOLUTION # 28**  
**APPROVING TEMPORARY ASSIGNMENT OF JUDGES FOR 2018**

WHEREAS, Section 12b of the Judiciary Law requires the approval of local legislative bodies for the temporary assignment of local judges.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Clarkson does hereby consent to the temporary assignment of the Town of Clarkson Justice(s) to preside in other Town Courts in the Seventh Judicial District if the need arises during the year 2018 and also approves the temporary assignment of judges from other Town Courts in the Seventh Judicial District to its Court as need arises during the year 2018.

Sec. 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith  
Seconded by Councilperson Hoy

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz aye Supervisor Underwood aye  
Councilperson Smith aye Councilperson Hoy aye  
Councilperson Didas aye  
Adopted: January 2, 2018

**RESOLUTION # 29**  
**ESTABLISHING NUMBER OF HOURS THAT CONSTITUTE A STANDARD WORKDAY FOR RETIREMENT PURPOSES**

WHEREAS, The Town Board is required to establish the number of hours that constitute a standard workday for retirement purposes.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That a seven-hour workday be established as a standard workday for retirement purposes for the following positions:

- |                     |                             |
|---------------------|-----------------------------|
| Supervisor          | Court Clerk                 |
| Councilpersons      | Building Dept. Coordinator  |
| Town Justices       | Dog Control Officer         |
| Assessor            | Secretary to Planning Board |
| Director of Finance | Deputy Town Clerk           |
| Town Clerk          | Highway Clerk II            |

Sec. 2. That an eight-hour workday be established as the standard workday for retirement purposes for the following positions:

Superintendent of Highways	Working Foreman
Foreman	Mechanic
Heavy Motor Equip. Operator	Motor Equipment Operator
Laborer (Highway) (Buildings & Grounds)	
Laborer PT (Highway) (Buildings & Grounds)	
Building Inspector PT	

Sec. 3. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Hoy

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 30**  
**HEALTH SAVINGS ACCOUNT CONTRIBUTION**

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town of Clarkson will contribute the sum of \$1,300 to each eligible active employee enrolled in the high deductible health plan.

Section 2. That this resolution shall take effect January 1, 2018.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 31**  
**CASH RECEIPT POLICY**

- Cash collections shall be made only by the Town Clerk's Office or the Director of Finance Office (an exception is made for Highway department collections at junk drop off events)
- Checks shall be restrictively endorsed as soon as received.
- Personal or payroll checks cannot be cashed from money in cash drawer.
- Checks must be for exact amount due; no "cash back" will be permitted.
- A duplicate receipt (or other acceptable evidence for auditing) will be given for any cash, checks, or money orders received. One copy shall be provided to the customer, the other shall be retained for audit purposes.
- Office copies of receipts shall be periodically reviewed by supervisory personnel and any missing forms shall be investigated.
- Undeposited cash and prepared deposits shall be secured in the safe located in the office of the Town Clerk until they are deposited in the bank.
- Deposits shall be made timely, no later than 72 hours after receipt.
- Detailed deposit slips shall be prepared and maintained.
- The person who performs the bank reconciliation shall be the final custodian of all deposit slips.
- An NSF charge of \$40 will be assessed for checks returned for non-sufficient funds. Notification of the NSF check charge should be included on all billings and posted in public view.
- Receipts shall be recorded in the accounting system in a timely manner.
- Daily cash collection records shall be reconciled to the amount of cash on hand at the end of each business day.

- Employees responsible for collecting cash and preparing bank deposits shall not record cash transactions in the accounting records without oversight by supervisory personnel.

Section 2. That this resolution shall take effect immediately.  
 Motion for adoption of this resolution by Councilperson Filipowicz  
 Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 32**  
**CASH DISBURSEMENT POLICY**

- Checks issued shall be pre-numbered and in sequence.
- Blank checks and check stock shall be secure at all times.
- Checks must be made payable to a specific person, never to “cash”.
- The official responsible for check preparation and signing shall not have the authority to solely or individually audit and approve claims for payment.
- Check signing authority shall be limited to the Town Supervisor, Town Clerk, and the Director of Finance.
- The official responsible for signing checks shall compare prepared checks to an audited and approved warrant or a payroll register prior to releasing such checks.
- The facsimile signature device shall be secured in a locked location under the control of the signatory. All signatures shall be logged in a “checks signed journal” in the Supervisor’s computer.
- Signing a blank check is not permitted.
- After checks are printed, someone outside the check processing function shall account for all checks printed, voided or returned to stock unused.
- Wire transfers shall be made at the direction of the chief fiscal officer and must be co-authorized by the Town Clerk.
- Supervisory review of all journal entries and financial transactions shall be performed periodically.

