

**HENRIETTA TOWN BOARD
ORGANIZATIONAL MEETING
AGENDA
JANUARY 1, 2005**

RESOLUTION #1-1/2005

Appoint Planning Board Attorney

RESOLUTION #1-2/2005

Appoint Zoning Board Attorney and Prosecuting Attorney

RESOLUTION #1-3/2005

Adopt Personnel Hiring Procedure

RESOLUTION #1-4/2005

Adopt Town Board Rules

RESOLUTION #1-5/2005

Reappoint Member to Planning Board

RESOLUTION #1-6/2005

Reappoint Member to Zoning Board

RESOLUTION #1-7/2005

Reappoint Members to Conservation Board

RESOLUTION #1-8/2005

Reappoint Monroe County Environmental Management Council Member

RESOLUTION #1-9/2005

Reappoint Library Trustee

RESOLUTION #1-10/2005

Reappoint Member to Youth Board

RESOLUTION #1-11/2005

Appoint Member to Recreation Commission

RESOLUTION #1-12/2005

Appoint Designated Officers and Employees

RESOLUTION #1-13/2005

Appoint Chairpersons to Boards

RESOLUTION #1-14/2005

Appoint Liaisons to Boards, Commissions and Committees

RESOLUTION #1-15/2005

Establish Bonding Amounts for Certain Town Employees

RESOLUTION #1-16/2005

Establish Blanket Employee Fidelity Policy

RESOLUTION #1-17/2005

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

RESOLUTION #1-18/2005

Establish Petty Cash Amounts

RESOLUTION #1-19/2005

Establish Time and Place for Town Board Meetings

RESOLUTION #1-20/2005

Authorize Mileage for Town Business

RESOLUTION #1-21/2005

Establish Town Business Hours

RESOLUTION #1-22/2005

Call for Annual Inventories

RESOLUTION #1-23/2005

Designate Official Newspapers

RESOLUTION #1-24/2005

Designate Official Town Banks

RESOLUTION #1-25/2005

Appoint Insurance Broker

RESOLUTION #1-26/2005

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

RESOLUTION #1-27/2005

Adopt Fee and Wage Schedule - Henrietta Recreation Commission

RESOLUTION #1-28/2005

Adopt Rental Fee Schedule - Tinker Pavilion

RESOLUTION #1-29/2005

Authorize Director of Finance to Make Interfund Loans

RESOLUTION #1-30/2005

Adopt Salary Schedules - Exhibit A and C

RESOLUTION #1-31/2005

Adopt Salary Schedule - Other Appointed Boards - Exhibit B

RESOLUTION #1-32/2005

Appoint Deputy Receiver of Taxes - JP Morgan Chase

RESOLUTION #1-33/2005

Authorize Attendance at Meetings, Seminars and Conferences for Town Employees

RESOLUTION #1-34/2005

Authorize Specific Payments Prior to Audit

RESOLUTION #1-35/2005

Appoint Coordinating Justice

RESOLUTION #1-36/2005

Adopt Sexual Harassment Standards Policy

RESOLUTION #1-37/2005

Adopt Procurement Policy

RESOLUTION #1-38/2005

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, 2005 AT 10:30 A.M.

MEMBERS PRESENT

ABSENT

MEMBERS

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

SUPERVISOR BREESE

We have two (2) meetings here today. This is what we always do on January 1ST. The first meeting is the annual Organizational meeting. May I have the first Resolution of the Organizational meeting, please.

RESOLUTION #1-1/2005

On Motion of
Councilman Yudelson

Seconded by
Councilwoman
McCabe

BE IT RESOLVED, that the Town of Henrietta appoint and employ William H. Walker, Jr., 182 Tumbleweed Drive, Pittsford, New York 14534, as Attorney to the Planning Board, said position to be held for a one (1) year term at the discretion of the Town Board at an annual salary of \$17,390.00, effective January 1, 2005.

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

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 #1-2/2005

On Motion of
Councilman Mulligan

Zinck

Seconded by
Councilwoman

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 \$9,336.00, effective January 1, 2005.

