

Town of Caroline
Index of Organizational Resolutions - 2020

<u>Number</u>	<u>Title</u>
1	Town Board Meeting Rules of Procedure
2	Appointments
3	Town Bookkeeper
4	Deputy Supervisor
5	Deputy Highway Superintendent
6	Deputy Town Clerk
7	Reimbursed Mileage Rate
8	Town Board Meeting Dates
9	Official Newspaper
10	Posting of Legal Notice
11	Town Board Meeting Minutes
12	Official Bank and Depository
13	Investment Policy
14	Procurement Policy
15	Petty Cash
16	Payment of Utility Bills and Medical Insurance Premiums Prior to Audit
17	Detailed Invoices Accepted In lieu of Certified Vouchers
18	Annual Audit Meeting
19	Court Clerk, Typist, and Stenographer
20	Resolution to Accept the Supervisor's Annual Report to the Comptroller in Lieu of an Annual Financial Report
21	Appointment of Delegates to the Association of Town's Meeting
22	Payroll Periods
23	Establishing the Standard Work Day and Reporting and Pay Rates for Elected and Appointed Personnel
24	Part-time Employee Five-year Continuous Service Benefit
25	Seasonal Limited-use Highways
26	Designation of Electrical Inspector
27	Returned Check Fee
28	Health Insurance
29	Water Alarm Contract
30	Town Fire Wardens
31	Allowing Town Highway Department to Participate in County Bids
32	Appointment of Attorney for the Town
33	Tompkins County Council of Governments Representative and Alternate
34	Tompkins County Recreational Partnership Representative and Alternate
35	Tompkins County Joint Youth Commission Representative
36	Stormwater Coalition Representative
37	Tompkins County Environmental Management Council Representative
38	Planning Board and Chairperson
39	Review Board and Chairperson
40	Computing and IT Services
41	Policies for Town Announcements
42	Use of Town Property
43	Authorizing Jessica Townsend as signatory for Town Clerk's accounts
44	Foil Records
45	Organizational Resolutions Subject to Amendment

Resolution #1-2020 Town Board Meeting Rules of Procedure

Resolved, the Caroline Town Board will conduct business using Robert's Rules of Order

Resolution #2-2020 Appointments

Resolved, the Town Board hereby makes the following appointments:

Town Historian:	Barbara Kone @ \$1,455/ yr
Town Deputy Historian:	Johnson @ \$728/yr
Town Records Management Officer:	Jessica Townsend
Town Hall Custodian:	Becky Jordan @ \$15.71/hr, not to exceed 150/yr
Dog Control:	Tompkins County Animal Control
Zoning/Building/Fire Code Enforcement Officer:	Brooke Greenhouse
Communication Support Specialist	Velvet Lyke
Informational Aide	Chris Wilbur @ \$16.75/hr, not to exceed 1040 hrs/yr

Resolution #3-2020 Town Bookkeeper

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and
Further Resolved, the Supervisor is authorized to list the bookkeeper on the Town Surety Insurance Policy, and
Further Resolved the Bookkeeper pay rate is: \$24.33/hr not to exceed 1300 hours/year

Resolution #4-2020 Deputy Supervisor

Resolved, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in His/Her absence.

Resolution #5-2020 Deputy Highway Superintendent

Resolved, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the Highway Superintendent in His/Her absence.

Resolution #6-2020 Deputy Town Clerk

Resolved, the Town Board establishes the Office of Deputy Town Clerk at a starting pay rate of \$15.66/hr.; and
Further Resolved, the responsibilities of this Office are to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, to act for and in place of the Clerk in His/Her absence.

Resolution #7-2020 Reimbursed Mileage Rate

Resolved, the reimbursement rate to be paid to Town Officials and Employees for the use of their personal vehicles for Town business is: \$0.575 per mile (2020 IRS mileage rate).

