SPECIAL MEETING

JANUARY 3, 2024

A Special Meeting (Organizational Meeting of 2024) of the Town Board of the Town of Hampton, County of Washington and the State of New York was held at the Town Hall, 2629 State Route 22A, Hampton, New York the 3rd day of January 2024.

PRESENT: David K. O’Brien------------Supervisor

Donald Sady------------------Councilman

Tamme Taran----------------Councilwoman

Michael Pietryka------------ Councilman

Andrea Kugler---------------Councilwoman - absent

 Rebecca Jones---------------Town Clerk

Camilla Shaw----------------Deputy Town Clerk

Tyler McClure---------------Highway Superintendent

Planning Board Members: Bonnie Hawley, Chair; and Matthew Pratt

The Special Meeting was called to order by Supervisor O’Brien at 7:02pm, followed by the Pledge of Allegiance. Location of Fire Exits were given. Quorum of board members present.

**RESOLUTION NO. 1-2024**

**APPOINTMENT OF TOWN OFFICIALS**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, to appoint Town Officials as presented on attached sheet.

**RESOLUTION NO. 2-2024**

**HAMPTON ORGANIZATIONAL CHARTER FOR 2024**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, that upon review the Hampton’s Organizational Charter for 2024 is adopted as proposed.

**OATH OF OFFICE**

The Oath of Office was administered to the Elected Officials present:

* David O’Brien – Town Supervisor
* Tamme Taran – Town Councilwoman
* Michael Pietryka – Town Councilman

The Oath of Office was also administered to the Appointed Officials present:

* David O’Brien-Local Compliance Officer; Point of Contact for NIMS and Association

of Towns Voting Delegate

* Tyler McClure – Highway Superintendent
* Tamme Taran-Health Officer
* Camilla Shaw – Deputy Town Clerk
* Michael Pietryka – Deputy Town Supervisor

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* Bonnie Hawley – Chair of Planning Board
* Matthew Pratt-Member of Planning Board & Ethics Board

Judge Sady administered the Oath of Office to Rebecca Jones as Registrar of Vital Statistics; and Association of Towns Alternate Voting Delegate (Appointed) prior to the meeting.

Town Clerk Jones will administer Oath of Office to other Appointed Officials by January 31st, 2024.

**RESOLUTION NO. 3-2024**

**HAMPTON TOWN POLICIES**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, that upon review the following Policies:

1. Travel Policy
2. Investment Policy
3. Cell Phone Policy
4. Sexual Harassment Policy
5. Workplace Violence Policy
6. Credit Card Policy
7. On-line Banking Policy
8. Ethics Policy
9. Computer Usage Policy
10. Record Storage Policy
11. Employee Handbook
12. Drug/Alcohol Testing Policy
13. Town Hall Use
14. Road Side Tree Policy
15. Cyber Security Policy

Of the Town of Hampton are approved.

**RESOLUTION NO. 4-2024**

**PROCUREMENT POLICY 2024**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, to accept the Procurement Policy for 2024 (copy is attached)

**RESOLUTION NO. 5-2024**

**STANDARD WORKDAY and REPORTING RESOLUTION**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, that the Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS 2417-A) be approved. (Copy is attached)

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**RESOLUTION NO. 6 -2024**

**AUTHORIZE TO PRE-PAY ITEMS**

MOTION BY: COUNCILMAN DONALD SADY

SECONDED BY: COUNCILWOMAN TAMME TARAN

# **TITLE: RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO PAY BILLS**

**IN ORDER TO AVOID PENALTIES AND INTEREST**

**WHEREAS,** the Town has determined that due to certain bills being due prior to the Town Board Audit of bills,

**AND WHEREAS,** the Town Board is desirous of avoiding late fees, penalties and interest and maintain its good credit standing,

**NOW THEREFORE, BE IT RESOLVED:**

            That the Town Board of Hampton hereby authorizes the Supervisor to approve the payment of bills before audit if in the reasonable discretion of the Supervisor, it is necessary to do so to avoid any costs, penalties, interest or termination of service. The supervisor may pay

claims for public utilities, postage, freight and express charges, gas and diesel before they are audited. The term “public utilities” includes electric, gas, water, sewer and telephone services and the purchase of fuel oil. All claims must be presented for audit at the next regular board meeting audit. The claimant and the town officer incurring or approving these claims are jointly and severally liable for any amount disallowed upon audit.

**BE IT FURTHER RESOLVED:**

That the Town Board is not required by law to pre- audit payments of fixed salaries, compensation of officers or employees, principal and interest indebtedness, or amounts coming due on certain contracts.

**BE IT FURTHER RESOLVED** that in the absence of the Supervisor, the Deputy Supervisor is authorized to review the bills and make the determination to authorize payment for the same reason.

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby authorized and directed to add the following policy to the policy manual/employee handbook for the Town of Hampton**.**

DATED: January 3, 2024 Supervisor O’Brien AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Pietryka AYE

Councilwoman Kugler ABSENT

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Senior and Low-Income Disabled Exemption….Consensus of the Board to proceed with paperwork for the next meeting, which is to increase income levels to match the County.

Town Attorney Fees increase….Supervisor O’Brien has sent an email requesting lower rates, waiting to hear a response.

Discussion…..Highway Equipment replacement….Supervisor O’Brien, Councilman Sady and Highway Superintendent McClure to discuss options.

Discussion…..Sharing road services with other towns…..Supervisor O’Brien, Councilman Pietryka and Highway Superintendent McClure to check into.

Supervisor O’Brien has been appointed Vice Chairman of the County Board of Supervisors for 2024.

**RESOLUTION 7-2024**

**MEETING ADJOURNED**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 4 O’Brien, Sady, Taran, Pietryka

Nays 0

Absent 1 Kugler

RESOLVED, that the meeting adjourned at 7:49pm.

Respectfully submitted,

Rebecca S. Jones, RMC

Town Clerk