

**HENRIETTA TOWN BOARD
ORGANIZATIONAL MEETING
AGENDA
JANUARY 1, 2004**

RESOLUTION #1-1/2004

Appoint Town Clerk

RESOLUTION #1-2/2004

Appoint Town Attorney

RESOLUTION #1-3/2004

Appoint Planning Board Attorney

RESOLUTION #1-4/2004

Appoint Zoning Board Attorney and Prosecuting Attorney

RESOLUTION #1-5/2004

Adopt Personnel Hiring Procedure

RESOLUTION #1-6/2004

Adopt Town Board Rules

RESOLUTION #1-7/2004

Reappoint Member to Planning Board

RESOLUTION #1-8/2004

Reappoint and Appoint Members to Zoning Board

RESOLUTION #1-9/2004

Reappoint Members to Conservation Board

RESOLUTION #1-10/2004

Reappoint Library Trustee

RESOLUTION #1-11/2004

Reappoint and Appoint Members to Youth Board

RESOLUTION #1-12/2004

Reappoint Member to Recreation Commission

RESOLUTION #1-13/2004

Reappoint Members to Henrietta Historic Site Committee

RESOLUTION #1-14/2004

Appoint Designated Officers and Employees

RESOLUTION #1-15/2004

Appoint Chairpersons to Boards

RESOLUTION #1-16/2004

Appoint Liaisons to Boards, Commissions and Committees

RESOLUTION #1-17/2004

Establish Blanket Employee Fidelity Policy

RESOLUTION #1-18/2004

Authorize Supervisor to Approve Purchases up to \$7,500

RESOLUTION #1-19/2004

Establish Petty Cash Amounts

RESOLUTION #1-20/2004

Establish Time and Place for Town Board Meetings

RESOLUTION #1-21/2004

Authorize Mileage for Town Business

RESOLUTION #1-22/2004

Establish Town Business Hours

RESOLUTION #1-23/2004

Call for Annual Inventories

RESOLUTION #1-24/2004

Designate Official Newspapers

RESOLUTION #1-25/2004

Designate Official Town Banks

RESOLUTION #1-26/2004

Appoint Insurance Broker

RESOLUTION #1-27/2004

Authorize Town Board Members and Town Justices to Attend Any Training Schools or Conferences

RESOLUTION #1-28/2004

Adopt Fee and Wage Schedule - Henrietta Recreation Commission

RESOLUTION #1-29/2004

Authorize Director of Finance to Make Interfund Loans

RESOLUTION #1-30/2004

Adopt Salary Schedules - Exhibit A and C

RESOLUTION #1-31/2004

Adopt Salary Schedule - Other Appointed Boards - Exhibit B

RESOLUTION #1-32/2004

Appoint Deputy Receiver of Taxes - JP Morgan Chase

RESOLUTION #1-33/2004

Authorize Attendance at Meetings, Seminars and Conferences for Town Employees

RESOLUTION #1-34/2004

Authorize Specific Payments Prior to Audit

RESOLUTION #1-35/2004

Appoint Coordinating Justice

RESOLUTION #1-36/2004

Adopt Sexual Harassment Standards Policy

RESOLUTION #1-37/2004

Adopt Procurement Policy

RESOLUTION #1-38/2004

Adopt Investment Policy

PURSUANT TO CALL AN ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, WAS DULY HELD AT THE HENRIETTA TOWN HALL, 475 CALKINS ROAD, HENRIETTA, NEW YORK ON THE 1ST DAY OF JANUARY, 2004 AT 10:30 A.M.

MEMBERS PRESENT

Supervisor James R. Breese
Councilwoman Catherine A. McCabe
Councilman William J. Mulligan, Jr.
Councilman Michael B. Yudelson
Councilwoman Janet B. Zinck
Daniel J. Mastrella, Town Attorney
Patricia J. Shaffer, Town Clerk

MEMBERS ABSENT

SUPERVISOR BREESE

Before we start the Organizational Meeting, we'll swear in the new, not new, certainly not new Board members and certainly not me new, but we're glad to have Judge Pericak here to do the honors of swearing in Councilwoman McCabe and Councilman Mulligan. You can do them one by one. Councilwoman McCabe, if you'll go down there, we'll do ladies first. You can still say that, can't you?

COUNCILWOMAN McCABE

Yes, you can.

SUPERVISOR BREESE

I'm not in trouble?