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

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 #1-3/2005

On Motion of
Councilwoman Zinck

Yudelson

Seconded by
Councilman

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

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 #1-4/2005

On Motion of
Councilwoman McCabe

Seconded by
Councilman
Mulligan

BE IT RESOLVED, that the Rules of the Town Board that are now in effect and attached hereto shall be continued for the year 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 #1-5/2005

On Motion of
Supervisor Breese

Seconded by
Councilman
Yudelson

WHEREAS, the term of Stephen R. MacIntyre, Planning Board, has expired as of December 31, 2004, and

WHEREAS, Mr. MacIntyre 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 Stephen R. MacIntyre, 43 Ivory Way, Henrietta, New York 14467 be reappointed to the Henrietta Planning Board for a seven (7) year term effective January 1, 2005 and expiring December 31, 2011.

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 #1-6/2005

On Motion of
Councilwoman McCabe

Seconded by
Councilwoman
Zinck

WHEREAS, the term of Kenneth Breese, Zoning Board, has expired as of December 31, 2004, and

WHEREAS, Mr. Breese 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 Kenneth Breese, 59 Alverstone Way, West Henrietta, New York 14586, be reappointed to the Henrietta Zoning Board for a five (5) year term effective January 1, 2005 and expiring December 31, 2009.

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 Abstain
Carried

RESOLUTION #1-7/2005

On Motion of Councilman Mulligan
Seconded by Councilman Yudelson

WHEREAS, the terms of Robbin Ciavaglia, Fabian Grabski and R. Bud Snyder, Conservation Board, have expired as of December 31, 2004, and

WHEREAS, Ms. Ciavaglia, Mr. Grabski and Mr. Snyder have 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 Robbin Ciavaglia, 66 Tumbleweed Drive, Pittsford, New York 14534; Fabian Grabski, 120 LaLanne Road, Rochester, New York 14623 and R. Bud Snyder, 20 Crystal Valley Overlook, Rochester, New York 14623, be reappointed to the Henrietta Conservation Board for a two (2) year term effective January 1, 2005 and expiring December 31, 2006.

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 #1-8/2005

On Motion of Councilwoman Zinck
Seconded by Councilman Yudelson

WHEREAS, the term of Monroe County Environmental Management Council

member William Santos has expired as of December 31, 2004, and

WHEREAS, William Santos has requested reappointment, and

WHEREAS, the Town Board of the Town of Henrietta has received a request from the Monroe County Environmental Management Council to make a recommendation for the appointment or reappointment to said Board.

THEREFORE, BE IT RESOLVED, that William Santos, 3181 East River Road, Rochester, New York 14623, be hereby recommended for reappointment to a term on the Monroe County Environmental Management Council, effective January 1, 2005 and expiring December 31, 2006.

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 #1-9/2005

On Motion of
Councilwoman Zinck

Seconded by
Councilman
Mulligan

WHEREAS, the term of David Pogue, Library Trustee, has expired as of December 31, 2004, and

WHEREAS, Mr. Pogue 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 David Pogue, 53 Rawhide Drive, West Henrietta, New York 14586, be reappointed to the Henrietta Library Board of Trustees for a five (5) year term effective January 1, 2005 and expiring December 31, 2009.

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 #1-10/2005

On Motion of Councilman Yudelson
 Seconded by Councilwoman McCabe

WHEREAS, the term of Karen Winden, Youth Board, has expired as of December 31, 2004, and

WHEREAS, Ms. Winden 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 Karen Winden, 40 Alton Way, West Henrietta, New York 14586, be reappointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2005 and expiring December 31, 2006.

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 #1-11/2005

On Motion of Councilman Mulligan
 Seconded by Councilman Yudelson

WHEREAS, the term of John Zimny, Recreation Commission, has expired as of

December 31, 2004, and

WHEREAS, Mr. Zimny has not requested reappointment, and

WHEREAS, John Sacchitella is a qualified resident of the Town of Henrietta and wishes to serve on the Henrietta Recreation Commission, and

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

THEREFORE, BE IT RESOLVED, that John Sacchitella, 116 Fitzpatrick Trail, West Henrietta, New York 14586, be appointed to the Henrietta Recreation Commission for a seven (7) year term effective January 1, 2005 and expiring December 31, 2011.

