

REGULAR MEETING
FEBRUARY 16, 2017

A Regular 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 16th day of February 2017.

PRESENT: David K. O'Brien-----Supervisor
Tamme Taran-----Councilwoman
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: Joe Hatfield, Chair

Also present: Matthew Pratt

The Regular Meeting was called to order by Supervisor O'Brien at 7:30pm, 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 Mildred Mashak, former Historian for the Town of Hampton and mom to Tax Collector, Camilla Shaw, Planning Board Member Sue Perry and former Councilman John Mashak. Also a moment of silence in memory of Elmer Garrick, Councilwoman Tamme Taran's father. Supervisor O'Brien also asked that we keep Hartford Town Supervisor Dana Haff's daughter in our thoughts.

RESOLUTION NO. 16-2017

APPROVAL OF THE MINUTES

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden
Nays 0

RESOLVED, that the Regular Town Board Minutes for January 19th, 2017 are approved.

Received a Thank You card from Tamme Taran.

Larry Carman, Dog Control Officer submitted his report, which was read by Supervisor O'Brien, copy of report is attached for 1/15/17 – 2/11/17.

Camilla Shaw, Tax Collector reported as of this date, she has collected taxes on approximately 560 parcels and has about 160 to go. She also submitted her January 2017 report to the Town Supervisor and Bank Statement to the Board for review and signatures.

Joe Hatfield, Chair gave Planning Board Report....

- Held their monthly meeting on February 8th, 2017 at the Town Hall.
- Attached are a copy of meeting minutes for January 18th, 2017
- Next meeting will be March 8th, 2017 at 7:00pm at the Town Hall

Herbert Sady, Jr., Highway Superintendent submitted his report, copy of which, is attached. Following a discussion the following resolution was introduced.

RESOLUTION NO. 17-2017
DISPOSAL OF HIGHWAY TRUCK

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden
 Nays 0

RESOLVED, to authorize Highway Superintendent, Herbert Sady to salvage the 2003 Red Utility Truck after removing the battery and wiring.

Freedom of Information Law Appeal received from Matthew Pratt was read by Supervisor O'Brien. Supervisor then read response to said letter and gave a copy to Matthew along with requested quote.

RESOLUTION NO. 18-2017
SUPERVISOR'S YEARLY REPORT-CORRECTED

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden
 Nays 0

RESOLVED, that the Supervisor's Yearly Report 2016-CORRECTED COPY be accepted as submitted.

	12/31/15			12/31/16
<u>ACCOUNT</u>	<u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
General Fund	\$ 44,719.55	\$ 112,563.74	\$117,139.58	\$ 41,043.71
Highway Fund	\$ 53,820.44	\$ 224,157.92	\$216,553.41	\$ 61,424.95
Equipment Reserve	\$100,208.71	\$ 43,858.50	\$ 85,000.00	\$ 59,067.21
Fire #1	\$ 0.00	\$ 37,400.00	\$ 37,400.00	\$ 0.00
Fire #2	\$ 0.00	\$ 5,196.00	\$ 5,196.00	\$ 0.00
Cemetery	\$ 18.59	\$ 912.52	\$ 0.00	\$ 931.11
Totals	\$198,767.29	\$424,088.68	\$461,288.99	\$ 161,566.98

All Board Members present signed Corrected Supervisor's Report.

RESOLUTION NO. 19-2017
APPROVAL OF SUPERVISOR'S MONTHLY REPORT

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

Ayes 5 O'Brien, Taran Sady, Sweeney, Weeden
 Nays 0

RESOLVED, that the Supervisor's Monthly report be accepted as submitted for **JANUARY 2017**.

	12/31/16			01/31/17
ACCOUNT	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
General Fund	\$ 40,143.71	\$ 201,474.17	\$ 6,059.57	\$ 235,558.31
Highway Fund	\$ 61,424.95	\$ 1.70	\$ 13,104.52	\$ 48,322.13
Equipment Reserve	\$ 59,067.21	\$ 2.51	\$ 0.00	\$ 59,069.72
Fire #1	\$ 00.00	\$ 0.00	\$ 0.00	\$ 0.00
Fire #2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Cemetery	\$ 931.11	\$.05	\$ 0.00	\$ 931.16
Totals	\$161,566.98	\$ 201,478.43	\$ 19,164.09	\$ 343,881.32

All Board Members present signed Supervisor's Report.

COUNTY UPDATES/ COMMUNICATIONS

Looking into joint paving projects with other Towns using County equipment.
 Shared Service Plan due to Governor by Aug. 2017 to be put on November 2017 ballot, the Governor's plan is to require counties to develop new, voter-approved efficiency plans.

Possibly County Wide DCO for enumeration, combining Highway barns

Supervisor O'Brien attended all day workshop at the County for Emergency Preparedness.

NEW BUSINESS

Review/Change in Procurement Policy for 2017.

Following a discussion, the following resolution was introduced.

RESOLUTION NO. 20-2017
AMENDED PROCUREMENT POLICY FOR 2017

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

Ayes 5 O'Brien, Taran Sady, Sweeney, Weeden
 Nays 0

RESOLVED, to amend the Procurement Policy for 2017, adding the following verbiage to the current Procurement Policy:

- Employees of a department must seek approval from the department purchasing authority prior to purchase.

- The Highway Superintendent may use his own discretion in selecting repair facilities for the department trucks. For repairs up to \$3,000 there is no requirement to seek competitive quotes. The Highway Superintendent shall request an estimate from the repair facility prior to authorizing the repair to ensure funds are available to cover the cost of repairs. The Highway Superintendent shall advise the Town Supervisor of the cost, in writing, prior to authorizing the repair. Repairs over \$3,000 shall require quotes and approval by the Town Board. Prior to authorizing the repairs the purchasing authority shall ensure funds are available in the budget line.
- For all other rolling stock repairs (e.g. tractor, grader, backhoe) other than listed in the paragraph above over \$1,000 the Highway Superintendent shall request competitive quotes and advise the Town Board of the cost prior to authorizing repairs. Prior to authorizing the repairs the purchasing authority shall ensure funds are available in the budget line.

PUBLIC COMMENTS/COUNCIL COMMENTS

Matthew Pratt spoke about not having hard copy of quotes in regards to Highway information request. Also inquired about Highway Superintendent using Personal Vehicle to plow. Information was received from Turunen's and as stated above given to Matthew. Supervisor O'Brien advised that the Town has no policy against using personal vehicles.

The Town Clerk's report for January 2017 was submitted to the Board. The Town Clerk had Board Members review and sign bank reconciliation statements for the Town Clerk Account and Special Town Clerk Account dated January 31st, 2017.

RESOLUTION NO. 21-2017

AUDIT OF CLAIMS

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden

Nays 0

RESOLVED that the bills have been reviewed by the Town Board and are authorized for payment in the following amounts.

General Fund	No.15 through No. 30	\$ 9,517.10
Highway Fund	No.16 through No. 29	<u>\$ 8,591.52</u>
Total both funds		\$18,108.62

RESOLUTION NO. 22-2017

EXECUTIVE SESSION

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden
Nays 0

RESOLVED, that the Town Board enter into Executive Session at 8:35pm to discuss performance of an employee.

RESOLUTION NO. 23-2017

RETURN TO REGULAR SESSION

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

Ayes 5 O'Brien, Taran, Sady, Sweeney, Weeden
Nays 0

RESOLVED, that the Town Board return to regular session at 8:57pm.

On a motion of Councilman Sady, seconded by Councilwoman Taran, the meeting adjourned at 8:57pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC
Town Clerk