COUNCILWOMAN McCABE

You're not in trouble.

JUDGE JOHN PERICAK

(Gave the Oath of Office to Catherine A. McCabe, Councilwoman; William J. Mulligan, Jr., Councilman; and James R. Breese, Supervisor.) *(Applause)*

SUPERVISOR BREESE

We have two (2) meetings typically in January. The first meeting is the Organizational meeting. We're going to make appointments and do other annual business, and then we'll go into the Regular Board meeting with the Regular Board Agenda. So, beginning with the Organizational meeting, may I have the first Resolution, please.

RESOLUTION #1-1/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Yudelson

BE IT RESOLVED, that Patricia Shaffer be and is hereby appointed Town Clerk and Registrar of Vital Statistics for a two (2) year term at the discretion of the Board expiring December 31, 2005 at a salary as specified in Exhibit B.

BE IT RESOLVED, that the Town of Henrietta appoint and employ Marc A. Duclos, 56 Church Hill Road, Henrietta, New York 14467, as Attorney to the Zoning Board, said position to be held for a one (1) year term at the discretion of the Town Board at an annual salary of \$9,064.00, effective January 1, 2004.

BE IT FURTHER RESOLVED, that the Town of Henrietta reimburse from time to time said attorney for certain expenses necessarily incurred in connection with the rendition of such services upon submission of properly executed vouchers thereof.

BE IT FURTHER RESOLVED, that the Town of Henrietta also appoint Marc A. Duclos as Prosecuting Attorney, said position to be held for a one (1) year term at the discretion of the Town Board, to prosecute from time to time and when requested by the Town Board, violations of any Local Law or Ordinance of the Town of Henrietta or any other law, the enforcement of which is within the jurisdiction of the Town.

BE IT FURTHER RESOLVED, that the Town of Henrietta pay to said attorney for all legal services rendered pursuant to such request, the sum of \$100.00 per hour not to exceed \$8,500.00 per year, and reimburse him for actual expenses necessarily incurred in the performance of such services upon the filing and audit of properly executed vouchers thereof.

SUPERVISOR BREESE

Just under discussion, there is precedent, of course, for having one (1) attorney to have two (2) legal jobs for the Town of Henrietta, Prosecuting Attorney and Zoning Board Attorney. Judge Donsky held both positions at one time, and that seemed to work out well, and I'm sure it will work out well with Marc Duclos. Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-5/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Mulligan

BE IT RESOLVED, that the attached Personnel Hiring Procedure be hereby adopted by the Henrietta Town Board, effective immediately.

SUPERVISOR BREESE

Discussion? I hope you all read this so you had an opportunity to make changes if you wanted to.

COUNCILWOMAN McCABE

RESOLUTION #1-7/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

WHEREAS, the term of Devon Van Vechten, Planning Board, has expired as of December 31, 2003,
and

WHEREAS, Mr. Van Vechten has requested reappointment, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for
maximum input.

THEREFORE, BE IT RESOLVED, that Devon Van Vechten, 66 Gatehouse Trail, Henrietta, New York
14467 be reappointed to the Henrietta Planning Board for a seven (7) year term effective January 1, 2004
and expiring December 31, 2010.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-8/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Mulligan

WHEREAS, the terms of Patricia LaRocca and Robert Steidle, Zoning Board, have expired as of
December 31, 2003, and

WHEREAS, Mr. Steidle has requested reappointment, and

WHEREAS, Ms. LaRocca has requested not to be reappointed, and

WHEREAS, Ellie Wikle is a qualified resident of the Town of Henrietta and wishes to serve on the
Henrietta Zoning Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Robert Steidle, 85 Wildbriar Road, Rochester, New York 14623, be reappointed to the Henrietta Zoning Board for a five (5) year term effective January 1, 2004 and expiring December 31, 2008.