Section 2. That this resolution shall take effect immediately.  
 Motion for adoption of this resolution by Councilperson Didas  
 Seconded by Councilperson Smith

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 33**  
**CLAIMS PROCESSING POLICY**

- The procurement guidelines detailed in the Town of Clarkson’s procurement policy shall be adhered to at all times.
- Prior to authorizing a major purchase and periodically for routine purchases, the availability of budget appropriations shall be verified.
- All vouchers shall include specific details about the items or services to be purchased including quantity, costs, model numbers (if available), terms of sale, and approvals to purchase.
- All vouchers shall be sequentially numbered.
- Access to the module for creating new vendors shall be segregated from employees who authorize or approve claims for payment.
- When goods or services are delivered, receiving or packaging slips shall be verified against the quantity, type and condition of the goods received.

- The responsibility for the receipt and verification of items ordered shall be segregated from the employee who requested or authorized the purchase.
- Each department that ordered goods or services shall assemble a voucher package containing: the receiving slip, the original invoice and the signed approval of the department head stating that the goods or services were received and they are a true and just charge. All voucher packages shall be forwarded to the Director of Finance.
- Checks shall be mailed directly to the vendor and not returned to the department who made the purchase.
- The criteria for evaluating claims:
  1. Is the claim for a valid and legal purpose?
  2. Was the purchase authorized and approved?
  3. Are there sufficient appropriations to pay the claim?
  4. Is the claim mathematically correct?
  5. Is the claim sufficiently itemized?
  6. Does the claim meet legal and policy requirements in relation to competitive bidding and the Town's procurement policy?
  7. Does the attached documentation support the claim?
  8. Were the goods or services actually received?
- Claims not requiring audit:
  1. Salaries
  2. Principal and interest payments on debt
  3. Retirement contributions
- Payments allowed in advance of the audit:
  1. Utilities (water, sewer, telephone, electric and gas)
  2. Postage
  3. Freight and Express charges

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 34**  
**BANK RECONCILIATION POLICY**

- Bank and cash reconciliations shall be performed monthly to compare bank balances to balances in the general ledger cash accounts.
- The records shall be monitored by supervisory personnel other than the employee who prepared them.
- The bank statements and cash reconciliations shall be on file in the Director of Finance office and available for review.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Filipowicz

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 35**  
**PAYROLL POLICY**

- Payrolls shall be certified and approved by the Town Supervisor.
- All salary and hourly wages shall be established and approved by the Town Board.
- Confidential employee information shall be secured in the Supervisor’s office and access limited to the Supervisor and the Director of Finance.
- All changes in employment status (additions and terminations), salary, and wage rates shall be properly authorized, approved and documented to support employment status changes.
- Prior authorization must be obtained for all non-emergency overtime hours and only granted for specific, verifiable purposes.
- Employees shall submit accurate, signed time cards documenting days and hours worked and leave credits used as detailed in the employee handbook. Time cards must be reviewed and approved by supervisory personnel who have direct contact with the employee.
- A complete payroll shall be submitted timely to the appropriate civil service agency for certification.

Section 2. That this resolution shall take effect immediately.  
Motion for adoption of this resolution by Councilperson Filipowicz  
Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 36**  
**ADOPTING COMPUTER USAGE POLICY**

Town computers are intended for business use only. Use of the internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use is strictly prohibited.

The Town’s policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time an employee spends on the Internet while on Town property may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated. For business purposes, management reserves the right to search and/or monitor the Town’s internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws.

All email passwords must be made available to the Town at all times. Employees shall not use unauthorized codes or passwords to gain access to others’ files. Employees should expect that communications that they send and receive by the Town’s email system will be disclosed to management. Employees should not assume that communications that they send and receive by the Town’s email system are private or confidential.

