

SPECIAL MEETING
JANUARY 4, 2018

A Special Meeting 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 on the 4th day of January 2018.

PRESENT: David K. O'Brien-----Supervisor
Tamme Taran-----Councilwoman-absent
Donald Sady-----Councilman
Andrea Sweeney-----Councilwoman-absent
Roger Weeden-----Councilman
Rebecca Jones-----Town Clerk
Camilla Shaw-----Tax Collector/Deputy Town Clerk-absent
Herbert Sady, Jr.-----Highway Superintendent-came at 7:15pm

Planning Board Members: no one present

The Special Meeting was called to order by Supervisor O'Brien at 7:00pm, followed by the Pledge of Allegiance. Location of Fire Exits were given. Quorum of board members present.

OATH OF OFFICE

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

- David O'Brien- Town Supervisor;
- Donald Sady – Town Councilman;
- Herbert Sady, Jr. – Town Highway Superintendent

The Oath of Office was also administered to the appointed official present.

- David O'Brien-Code Enforcement Officer; Point of Contact for NIMS and Association of Towns Voting Delegate

Supervisor O'Brien stated that starting next year 2019, he would like to start rotating the person for Deputy Supervisor.

Yearly Audits....Town Justice, Town Clerk, Tax Collector and Bookkeeper to be done on Thursday, January 18th, 2018.

RESOLUTION NO. 1-2018

OPERATIONAL LETTER OF AGREEMENT

On a motion of Councilman Sady, seconded by Councilman Weeden, the following resolution was ADOPTED:

Ayes 3 O'Brien, Sady, Weeden
Nays 0
Absent 2 Taran, Sweeney

RESOLVED, to sign an Operational Letter of Agreement with Poultney Rescue Squad.

RESOLUTION NO. 2-2018

OPERATIONAL LETTER OF AGREEMENT

On a motion of Councilman Sady, seconded by Councilman Weeden, the following resolution was ADOPTED:

Ayes 4 O'Brien, Sady, Weeden
Nays 0
Absent 1 Taran, Sweeney

RESOLVED, to sign an Operational Letter of Agreement with Fair Haven Rescue Squad.

RESOLUTION NO. 3-2018
PROCUREMENT POLICY 2018

On a motion of Councilman Weeden, seconded by Councilman Sady, the following resolution was ADOPTED:

Ayes 3 O'Brien, Sady, Weeden
Nays 0
Absent 2 Taran, Sweeney

RESOLVED, to accept the Procurement Policy for 2018.

RESOLUTION NO. 4-2018
HAMPTON TOWN POLICIES

On a motion of Councilman Weeden, seconded by Councilman Sady, the following resolution was ADOPTED:

Ayes 3 O'Brien, Sady, Weeden
Nays 0
Absent 2 Taran, Sweeney

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. Procurement Policy 2018
7. Credit Card Policy
8. On-line Banking Policy
9. Ethics Policy
10. Computer Usage Policy
11. Record Storage Policy
12. Employee Handbook
13. Drug/Alcohol Testing Policy
14. Town Hall Use
15. Road Side Tree Policy

Of the Town of Hampton are approved.

RESOLUTION 5-2018
AUTHORIZE TO PRE-PAY ITEMS

MOTION BY: COUNCILMAN DONALD SADY
SECONDED BY: COUNCILMAN ROGER WEEDEN

**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, 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 04, 2018	Supervisor O'Brien	AYE
	Councilman Sady	AYE
	Councilman Weeden	AYE
	Councilwoman Taran	ABSENT
	Councilwoman Sweeney	ABSENT

RESOLUTION 6-2018
ADDING ADDITIONAL BANK

On a motion of Councilman Weeden, seconded by Councilman Sady, the following resolution was ADOPTED:

Ayes	3	O'Brien, Sady, Weeden
Nays	0	
Absent	2	Taran, Sweeney

RESOLVED, to add the Community Bank as a Bank Depository for the Tax Collector and to authorize the Supervisor to sign the necessary paperwork to open the account.

RESOLUTION NO. 7-2018
HAMPTON ORGANIZATIONAL CHARTER FOR 2018

On a motion of Councilman Sady, seconded by Councilman Weeden, the following resolution was ADOPTED:

Ayes	3	O'Brien, Sady, Weeden
Nays	0	
Absent	2	Taran, Sweeney

RESOLVED, that upon review the Hampton's Organizational Charter for 2018 is adopted as proposed and amended.

On a motion of Councilman Sady, seconded by Councilman Weeden, the meeting adjourned at 7:55pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC
Town Clerk