BE IT FURTHER RESOLVED, that Ellie Wikle, 112 Holiday Road, Rochester, New York 14623, be appointed to the Henrietta Zoning Board for a five (5) year term effective January 1, 2004 and expiring December 31, 2008.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-9/2004

On Motion of
Councilman Yudelson

Seconded by
Councilwoman Zinck

WHEREAS, the terms of William Santos, Jacob F. Scherer, Jr. and Ellie Wikle, Conservation Board, have expired as of December 31, 2003, and

WHEREAS, Mr. Santos and Mr. Scherer have requested reappointment, and

WHEREAS, Ms. Wikle was appointed to serve on the Zoning Board of the Town of Henrietta and therefore will not be reappointed to the Henrietta Conservation Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that William Santos, 3181 East River Road, Rochester, New York 14623 and Jacob F. Scherer, Jr., 50 Langston Point, Pittsford, New York 14534, be reappointed to the Henrietta Conservation Board for a two (2) year term effective January 1, 2004 and expiring December 31, 2005.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Abstain
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-10/2004

On Motion of	Seconded by
Councilwoman Zinck	Councilman Mulligan

WHEREAS, the term of Elizabeth Schnucker, Library Trustee, has expired as of December 31, 2003, and

WHEREAS, Ms. Schnucker has requested reappointment and the Library Board of Trustees has made that recommendation, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Elizabeth Schnucker, 64 Oakshire Way, Pittsford, New York 14534, be reappointed to the Henrietta Library Board of Trustees for a five (5) year term effective January 1, 2004 and expiring December 31, 2008.

SUPERVISOR BREESE
Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-11/2004

On Motion of	Seconded by
Councilman Yudelson	Councilman Mulligan

WHEREAS, the terms of Kelly Ford Ellingham, M. Rick Page and James Scott, Youth Board, have expired as of December 31, 2003, and

WHEREAS, Mr. Page and Mr. Scott have requested reappointment, and

WHEREAS, Ms. Ellingham has not requested reappointment, and

WHEREAS, Michelle Clark and Shruti Date are qualified residents of the Town of Henrietta and wish to serve on the Henrietta Youth Board, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that M. Rick Page, 320 Galahad Drive, Rochester, New York 14623 and James Scott, 63 Ward Hill Road, P.O. Box 229, Henrietta, New York 14467, be reappointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2004 and expiring December 31, 2005.

BE IT FURTHER RESOLVED, that Michelle Clark, 36 Marr Drive, Pittsford, New York 14534 and Shruti Date, 27 Langston Point, Pittsford, New York 14534, be appointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2004 and expiring December 31, 2005.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-12/2004

On Motion of
Councilman Mulligan

Seconded by
Councilwoman Zinck

WHEREAS, the term of Gary Junge, Recreation Commission, has expired as of December 31, 2003, and

WHEREAS, Mr. Junge has requested reappointment, and

WHEREAS, the Henrietta Town Board wishes to maintain the Boards at their authorized strength for maximum input.

THEREFORE, BE IT RESOLVED, that Gary Junge, 40 Florendin Drive, Henrietta, New York 14467, be reappointed to the Henrietta Recreation Commission for a seven (7) year term effective January 1, 2004 and expiring December 31, 2010.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-13/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Mulligan

WHEREAS, the terms of Helen Elam and Donald Yost, Henrietta Historic Site Committee, have expired as of December 31, 2003, and

WHEREAS, Ms. Elam and Mr. Yost have requested reappointment.

THEREFORE, BE IT RESOLVED, that Helen Elam, 98 Tall Oak Lane, Pittsford, New York 14534 and Donald Yost, 208 Brooks Road, West Henrietta, New York 14586, be reappointed to the Henrietta Historic Site Committee for a four (4) year term effective January 1, 2004 and expiring December 31, 2007.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-14/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

BE IT RESOLVED, that the following persons be and are hereby appointed as the designated officers and employees of the Town of Henrietta, said appointments to expire on December 31, 2005 at an annual salary as specified in Exhibits A and B.

Superintendent of Highways
Director of Engineering/Planning
Building and Development Coordinator

Russell Martin
Mark Byrne
A. David Pirrello

Fire Marshal
 Director of Youth Bureau & Recreation
 Director of Parks and Facilities
 Commissioner of Public Works
 Director of Personnel
 Superintendent of Drainage, Sewer & Sidewalks Paul Pettrone
 Deputy Town Clerk
 Town Historian
 Assistant Assessor
 Assistant Dir. of Youth Bureau & Recreation
 Receiver of Taxes
 Director of Tinker Homestead and Farm
 Museum & Hansen Nature Center

Christopher Roth
 Regis Steinkamp
 William Dykstra
 Dean C. Marshall, Jr.
 Paul Liess, Jr.
 Amber N. Hutchinson
 Helen Elam
 Gary Popen
 Karen McArthur
 Patricia Shaffer
 David Oliver