Employees learning of any misuse of the internet shall notify a department head.

Electronic communications include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives.

The Town's right to use, access, monitor, record and disclose electronic communications created, sent, received, used, transmitted, or stored without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Violation of any portion of the computer usage policy may result in disciplinary action up to and including discharge.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz     aye                      Supervisor Underwood     aye

Councilperson Smith           aye                      Councilperson Hoy           aye

Councilperson Didas           aye

Adopted: January 2, 2018

**RESOLUTION # 37**  
**ADOPTING PROCUREMENT POLICY**

**WHEREAS**, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML §103 or any other law; and

**WHEREAS**, comments have been solicited from those officers of the town involved with the procurement;

**NOW, THEREFORE, be it RESOLVED:** That the Town of Clarkson does hereby adopt the following procurement policies and procedures:

**Guideline 1.** Every prospective purchase of goods or service shall be evaluated to determine the applicability of GML §103. If the Town Board determines that the procurement falls under the exception to competitive bidding found in GML §103(16) to reduce administrative and product cost and increase efficiencies, the purchase may be authorized by Board Resolution. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guideline 2.** All purchase of a) supplies or equipment, which will exceed \$20,000.00 or b) public works contract over \$35,000.00, shall be formally bid pursuant to GML §103.

**Guideline 3.** All estimated purchases of:

Less than \$20,000.00 but greater than \$8,000.00 require a written request for a proposal (RFP) and written quotes from 3 vendors. In addition to written documents, faxes and electronic transmissions are acceptable means of providing written quotes. Purchase to be approved by the Town Board except where purchases have been previously approved as part of the budget.

Less than \$8,000.00 but greater than \$3,000.00 requires a written request for goods and quotes from 3 vendors.

Less than \$3,000.00 are left to the discretion of the purchaser. All estimated public works contracts of:

Less than \$35,000.00 but greater than \$10,000.00 require a written RFP and fax/proposals from 3 contractors. To be approved by Town Board except when items have been previously approved as part of the budget.

Less than \$10,000.00 but greater than \$3,000.00 require a written request for goods and quotes from 3 vendors.

Less than \$3,000.00 are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**Guideline 4.** In determining whether a purchase is an expenditure within the discretionary threshold amounts established by any of the guidelines contained in this Policy, the Purchaser shall consider

the reasonably expected aggregate amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of purchase. Purchases of commodities, services or technology shall not be artificially divided for the purpose of satisfying the discretionary buying thresholds established by the guidelines contained in this policy. A change to or a renewal of a discretionary purchase shall not be permitted if the change or renewal would bring the reasonably expected aggregate amount of all purchases of the same commodities, services or technology from the same provider within the twelve-month period commencing on the date of the first purchase to an amount greater than the discretionary buying threshold amount.

**Guideline 5.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

**Guideline 6.** A good faith effort shall be made to obtain the required number of proposals or quotes. If the Purchaser is unable to obtain the required number of proposals or quotes, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to procurement.

**Guideline 7.** Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased under a NYS Office of General Services (OGS) group contract authorized by §104 of the General Municipal Law. These are commonly called "State Bid Contracts".
- e. Goods purchased from agencies for the blind or severely handicapped;
- f. Goods purchased from correctional facilities;
- g. Goods purchased from another governmental agency;
- h. Goods purchased at auction;
- i. Goods purchased for less than \$3,000.00;
- j. Public works contracts for less than \$3,000.00.

**Guideline 8.** The Town Board recognizes that the use of a line of credit (sometimes referred to as a store account) is necessary for the purchase of goods from vendors with whom the Town of Clarkson does business. A list of the approved accounts and the person(s) authorized to use such accounts is attached hereto as Exhibit A. These expenditures will be charged to the appropriate budget codes and original receipts will be forwarded to the Supervisor's Office for all charges. Failure to submit original receipt for charges may result in the officer/employee being personally liable for the undocumented charges. All other procurement policy guidelines will be followed in the use of these accounts.

