SPECIAL MEETING

JANUARY 2, 2023

A Special Meeting (Organizational Meeting of 2023) 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 2nd day of January 2023.

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

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

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

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

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

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

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

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

Planning Board Members: Richard Cole and Matthew Pratt

The Special Meeting was called to order by Supervisor O’Brien at 6:30pm, followed by the Pledge of Allegiance. Location of Fire Exits were given. Quorum of board members present.

**RESOLUTION NO. 1-2023**

**APPOINTMENT OF TOWN OFFICIALS**

On a motion of Councilwoman Taran, seconded by Councilman Pietryka, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

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

**RESOLUTION NO. 2-2023**

**HAMPTON ORGANIZATIONAL CHARTER FOR 2023**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

RESOLVED, that upon review the Hampton’s Organizational Charter for 2023 is adopted as proposed.

**OATH OF OFFICE**

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

* Andrea Kugler – Town Councilwoman

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

* Donald Sady-Deputy Town Supervisor
* Tyler McClure – Highway Superintendent
* Tamme Taran-Health Officer
* Camilla Shaw – Deputy Town Clerk
* Michael Pietryka – Member of the Ethics Board
* Matthew Pratt-Member of Planning Board & Ethics Board
* Richard Cole-Member of Planning Board and Dog Control Officer

TOWN BOARD MEETING

JANUARY 2, 2023 PAGE 2

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, 2023.

**RESOLUTION NO. 3-2023**

**HAMPTON TOWN POLICIES**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

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. 4-2023**

**PROCUREMENT POLICY 2023**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

RESOLVED, to accept the Procurement Policy for 2023 (copy is attached)

**RESOLUTION NO. 5-2023**

**STANDARD WORKDAY and REPORTING RESOLUTION**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

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

TOWN BOARD MEETING

JANUARY 2, 2023 PAGE 3

**RESOLUTION NO. 6 -2023**

**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 2, 2023 Supervisor O’Brien AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Pietryka AYE

Councilwoman Kugler AYE

Camilla Shaw submitted End of Year Tax Collector Report for 2022

TOWN BOARD MEETING

JANUARY 2, 2023 PAGE 4

**RESOLUTION NO. 7-2023**

**HOLIDAY PAY ADJUSTMENT**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

RESOLVED that “Holiday Pay is eight (8) hours when five-day work schedule is in place”.

**RESOLUTION 8-2023**

**MEETING ADJOURNED**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED: Ayes 5 O’Brien, Sady, Taran, Pietryka, Kugler

Nays 0

RESOLVED, that the meeting adjourned at 6:53pm.

Respectfully submitted,

Rebecca S. Jones, RMC

Town Clerk