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-15/2004

On Motion of
 Councilwoman Zinck

Seconded by
 Councilman Mulligan

BE IT RESOLVED, that the following named persons be and they hereby are appointed as Chairpersons to the following Boards:

Planning Board:	Peter Minotti
Zoning Board:	Robert Steidle
Conservation Board:	William Santos

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Abstain
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye

Carried

RESOLUTION #1-16/2004

On Motion of
Councilwoman McCabe

Seconded by
Councilwoman Zinck

BE IT RESOLVED, that the following named persons be and they hereby are appointed as liaison to the following Boards, Commissions or Committees:

Library:	Janet B. Zinck
Youth Board:	Michael B. Yudelson
Henrietta Historical Society:	Catherine A. McCabe
Rush-Henrietta School Board:	Michael B. Yudelson
Planning, Zoning, Conservation:	William J. Mulligan, Jr.
Recreation Commission:	Janet B. Zinck
Henrietta Ambulance and Fire:	Catherine A. McCabe

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-17/2004

On Motion of
Councilman Yudelson

Seconded by
Councilwoman McCabe

WHEREAS, a blanket employer fidelity policy in the amount of \$100,000 for each employee shall be furnished to cover every employee of the Town of Henrietta.

THEREFORE, BE IT RESOLVED, that the said blanket employer fidelity policy be and hereby is approved and certified by the Town of Henrietta as to form, amount and surety.

BE IT FURTHER RESOLVED, that upon approval thereof by the Monroe County Legal Advisor, the original policies be filed in the Office of the County Clerk and copies thereof in the Office of the County Treasurer and Town Clerk.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-18/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

BE IT RESOLVED, that the Supervisor may approve a purchase requisition up to the amount of \$7,500.00. Any items that exceed the amount of \$7,500.00 must be approved by the Town Board. During a declared state of emergency, this restriction would not apply.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-19/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Mulligan

BE IT RESOLVED, that a petty cash account be established for the following offices in the designated amounts:

Town Clerk	Patricia Shaffer	\$200.00
Receiver of Taxes	Patricia Shaffer	\$100.00
Finance Office	Paul J. Liess, Jr.	\$225.00
Library	Patricia Bernhard	\$387.00
Justices	Melissa Koerner	\$175.00

BE IT FURTHER RESOLVED, that the aforementioned people shall be designated custodians of the respective petty cash funds.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-20/2004

On Motion of
Councilwoman McCabe

Seconded by
Councilman Yudelson

BE IT RESOLVED, that the regular Town Board meetings of the Town of Henrietta be held on the first and third Wednesday of each month in the Town Hall of the Town of Henrietta, 475 Calkins Road, Henrietta, New York, except January when meetings will be on January 1ST at 10:30 A.M. instead of on the first Wednesday, and during the months of July and August when the meetings will be held on the third Wednesday of the month. Meetings shall commence at 8:00 P.M., except as otherwise ordered. Workshop meetings will be held on the Monday prior to the Town Board meetings at 4:30 P.M., except as otherwise ordered.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-21/2004

On Motion of
Councilman Yudelson

Seconded by
Councilwoman Zinck

BE IT RESOLVED, that the authorized officers and employees of the Town of Henrietta be and are hereby granted mileage for the use of their own vehicles on official Town business at the rate of \$.36 per mile, subject to submitting proof of the use of their own vehicles on such Town business.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-22/2004

On Motion of
Councilman Mulligan

Seconded by
Councilwoman McCabe

BE IT RESOLVED, that the following Town departments shall be open to the public, with the exception of legal holidays, and as otherwise required from time to time as follows:

Town Hall Offices	9:00 A.M. - 5:00 P.M. (Mon. - Fri.)
Public Works Departments	7:00 A.M. - 3:30 P.M. (Mon. - Fri.)
Tinker Nature Center	9:00 A.M. - 3:00 P.M. (Tues. - Sun.)
Tinker Homestead	10:00 A.M. - 4:00 P.M. (Tues. - Sun.)

BE IT FURTHER RESOLVED, that the Town Court shall be open to the public Monday through Friday, with the exception of legal holidays, and as otherwise required from time to time as follows:

Court Offices	9:00 A.M. - 5:00 P.M. (Mon. - Thurs.)
	9:00 A.M. - 4:00 P.M. (Friday)

COUNCILWOMAN McCABE

I'll second as long as you say Town Hall Offices are open from nine (9:00) to five (5:00).

SUPERVISOR BREESE

Didn't he say that?