**Guideline 9.** The Town Board recognizes that the use of a credit card is necessary for the purchase of goods from vendors with whom the Town of Clarkson does not have accounts, or for C.O.D. items. A list of the approved credit cards and the person(s) authorized to use such cards is attached hereto as Exhibit B. These expenditures will be charged to the appropriate budget codes and original receipts will be forwarded to the Supervisor's Office for all charges. Failure to submit original receipt for charges may result in the officer/employee being personally liable for the undocumented charges. Credit card usage for travel is limited to hotel, transportation and meals. Regardless of the method of payment, original receipts for all actual and necessary expenses must be provided, in addition to a certification of attendance and/or completion if travel is for a conference. The maximum amount to be charged for travel expenses is \$1,000.00 per trip. Prior to using a credit card for Internet purchases, the purchaser must first verify that the information is being submitted to a secure website. All other procurement policy guidelines will be followed in the use of the credit cards and line of credit accounts.

**Guideline 10.** Under certain circumstances, the Town may be due a refund for an item returned or payment for an item of tangible personal property sold by the Town. Such payments may only be made by check payable to the Town of Clarkson. Cash is not an acceptable way of collecting these funds. If someone insists on cash, the cash payment shall be made to the Town Clerk at the Town Hall and the Town Clerk shall issue a receipt for the same.



**Guideline 11.** The Town Board of the Town of Clarkson shall establish by resolution at its Organizational Meeting those employees who are responsible for making purchases and authorized to approve vouchers for payment. This will be in accordance with GML § 104-b(2)(f).

**Guideline 12.** Professional services such as attorney, accountant and engineer shall be reviewed on a regular basis by the Town Board to ensure the fees charged are reasonable and competitive for the area. In making comparisons, consideration will be given not only to the pricing, but the skill and experience of the professionals. To ensure fair comparison, the payment (or non-payment) of benefits such as social security, retirement and health insurance shall also be considered.

**Guideline 13.** This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter, as is reasonably practicable.

**SCHEDULE A**

**LINE OF CREDIT/STORE ACCOUNTS**

**Highway Department**

- Tractor Supply Company
- Home Depot
- Lowes
- Wegmans

**Town Hall**

- Wegmans
- Walmart
- Lowes
- Sam's Club

**Town Court**

- None

**SCHEDULE B**

**CREDIT CARDS**

**Card:** Five Star-Visa

**Authorized to be issued in the name of the persons who hold the following offices:**

- Town Supervisor – Gerald T. Underwood
- Town Clerk – Sharon S. Mattison
- Superintendent of Highways – Robert M. Viscardi

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 38**  
**CLOTHING ALLOWANCE POLICY**

Highway Department employees shall receive a purchase reimbursement of up to \$285 per employee for clothing and steel-toe shoes. Employee must provide a detailed receipt.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Filipowicz

Seconded by Councilperson Didas

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 39**  
**CELL PHONE USAGE POLICY**

Employees with town-provided cell phones are personally responsible for any charges incurred in excess of the current cell phone plan allowance. Highway employees will receive a \$60 cell phone stipend annually to be paid in January from a signed voucher by the employee.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Didas

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 40**  
**INVESTMENT POLICY**

I. SCOPE

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

II. OBJECTIVES

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

- To conform with all applicable federal, State and other legal requirements (legality)
- To adequately safeguard principal (safety)
- To provide sufficient liquidity to meet all operating requirements (liquidity)
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized.

In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

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

Investments shall be made with prudence, diligence, skill, judgment, and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

V. DIVERSIFICATION

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

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

#### VI. INTERNAL CONTROLS

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

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

#### VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

<b>Depository Name</b>	<b>Maximum Amount</b>	<b>Officer</b>
JP Morgan Chase	\$2,000,000	Gerald T. Underwood
Key Bank	\$2,000,000	Gerald T. Underwood
Citizens Bank	\$2,000,000	Gerald T. Underwood
Five Star Bank	\$2,000,000	Gerald T. Underwood

#### VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of *Town of Clarkson* that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by:

A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities."

#### IX. COLLATERALIZATION AND SAFEKEEPING

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

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Town of Clarkson, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Clarkson or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities will be held by the bank or trust company as agent of, and custodian for, the Town of Clarkson will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability.

