

**HENRIETTA TOWN BOARD WORKSHOP  
ORGANIZATIONAL MEETING  
AGENDA  
DECEMBER 29, 2014  
4:00 P.M.**

Supervisor Moore  
Councilman Mulligan  
Councilwoman Zinck  
Councilman Page  
Councilman Breese

RESOLUTION #1-1/2015

Reappoint Town Clerk and Receiver of Taxes, Records Management Officer, and Registrar of Vital Statistics

RESOLUTION #1-2/2015

Appoint Town Attorney

RESOLUTION #1-3/2015

Appoint Planning Board Attorney

RESOLUTION #1-4/2015

Appoint Prosecuting Attorney

RESOLUTION #1-5/2015

Appoint Zoning Board Attorney

RESOLUTION #1-6/2015

Authorize the Director of Finance to Make Interfund Loans up to \$8,000

RESOLUTION #1-7/2015

Authorize Supervisor to Approve Purchases and Agreements up to \$8,000

RESOLUTION #1-8/2015

Adopt Personnel Hiring Procedure

RESOLUTION #1-9/2015

Adopt Town Board Rules

- RESOLUTION #1-10/2015  
Reappoint Member(s) to Planning Board
- RESOLUTION #1-11/2015  
Reappoint Member(s) to Zoning Board
- RESOLUTION #1-12/2015  
Reappoint Member(s) to Conservation Board
- RESOLUTION #1-13/2015  
Reappoint Monroe County Environmental Management Council Member(s)
- RESOLUTION #1-14/2015  
Reappoint Member(s) to Youth Board
- RESOLUTION #1-15/2015  
Reappoint Member(s) to Parks & Recreation Advisory Board
- RESOLUTION #1-16/2015  
Reappoint/Appoint Library Trustee(s)
- RESOLUTION #1-17/2015  
Reappoint Historic Site Committee Member(s)
- RESOLUTION #1-18/2015  
Appoint Chairpersons to Boards
- RESOLUTION #1-19/2015  
Appoint Liaisons to Boards, Commissions and Committees
- RESOLUTION #1-20/2015  
Establish Commercial Crime Package Policy Amounts for Certain Town Employees
- RESOLUTION #1-21/2015  
Establish Blanket Employee Fidelity Policy
- RESOLUTION #1-22/2015  
Adopt Petty Cash Policy
- RESOLUTION #1-23/2015  
Establish Time and Place for Town Board Meetings

RESOLUTION #1-24/2015  
Adopt 2015 Holiday Schedule

RESOLUTION #1-25/2015  
Adopt 2015 Board Meeting Schedules

RESOLUTION #1-26/2015  
Authorize Mileage for Town Business

RESOLUTION #1-27/2015  
Establish Town Business Hours

RESOLUTION #1-28/2015  
Call for Annual Inventories

RESOLUTION #1-29/2015  
Designate Official Newspapers

RESOLUTION #1-30/2015  
Designate Official Town Banks

RESOLUTION #1-31/2015  
Appoint Insurance Broker

RESOLUTION #1-32/2015  
Authorize Town Board Members to Attend Any Training Schools or Conferences

-Discuss/Adopt Fee and Wage Schedule – 2014/2015 Winter/Spring Season – Henrietta Recreation Department

RESOLUTION #1-33/2015  
Authorize Proposed Application Fees

RESOLUTION #1-34/2015  
Adopt Rental Fee Schedule – Cabins

RESOLUTION #1-35/2015  
Reappoint Fire Marshal/Building Inspector

RESOLUTION #1-36/2015  
Adopt Salary Schedules – Exhibit A, B and C

RESOLUTION #1-37/2015

Appoint Deputy Receiver of Taxes – JP Morgan Chase

RESOLUTION #1-38/2014

Authorize Attendance at Meetings, Seminars and Conferences for Town Employees

RESOLUTION #1-39/2015

Authorize Specific Payments Prior to Audit

RESOLUTION #1-40/2015

Adopt Purchasing Policy

RESOLUTION #1-41/2015

Adopt Investment Policy

RESOLUTION #1-42/2015

Adopt Credit Card and Store Charge Account Policy & Procedures

RESOLUTION #1-43/2015

Adopt Managers' Guide

RESOLUTION #1-44/2015

Adopt Employee Handbook

RESOLUTION #1-45/2015

Adopt New Minimum Wage Increase