Resolution #8-2020 Town Board Meeting Dates

Resolved, the Town Board shall meet and hold its business meetings throughout the year 2020 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 2nd Wednesday of each month, after the first Tuesday at 7:00 PM, unless otherwise specified by an official resolution, and

Further Resolved, the Town Board shall meet and hold its Agenda and Committee Reports Meeting throughout the year 2020 in the Town Hall at 2670 Slaterville Road, Slaterville Springs, NY on the 1st Tuesday of each month at 7:00 PM, unless otherwise specified by an official resolution.

Further Resolved, because Election day is Tuesday, November 3, 2020, the November 2020 Agenda and Committee Reports Meeting shall be held on Wednesday, November 4, at 7:00 PM. The November 2020 Agenda and Committee Reports Meeting shall be held on Thursday, November 12, 2020 because November 11, 2020, is Veteran's Day.

Resolution #9-2020 Official Newspaper

Resolved, the Ithaca Journal, a newspaper regularly published and having general circulation in the Town is hereby designated as the Official Newspaper of the Town of Caroline.

Resolution #10-2020 Posting of Legal Notice of Public Hearings

Resolved, in addition to posting a Legal Notice in the Ithaca Journal, the Town Clerk shall collaborate with the Town Supervisor to develop a notice about the public hearing that will include the following information: Purpose, Date, Time and Location of the public hearing; a brief description of the action that is being contemplated and its importance to the community; all relevant documentation; instructions for participation in the public hearing; and an address and email address to which comments may be sent if the public is not able to attend the hearing.

Resolution #11-2020 Town Board Meeting Minutes

Resolved, draft minutes of the Town Board meetings shall be prepared by the Town Clerk within 14 days of the meeting and distributed to Town Board members for approval; and

Further Resolved, the Town Communications Support Specialist will post approved minutes on the Town website and hard copies in the Town notebooks at the Caroline Library, Brooktons Market, Dandy-Mart, and the Speedsville General Store.

Resolution #12-2020 Official Bank and Depository

Resolved, the Tompkins Trust Company, a bank doing business in Tompkins County, is hereby designated as the official bank and depository of the Town.

Resolution #13-2020 Investment Policy

Resolved, that the objectives of the investment policy of the Town of Caroline are: to minimize risk; to ensure that the investments mature when the cash is required to finance operations; and to ensure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

- Certificates of Deposits issued by a bank or trust company authorized to do business in New York State,
- Time Deposit Accounts in a bank or a trust company authorized to do business in New York State,
- Obligations of New York State,
- Obligations of the United States Government, and/or
- Repurchase Agreements limited to obligations of the United States or agencies of the United States where in principal and interest are guaranteed by the United States of America.

All other Local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions.

1. Collateralization

a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States or obligations of New York State local governments.

Collateral shall be delivered to the Town of Caroline or to a custodial bank as designated by the Town of Caroline. The Market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.

b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

2. Delivery of Securities.

a. Payment shall be made by or on behalf of the Town of Caroline for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

3. Written Contracts

a. Written contracts may be required for the purchase of all certificates of deposits.

4. Designation of Custodial Bank

a. The Tompkins Trust Company, chartered by the State of New York, is designated to act as custodial bank for the Town of Caroline's investments.

5. Financial Strength of Institutions

- a. All trading partners must be credit worthy. Their financial statements shall be reviewed annually by the Supervisor to determine satisfactory financial strength. The Supervisor may rely on Credit Rating Agencies to determine credit worthiness.
- b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports should be reviewed by the Supervisor to determine satisfactory financial strength.

6. Operations, Audit and Reporting

- a. The Supervisor shall authorize the purchase or sale and execute contracts for certificates of deposits on behalf of the Town of Caroline.
- b. Within 61 days of the end of the fiscal year or at such other times as requested by the Caroline Town Board, the Supervisor shall prepare and submit to the Town Board an investment report detailing current investments and income and such other matters as the Supervisor deems appropriate.