The agreement shall also describe how the custodian shall confirm the receipt, substitution, or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions

necessary to provide the Town of Clarkson with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the governing board deems necessary.

#### X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Clarkson Town Board authorizes the Town Supervisor 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 deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York.
- 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.
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the (unit of government).
- Obligations of the (unit of government,), but only with moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the (unit of government) within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the (unit of government) within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the (unit of government) authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the (unit of government) within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Town of Clarkson transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town of Clarkson. The Town Supervisor shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Town of Clarkson shall maintain a list of financial institutions and dealers approved for investment purposes, and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

## XII. PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the local government, 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 of Clarkson 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 Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Town of Clarkson will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Town of Clarkson with a perfected interest in the securities.

The Town Supervisor can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for their deposit with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

## XIII. COURIER SERVICE

The Town Supervisor may, subject to the approval of the governing board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Town of Clarkson and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Town of Clarkson may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the (unit of government) in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the banking department or other federal or State authority.

#### XIV. ANNUAL REVIEW AND AMENDMENTS

The Town of Clarkson shall review this investment policy annually, and it shall have the power to amend this policy at any time.

#### XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

## “Eligible Securities” for Collateral

For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:

(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.	100%
(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%

**Appendix C–Repurchase Agreements**

Repurchase Agreements (REPOs) are complex transactions that can expose the investing local government to serious risks. Investing officers must have the resources to negotiate these complex agreements with trading partners and custodial banks or trust companies, and to monitor the investment daily. If a local government has a relatively small portfolio or limited staff resources, use of REPOs may not be appropriate. Investing officers should make sure that the legal counsel for the local government reviews all REPO documents.

Among other things, a REPO should comply with the following:

- Trading partners should be limited to creditworthy banks or trust companies located and authorized to do business in New York State or to registered primary dealers.
- Unless the obligations that are purchased pursuant to the REPO are registered or inscribed in the name of the local government, obligations must be purchased through, delivered to and held in the custody of a bank or trust company located and authorized to do business in New York State (the custodial bank or trust company should not be the seller of the obligations that are the subject of the REPO).
- The local government must enter into a master REPO, outlining basic responsibilities and liabilities of the buyer and seller, and a written agreement with the custodial bank or trust company, outlining the basic responsibilities and liabilities of the buyer, seller, and custodian.
- The custodial agreement should provide that the custodian takes possession and maintains custody of the obligations exclusively for the local government, that the obligations are free of any claims against the trading partner, and that any claims by the custodian are subordinate to the local government’s claims or rights to those obligations.
- The obligations must be credited to the local government on the records of the custodial bank or trust company, and the transaction must be confirmed in writing to the local government by the custodial bank or trust company.
- The obligations purchased by the local government may only be sold or presented for redemption or payment by the local government’s custodian upon written instructions of the investing officer of the local government.
- The local government must obtain a perfected security interest in the obligation.
- Agreements should be for short periods of time (no more than 30 days).
- The local government should determine whether to include margin requirements.
- No substitution of obligations is permitted.
- Payment for the purchased obligations should not be made by the custodial bank or trust company until the obligations are actually received (usually done simultaneously).

Obligations that are purchased pursuant to a REPO are deemed to be payable or redeemable, for purposes of the GML, on the date on which the purchased obligations are scheduled to be repurchased by the seller.

It is the view of the Office of the State Comptroller that leveraging of assets through the use of “reverse repurchase agreements” constitutes an unauthorized form of borrowing not permitted by the Local Finance Law.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Didas

VOTE BY ROLL CALL AND RECORD

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018



**RESOLUTION # 41**  
**AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS**

***AGREEMENT between the Town Highway Superintendent of the Town of Clarkson, Monroe County, New York, and the undersigned member of the Town Board.***

*Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:*

*The dollar amount comprised of General Repairs per the 2018 budget of \$96,000.00 and NYS CHIPS projected amount for 2018 of \$34,714.98 (2017 amount), totaling \$130,714.98, shall be set aside to be expended for primary work and general repairs upon 43 lane miles of town highways, including sluices, culverts, and bridges having a span of less than five feet; and sidewalks or the renewals thereof.*

Section 2. That this resolution shall take effect immediately.  
Motion for adoption of this resolution by Councilperson Filipowicz  
Seconded by Councilperson Smith

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**ALL BOARD MEMBERS SIGNED THE AGREEMENT**

**RESOLUTION # 42**  
**2018 HOLIDAY SCHEDULE**

Section 1. To approve the following 2018 Holiday schedule.