COUNCILWOMAN McCABE

No, he said nine (9:00) to eight (8:00).

SUPERVISOR BREESE

Did you say nine (9:00) to eight (8:00)?

COUNCILMAN MULLIGAN

I don't know.

SUPERVISOR BREESE

He wants you to work until eight o'clock (8:00) folks. Why am I not surprised.

COUNCILWOMAN McCABE

I'll second it.

SUPERVISOR BREESE

Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

COUNCILWOMAN McCABE

Who had three (3) hours of sleep here, and who didn't. *(Laughter)*

SUPERVISOR BREESE

You're forgiven.

RESOLUTION #1-23/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilman Yudelson

BE IT RESOLVED, that the annual inventories of all departments of the Town of Henrietta be completed and turned into the Office of the Supervisor on or before February 1, 2004.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-24/2004

On Motion of
Councilwoman McCabe

Seconded by
Councilman Mulligan

BE IT RESOLVED, that Messenger Post Publications is hereby designated as the official newspaper of the Town of Henrietta for legal notices as deemed appropriate.

BE IT FURTHER RESOLVED, that the Democrat and Chronicle is hereby designated as an alternate

official newspaper of the Town of Henrietta for legal notices as deemed appropriate.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-25/2004

On Motion of
Councilman Mulligan

Seconded by
Councilwoman McCabe

WHEREAS, the Town Board of the Town of Henrietta is required to designate the banks in which all Town Officers shall deposit all monies coming into their hands by virtue of their offices in the year 2004.

THEREFORE, BE IT RESOLVED, that the Henrietta offices of the following banks are hereby designated as the official depositories of the Town of Henrietta:

- Key Bank
- JP Morgan Chase
- Fleet Bank
- Citibank of New York State, N.A.
- HSBC Bank USA
- M&T Trust
- Charter One Bank

BE IT FURTHER RESOLVED, that all Town Officers be and are hereby directed to deposit all Town monies coming into their hands to the aforesaid depositories.

BE IT FURTHER RESOLVED, that the said depositories shall be required to furnish securities by depositing governmental bonds or the equivalent in escrow to equal all deposits for the Town of Henrietta.

BE IT FURTHER RESOLVED, that the Town Clerk be instructed to transmit a copy of this Resolution to the Henrietta offices of the bank herein designated.

SUPERVISOR BREESE

Discussion?

COUNCILWOMAN McCABE

Under discussion, did we comment on ESL being part of this Resolution?

SUPERVISOR BREESE

Yes. Paul Liess, would you just come up and briefly explain what happened with that.

PAUL LIESS, JR., DIRECTOR OF FINANCE/PERSONNEL

ESL will only deal in the consumer banking right now. They have no commercial accounts. They said to talk to them in the beginning of 2005. They plan on approaching commercial and governmental accounts at that time.

COUNCILWOMAN McCABE

Thank you.

SUPERVISOR BREESE

Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-26/2004

On Motion of
Councilman Yudelson

Seconded by
Councilwoman Zinck

BE IT RESOLVED, that Christopher Williams Agency, Inc., 26 South Main Street, Pittsford, New York 14534, as agent, be and hereby is appointed as broker for the General Business Insurance and Public Officials' Liability Insurance, which expire March 31, 2004; and Worker's Compensation Insurance and bonds, which expire on December 31, 2004, for the Town of Henrietta.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-27/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

BE IT RESOLVED, that Town Board members and Town Justices of the Town of Henrietta may attend any training school or conference for municipal officers during the year 2004 and that this authorization shall provide that necessary expenses incurred shall be chargeable to and reimbursed by the Town of Henrietta.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-28/2004

On Motion of
Councilman Yudelson

Seconded by
Councilwoman McCabe

WHEREAS, it is customary each year for the Henrietta Recreation Commission to recommend a "Fee and Wage Schedule" for the operation of recreation programs, and

WHEREAS, the Town Board has reviewed such recommendations and they appear to be in order.

THEREFORE, BE IT RESOLVED, that the attached "Fee and Wage Schedule" for the Henrietta Recreation Commission be adopted for the year 2004.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-29/2004

On Motion of
Councilwoman McCabe

Seconded by
Councilman Mulligan

WHEREAS, from time to time emergencies arise requiring the necessity of interfund loans without Town Board approval.

THEREFORE, BE IT RESOLVED, that the Director of Finance be authorized to make said interfund loans, not to exceed \$7,500.00 with approval of the Supervisor.