At least annually, at the Organizational meeting of the Caroline Town Board, the board shall review and amend, if necessary, these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Resolution #14-2020 Procurement Policy

Whereas, Section 104-b of General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of (GML) Section 103 or any other law,

Now, therefore be it Resolved, that the Town of Caroline does hereby adopt the following procurement policies and procedures:

Guideline 1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract.

Guideline 2. Once that determination is made, a good faith effort shall be made to determine whether it is known or can be reasonably projected if the aggregate amount to be spent in a fiscal year on the item, supply, or service would make it subject to competitive bidding. The information gathered and conclusion reached shall be documented and attached to all vouchers related to the purchase of this item, supply, or service.

Guideline 3. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, however, documentation to this effect must be attached to the voucher for subsections a,c,d,e, h below:

- a) Items to be purchased under an existing State or County contract
- b) Acquisition of professional services
- c) Emergencies
- d) Sole source items
- e) Goods purchased from agencies for the blind or severely handicapped,
- f) Goods purchased from correctional facilities
- g) Goods purchased from another governmental agency
- h) Goods purchased at an auction
- i) Goods purchased for < \$500.00
- j) Public Works contracts for < \$1,000.00

Guideline 4. All purchases of items, services, supplies or equipment which will exceed \$10,000 in the fiscal year and/or public works contracts that exceed \$20,000 shall be formally bid pursuant to Section 103 of GML.

Guideline 5. All purchases of items, services, supplies or equipment:

- a) Less than \$10,000, but greater than or equal to \$5,000 require a written Request for Proposal (RFP) and written/fax quotes from 3 vendors.
- b) Less than \$5,000 but greater than or equal to \$1,000 require verbal or written/fax quotes from 2 vendors.
- c) Documentation of quotations for items less than \$1,000 in value as left to the discretion of the purchaser.

Guideline 6. All purchases of public works contracts:

- a) Less than \$20,000, but greater than or equal to \$10,000 require a written request for proposal (RFP) and written/fax quotes from 3 vendors.
- b) Less than \$10,000 but greater than or equal to \$3,000 require verbal or written/fax quotes from 2 vendors.
- c) Documentation of quotations for items less than \$3,000 in value as left to the discretion of the purchaser.

Guideline 7. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes received. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 8. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made to obtain proposals and attach such documentation to the voucher for this purchase. In no event shall the inability to obtain the number of proposals or quotations be an impediment to the procurement. All information gathered in complying with this procedure shall be preserved and filed with the voucher for this purchase.

Guideline 9. The lowest responsible proposal or quotation shall be awarded, unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make the award to other than the lowest bidder. Such written justification shall be attached to the voucher for purchase. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the voucher for purchase.

Guideline 10. If an emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, then the procurement of goods and services will be at the discretion of the proper department head with the documentation as to the nature of the emergency to be filed with the Town Clerk within five (5) working days of such procurement.

Guideline 11. When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following must be shown: Unique benefits of items needed; no other product/service can compare; cost is reasonable as compared to product offered; and there is no competition available.

Guideline 12. Credit Card Policy. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon after as is practical.

- Each town credit card shall be authorized by the Town Board
- Credit cards shall be issued in the name of the town employee or official requesting them
- A master list of town credit cards shall be reviewed and updated annually
- A log shall be maintained for the use of credit cards
- Purchases of capital assets shall be pre-approved by the Town Board
- Town credit cards shall not be used for personal purchases
- All purchases and payments of claims shall require documentation; receipts shall be itemized in order to facilitate documentation
- Receipt of items purchased shall be verified
- Inappropriate charges shall be rectified or paid by the staff member making the charge

Resolution #15-2020 Petty Cash

Resolved, the Town Clerk's petty cash fund was \$392.86 as of 1/8/20 and shall be set at \$200.00 for the year 2020, and

Further Resolved, the Court Clerk's petty cash fund of \$400.00 is extended for the year 2020.