January 1, 2018	New Year's Day
January 15, 2018	Martin Luther King Jr. Day
February 19, 2018	Presidents Day
March 30, 2018	Good Friday
May 28, 2018	Memorial Day
July 4, 2018	Independence Day
September 3, 2018	Labor Day
October 8, 2018	Columbus Day
November 12, 2018	Veterans Day
November 22&23, 2018	Thanksgiving Day; Day after
December 25, 2018	Christmas Day

Section 2. That this resolution shall take effect immediately.  
Motion for adoption of this resolution by Councilperson Filipowicz  
Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz	<u>aye</u>	Supervisor Underwood	<u>aye</u>
Councilperson Smith	<u>aye</u>	Councilperson Hoy	<u>aye</u>
Councilperson Didas	<u>aye</u>		

Adopted: January 2, 2018

**RESOLUTION # 43**  
**2018 WAGE AND SALARY SCHEDULE**

Section 1. To approve the attached Salary schedule.

Section 2. That this resolution shall take effect immediately.

Motion for adoption of this resolution by Councilperson Smith

Seconded by Councilperson Hoy

**VOTE BY ROLL CALL AND RECORD**

Councilperson Filipowicz     aye                      Supervisor Underwood             aye

Councilperson Smith           aye                      Councilperson Hoy                aye

Councilperson Didas            aye

Adopted: January 2, 2018

**\*see attached wage and salary schedule.**

**DISCUSSION**

Supervisor Underwood commented that he will indeed be donating his Town of Clarkson salary to the Seymour Library. Logistics are currently being worked out with the IRS to make this possible.

Motion to adjourn at 6:15 P.M. by Councilperson Hoy

Seconded by Councilperson Didas

Unanimously carried

Respectfully Submitted,

*Katharine Kemp*

Deputy Town Clerk

Approved 01/09/2018

**Town of Clarkson Wages and Salaries for 2018**

2018 SALARY/YEAR  
2018 RATE/HOUR

<b>ELECTED</b>		
Supervisor	J. Underwood	\$22,593.00
Councilpersons	Four	\$7,804.00
Superintendent of Highways	R. Viscardi	\$90,550.00
Town Clerk	S. Mattison	\$64,589.00
Justices	Two	\$15,541.00
<b>APPOINTED</b>		
Assessor	L. Spencer	\$49,939.00
Director of Finance	K. Coon	\$55,300.00
Historian	L. Hale	\$3,041.00
Zoning Board of Appeals	Chairperson (1) Members (4)	\$2,120.00 \$1,060.00
Planning Board	Chairperson (1) Members (4)	\$3,975.00 \$1,987.00
Conservation Board	Chairperson (1) Members (4)	\$330.00 \$165.00
<b>HOURLY EMPLOYEES</b>		
Deputy Town Clerk		\$13.22 ⇔ \$17.80
Court Clerks		\$12.24 ⇔ \$20.76
Safety Inspection	Building/Code/Fire	\$37,063.00
Building Coordinator		\$13.22 ⇔ \$17.80
Dog Control Officer	D. Maynard	\$13.11
Court Officer		\$40/night
Transfer Station		\$11.42 ⇔ \$15.39
Assistant to Highway Superintendent		\$13.22 ⇔ \$17.80
Custodian		\$10.40 ⇔ \$14.01
<b>HIGHWAY DEPARTMENT</b>		
Laborer Seasonal		\$10.40 ⇔ \$14.01
Laborer		\$13.32 ⇔ \$17.94
M.E.O.		\$17.75 ⇔ \$23.90
H.E.O.		\$19.07 ⇔ \$25.69
H.E.O. Garage Mechanic		\$19.07 ⇔ \$25.69
Foreman		\$22.09 ⇔ \$29.76
Working Foreman		\$20.57 ⇔ \$27.71