

SPECIAL MEETING
JANUARY 4, 2017

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 2017.

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

Planning Board Members: Steve Fernett and Joe Hatfield
Also present: Matthew Pratt

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.

Supervisor O'Brien asked for a moment of silence in memory of Russell Panoushek Sr.

OATH OF OFFICE

The Oath of Office was administered to the appointed officials present.

- David O'Brien-Code Enforcement Officer; Point of Contact for NIMS and Association of Towns Voting Delegate
- Camilla Shaw-Deputy Town Clerk
- Steve Fernett-Planning Board Member
- Joe Hatfield-Planning Board Chair

RESOLUTION NO. 1-2017

HAMPTON ORGANIZATIONAL CHARTER FOR 2017

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

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

RESOLVED, that upon review the Hampton's Organizational Charter for 2017 is adopted as proposed and amended.

Yearly Audits.....Town Justice, Town Clerk, Tax Collector and Bookkeeper to be done on January 19th, 2017.

RESOLUTION NO. 2-2017

OPERATIONAL LETTER OF AGREEMENT

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

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

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

RESOLUTION NO. 3-2017

OPERATIONAL LETTER OF AGREEMENT

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

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

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

RESOLUTION NO. 4-2017

HAMPTON TOWN POLICIES

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

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

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 2017
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 5-2017

AUTHORIZE TO PRE-PAY ITEMS

MOTION BY: COUNCILWOMAN ANDREA SWEENEY

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, 2017 Supervisor O'Brien AYE
 Councilman Sady AYE
 Councilwoman Sweeney AYE
 Councilman Weeden AYE
 Councilwoman Taran ABSENT

RESOLUTION 6-2017

STANDARD WORK DAY and REPORTING RESOLUTION

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

By Roll Call Vote: Supervisor O'Brien AYE
 Councilman Sady AYE
 Councilwoman Sweeney AYE
 Councilman Weeden AYE
 Councilwoman Taran ABSENT

RESOLVED, that the Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS2417-A) be approved. (Copy is attached)

PUBLIC COMMENTS/COUNCIL COMMENTS

Resident inquired about backhoe being at Highway Superintendents residence. Highway Superintendent responded that he used the Town backhoe to pull his personal truck out of the ditch. Resident then cited the "Employee Handbook for the Town of Hampton" that personal use of Town owned property and equipment is prohibited. Highway Superintendent then stated that it would not happen again.

On a motion of Councilman Sady, seconded by Councilwoman Sweeney, the meeting adjourned at 7:39pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC
Town Clerk