Resolution #16-2020 Payment of Utility Bills and Medical Insurance Premiums Prior to Audit

Resolved, the Supervisor is authorized to pay utility bills, credit card, and health insurance premiums without audit by the Town Board to avoid late charges; and

Further Resolved, the Town Clerk shall show the details of said bills at the audit following their payment so the Town Board may be aware of their contents and totals.

Resolution #17-2020 Detailed Invoices Accepted In Lieu of Certified Vouchers

Resolved, the Town of Caroline does not require certified vouchers from any vendor submitting detailed invoices to the Town for payment.

Resolution #18-2020 Annual Audit Meeting

Resolved, the Town Board shall hold a special meeting on January 18, 2020 at 10 AM, at the Caroline Town Hall for the purposes of auditing the Supervisor's, Clerk's, and Justice Court's books for the year 2017.

Resolution #19-2020 Court Clerk, Typist, and Stenographer

Resolved, the Town Justices are authorized to employ the services of a Court Clerk to assist in administration and bookkeeping at a pay rate of \$20.04/hr; and

Further Resolved the Town Justices are authorized to employ the services of a Typist at the Pay Rate of \$15.66/hour; and

Further Resolved, the Town Justices are authorized to employ the services of a court stenographer for trial purposes whenever deemed necessary.

Resolution #20-2020 Resolution to Accept the Supervisor's Annual report to the Comptroller in lieu of an Annual Financial Report.

Resolved, the Town Board hereby authorizes the Supervisor to submit a copy of the Annual report to the State Comptroller's Office as soon as available in lieu of filing a financial report; and

Further Resolved, the Town Clerk shall cause to be published, in the Official Newspaper, notice that a copy of such report is on file in the Clerk's Office and is available for public inspection.

Resolution #21-2020 Appointment of Delegates to the Association of Towns Meeting

Resolved, the Town's delegate to the Annual Association of Town's Meeting shall be Mark Witmer, and the alternate delegate shall be Cal Snow; and

Further Resolved, the Town Board authorizes the attendance of any Town Officer at this meeting and the payment of the actual and necessary expenses in doing so.

Resolution #22-2020 Payroll Periods

Resolved, the Town Board hereby establishes the following payroll periods:

Bi-weekly: Supervisor, Town Clerk, Highway Superintendent, Justices, Court Clerk, Code Enforcement Officer

Bi-weekly: Deputy Clerk, Typists, Bookkeeper, and Highway Department Staff

Quarterly: Councilpersons

Annually: Historian

Voucher: Town Hall Custodian and all other employees, if any, not listed above

Resolution #23-2020 Reporting Standard Work Days and Reporting and Pay Rates for Elected and Appointed Personnel

Resolved, the Town shall require, for each position where the employee is part of the NYS Retirement System, a "Record of Activity" of actual time worked or, in the case where the actual hour record is not required, the official holding the office shall submit to the Town Clerk a record of his or her activities for a period of three consecutive months at least once during their term of appointment; and

Further Resolved, upon adoption, the Standard Workday Resolution shall be posted on the town website and within 15 days of this posting a Certified Copy of the Resolution and an Affidavit of Posting shall be submitted by mail or online (<http://www.osc.state.ny.us/retire/employers/eaor/index.htm>) to the office of the state comptroller

Resolution #24-2020 Part-time Employee Five-year Continuous Service Benefit

Resolved, part-time employees who have served continuously for five years will receive a 5% wage increase on their fifth anniversary date, and will be entitled to paid holidays henceforth, prorated to their work day (average weekly hours over a 3-mo. period divided by 5).