BE IT FURTHER RESOLVED, that the Town Board be notified prior to the next scheduled Town Board meeting.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-30/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibits be adopted and established for the year 2004.

Exhibit A Elected Officials, Town Officers, Department Heads

Exhibit C Full and Part-Time Employees

SUPERVISOR BREESE

Unfortunately, the attachment refers to 2003 salary schedules. It should say 2004, so let the Record show that it's 2004 on the attachments. Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-31/2004

On Motion of

Seconded by

Councilman Yudelson

Councilwoman Zinck

BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibit be adopted and established for the year 2004.

Exhibit B Other Appointed Boards

SUPERVISOR BREESE

Under discussion, it's the same problem here with the attachments. It says 2003, it should say 2004. Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Abstain
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye
Supervisor Breese voting	Aye
	Carried

RESOLUTION #1-32/2004

On Motion of
Councilwoman Zinck

Seconded by
Councilwoman McCabe

WHEREAS, JP Morgan Chase, with local offices at One Chase Square, Rochester, New York, will assist with the collection of the 2004 Town and County taxes and the 2004-2005 Rush-Henrietta School taxes, and

WHEREAS, JP Morgan Chase provides an invaluable service through these Agreements at no cost to the Town.

THEREFORE, BE IT RESOLVED, that Gayle Hudson of JP Morgan Chase, or authorized representative(s) thereof, be appointed as Deputy Receiver of Taxes for the collection of the 2004 Town and County taxes and the 2004-2005 Rush-Henrietta School taxes.

BE IT FURTHER RESOLVED, that Gayle Hudson of JP Morgan Chase, or authorized representative(s) thereof, be hereby covered under the Town's blanket insurance policy.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe voting	Aye
Councilman Mulligan voting	Aye
Councilman Yudelson voting	Aye
Councilwoman Zinck voting	Aye

Councilman Yudelson voting Aye
Councilwoman Zinck voting Aye
Supervisor Breese voting Aye
Carried

RESOLUTION #1-35/2004

On Motion of Councilman Yudelson
Seconded by Councilman Mulligan

WHEREAS, the Town Board wishes to have Judicial involvement in over-seeing operations of the Court Office, and

WHEREAS, Judge John Kopacki has stated that he is willing to assist in this matter.

THEREFORE, BE IT RESOLVED, that Judge John Kopacki is reappointed Coordinating Justice (no increase in pay).

SUPERVISOR BREESE
Discussion? Call the roll, please.

Duly put to a vote:
Councilwoman McCabe voting Aye
Councilman Mulligan voting Aye
Councilman Yudelson voting Aye
Councilwoman Zinck voting Aye
Supervisor Breese voting Aye
Carried

RESOLUTION #1-36/2004

On Motion of Councilwoman Zinck
Seconded by Councilman Mulligan

BE IT RESOLVED, that the attached Sexual Harassment Standards Policy be hereby adopted by the Henrietta Town Board, effective immediately, and be reviewed annually at its Organizational Meeting.

SUPERVISOR BREESE
Discussion? Call the roll, please.

Duly put to a vote:
Councilwoman McCabe voting Aye
Councilman Mulligan voting Aye
Councilman Yudelson voting Aye
Councilwoman Zinck voting Aye
Supervisor Breese voting Aye
Carried

RESOLUTION #1-37/2004

On Motion of
Councilman Mulligan

Seconded by
Councilman Yudelson

WHEREAS, the Town Board of the Town of Henrietta has reviewed the Procurement Policy for the Town.

THEREFORE, BE IT RESOLVED, that the Board adopts the aforesaid Procurement Policy as attached.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

RESOLUTION #1-38/2004

On Motion of
Councilwoman McCabe

Seconded by
Councilwoman Zinck

BE IT RESOLVED, that the attached Investment Policy be adopted by the Henrietta Town Board effective immediately and shall be reviewed annually at its Organizational Meeting.

BE IT FURTHER RESOLVED, that the Henrietta Town Board receive quarterly investment reports.

SUPERVISOR BREESE

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Yudelson	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Breese	voting	Aye
		Carried

SUPERVISOR BREESE

That's the end of the Organizational meeting. We set a new record here on the Organizational meeting.

(The Organizational meeting ended at 11:04 A.M.)

Respectfully submitted,

Amber N. Hutchinson
Deputy Town Clerk