Resolution #25-2020 Seasonal Limited Use Highways

Resolved, the Town Board hereby authorizes the Highway Superintendent to designate and post Town roads sections that are without residences or commercial building that would be dependent on such highways for access, as seasonal limited-use highways. Appropriate posting authorizes temporary discontinuance of snow and ice removal and maintenance from December 1st until April 1st, as provided in Highway Law Section 205-a, and

Further Resolved, seasonal limited-use highways must be posted by November 1st, as provided in Highway Law Section 205-a; and

Further Resolved that the following Road and Road Sections are hereby determined to meet the Seasonal Road Criteria and will be posted as Seasonal Roads:

- Bald Hill School Road starting from Breatly Hill Rd. and continuing 1.743 miles
- Beaver Creek Road starting from Perkins Rd. and continuing to 117 Beaver Creek Road
- Downey Rd. Starting from Chestnut Rd and continuing 1.520 miles

- Ekroos Rd. starting 0.306 miles from 76 Rd and continuing 0.230 miles
- Gulf Creek Rd. starting 0.222 miles from South Rd. and continuing to end
- Hammond Hill Rd. starting 0.493 miles from Harford Rd and continuing to end
- Hurd Rd. entire length (0.57 miles)
- Lackawanna Rd. starting from Beaver Creek Rd. and continuing 0.14 miles
- Leonard Rd. entire length (1.19 miles)
- Level Green Rd. starting 0.041 miles from 76 Rd. and continuing 1.087 miles
- Shindagin Hollow Rd. starting .564 miles from Central Chapel Rd. and continuing to end
- Smith Rd. starting 0.788 miles from 76 Rd and continuing to end
- Speed Hill Rd. starting at Minimum Maintenance sign at bottom of road and continuing to intersection with Bailor Rd. Extension (approximately 0.473 miles)
- Vandemark Rd. starting from Brooktondale Rd. and continuing 730 feet.

Resolution #26-2020 Designation of Electrical Inspector

Resolved, the Code Enforcement Officer shall maintain a list of approved third-party electrical inspectors, and

Further Resolved, all approved third-party electrical inspectors shall provide evidence of General Liability Insurance naming the Town of Caroline as a Certificate Holder, and

Further Resolved, that each inspector shall demonstrate qualifications and continuing education based on general accepted standards, and

Further Resolved, the Town Board may remove any third-party inspector who does not meet these requirements.

Resolution #27-2020 Returned Check Fee

Resolved, that the Town Board imposes a charge of \$25 for each check tendered as payment and returned for insufficient funds.

Resolution #28-2020 Health Insurance

Resolved, the Town Board offers Greater Tompkins County Health Insurance Consortium Health Insurance to the offices of Town Clerk and Highway Superintendent provided they work a minimum of thirty hours per week on average, as per the Caroline Employee Handbook, and

Further Resolved, all other elected and appointed officials can be added to this policy at their own expense.

Resolution #29-2020 Water Alarm Contract

Resolved, the Town Board hereby appoints Greg Harrington to be the contact person for water level alarm notification.

Resolution #30–2020 Town Fire Wardens

Resolved, the Supervisor appoints the Fire Chiefs and Company Captains of the Brooktondale, Slaterville, and Speedsville Volunteer Fire Companies as Fire Wardens.

Resolution #31–2020 Allowing Town Highway Department to Participate in County Bids

Whereas, the Office of the State Comptroller has ruled that Counties may no longer extend their bids for public work (services) to political subdivisions; and

Whereas, General Municipal Law Article 5-G Section 119-o provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, including with the County; and

Whereas, General Municipal Law Article 5-G, Section 119-o states that “any agreement entered into hereunder shall be approved by each participating Municipal Corporation or District by a majority vote of its governing body”

Therefore be it Resolved, that the Town of Caroline be and hereby is authorized to participate in cooperative agreements with the County for purchasing the following non-exclusive list of highway materials and services as required for the operation of the Town Highway Department: Liquid Bituminous Materials; Vegetation Control; Calcium Chloride Solution; Recycling of Bituminous Materials; Installation of Subsurface Drainage; Installation of Guide Rails; Bridge Repair; Traffic Line Painting; and Steel Sheet Piling; and it is further

Further Resolved, that the Town reserves the right to participate in the State bid if the State bid is lower.

Resolution # 32–2020 Appointment of Attorney for the Town

Resolved, that the Attorney for the Town is Guy K. Krogh of Thaler and Thaler, and that he and his firm be consulted on an as-needed basis.

Resolution # 33–2020 Tompkins County Council of Governments Representative and Alternate

Resolved, the Caroline Town Board appoints Mark Witmer to be its Designated Representative to the Tompkins County Council of Governments and Irene Weiser as Alternate Designated Representative.

Resolution # 34–2020 Tompkins County Recreation Partnership Representative and Alternate

Resolved, the Caroline Town Board appoints Karyn Scott to be its representative to the Tompkins County Recreation Partnership and _____ as Alternate Representative.

Resolution # 35–2020 Tompkins County Joint Youth Commission Representative

Resolved, the Caroline Town Board appoints Karyn Scott to be its representative to the Tompkins County Joint Youth Commission.

Resolution #36-2020 Stormwater Coalition Representative

Resolved, that the Caroline Town Board appoints Barry Goodrich to be its representative to the Tompkins County Stormwater Coalition.

Resolution #37-2020 Environmental Management Council Representative

Resolved, that the Caroline Town Board appoints Steve Nicholson to be its representative to the Tompkins County Environmental Management Council.

Resolution #38-2020 Planning Board and Chairperson

Resolved, that the Caroline Town Board affirms the following appointments to the Planning Board for 2020, designating Bill Podulka as Chairperson:

Bill Podulka (Chair)	2017-2020
Katherine Goldberg-Forrest	2018-2022
Val Warke	2020-2024
Charles Eldermire	

Resolution #39-2020 Review Board and Chairperson

Resolved, that the Caroline Town Board affirms the following appointments to the Review Board for 2020, designating Craig Modisher as Chairperson:

Craig Modisher (Chair)	2017-2020
Don Barber	2017-2021
Ellen Harrison	2018-2022
Bruce Murray	2019-2023
Sue Pearce-Kelling	2020-2024
Beverly Liddington (Alt.)	2020 (one-year term)

Resolution #40-2020 Computing and IT Services

Resolved, that The Computing Center, 15 Thornwood Drive, will provide Information Technology services to the town.

Resolution #41–2020 Policies for Town Announcements

Resolved, the Caroline Town Board adopts the following guidelines for posting of Town Announcements to the Town List-serve and Website by town officers, employees, departments, or advisory committees:

- The purpose is public distribution of official town meeting agendas, public service information, and special notices of events or information.
- Messages must pertain to sanctioned activities of town government, committees, and departments (not private groups, businesses, or persons).
- Permissible content includes meeting agendas and minutes, special meeting or event notices, special announcements, volunteer opportunities or vacancies on town boards or committees, and emergency information.
- Statements of town policy or position must be approved by the Town Board. Content must be factual and nonpartisan.

Resolution #42–2020 Use of Town Property

Resolved, that the use of town property for purposes of commerce is prohibited without prior written approval from the Town of Caroline Supervisor; and be it further

Further Resolved, that requests to use town property for purposes of commerce must be made in writing to the Town Clerk and contain the date(s) requested, the intended use of the space, and the name, phone number, and e-mail address of a contact person, no later than 3 weeks in advance of the intended use.

Resolution #43–2020 Authorizing Jessica Townsend as signatory for the Town’s clerks account

Resolved, the Caroline Town Board hereby authorizes Jessica Townsend as signatory for the Town Clerk’s bank accounts for taxes and clerk’s fees.

Resolution #44–2020 FOIL Records

Resolved, the Records Access Officer shall maintain a records of FOIL requests received and completed, to be made available to the Town Board.

Resolution #45–2020 Organizational Resolutions Subject to Amendment

Resolved, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.