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 #1-12/2005

On Motion of
Councilman Mulligan

Seconded by
Councilwoman
McCabe

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

Russell Martin

Director of Engineering/Planning

Mark

Building and Development Coordinator

Byrne

A. David

Fire Marshal

Pirrello

Christopher

Roth

Director of Youth Bureau & Recreation

Regis
Steinkamp

Director of Parks and Facilities

William Dykstra

Commissioner of Public Works

Dean

Director of Personnel

C. Marshall, Jr.

Superintendent of Drainage, Sewer & Sidewalks
Deputy Town Clerk

Paul Liess, Jr.
Paul Pettrone

Town Historian

Amber N.
Hutchinson

Assistant Assessor

Helen Elam

Assistant Dir. of Youth Bureau & Recreation
Receiver of Taxes

Gary Popen
Karen McArthur

Director of Tinker Homestead and Farm
Museum & Hansen Nature Center

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 #1-13/2005

On Motion of
Councilwoman Zinck

Mulligan

Seconded by
Councilman

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 #1-14/2005

On Motion of Councilwoman McCabe

Seconded by Councilman Yudelson

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:

McCabe Catherine A.

Rush-Henrietta School Board:

Yudelson Michael B.

Planning, Zoning, Conservation:

Jr. William J. Mulligan,

Recreation Commission:

Zinck Janet B.

Henrietta Ambulance and Fire:

McCabe Catherine A.

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
Supervisor Breese

voting Aye
voting Aye
Carried

RESOLUTION #1-15/2005

On Motion of
Councilwoman Zinck

Seconded by
Councilman
Mulligan

WHEREAS, a sum and undertaking must be furnished by certain Town Officials in amounts specified by law by a bond and surety company authorized to do business in the State of New York.

THEREFORE, BE IT RESOLVED, that the following bonds be and hereby are approved and certified by the Town of Henrietta as to form, amount and surety.

Supervisor

James
R. Breese

\$
100,000

Town Clerk/Receiver of Taxes

Patricia
Shaffer

\$
100,000

Deputy Town Clerk

Amber
N. Hutchinson

\$
100,000

Director of Finance

Paul
Liess, Jr.

\$
100,000

Superintendent of Highways

Russell
Martin

\$

Town Justice	100,000
	John Pericak
	\$
Town Justice	100,000
	Steven Donsky
	\$
Town Justice	100,000
	John Kopacki
	\$
Each employee of the Town Court	100,000
	\$
Each employee of the Town Clerk's Office	100,000
	\$
	100,000

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

SUPERVISOR BREESE

I have a question for Paul Liess. We have each employee of the Town Court listed and each employee of the Town Clerk's office, but we don't have each employee of the Finance office here. Is there a reason for that?

PAUL LIESS, JR., DIRECTOR OF FINANCE AND PERSONNEL

That will be passed through the next Resolution where all Town employees are.

SUPERVISOR BREESE

If we have the next Resolution, why do we have this Resolution?

PAUL LIESS, JR., DIRECTOR OF FINANCE AND PERSONNEL

Because it specifies the officers of the Town in that one Resolution, and then the other one bonds every employee of the Town.

SUPERVISOR BREESE

All right.

COUNCILMAN MULLIGAN

Good answer.

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 #1-16/2005

On Motion of
Councilman Yudelson

Zinck

Seconded by
Councilwoman

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 #1-17/2005

On Motion of
Councilwoman McCabe

Seconded by
Councilman

Mulligan

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	Aye

Carried

RESOLUTION #1-18/2005

On Motion of
Councilman Mulligan

Seconded by
Councilman

Yudelson

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 #1-19/2005

On Motion of
Councilwoman Zinck

Seconded by
Councilman

Mulligan

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 #1-20/2005

On Motion of

Seconded by

Councilman Yudelson

McCabe

Councilwoman

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 \$.39 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 #1-21/2005

On Motion of Councilman Mulligan

Zinck

Seconded by Councilwoman

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)

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 #1-22/2005

On Motion of Councilwoman McCabe
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, 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 #1-23/2005

On Motion of Councilwoman Zinck
Seconded by Councilwoman McCabe

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 #1-24/2005

On Motion of
Councilman Yudelson

Seconded by
Councilman
Mulligan

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 2005.

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
- Bank of America
- Citibank of New York State, N.A.
- HSBC Bank USA
- M&T Trust
- Charter One Bank (Citizens 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? 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 #1-25/2005

On Motion of
Councilman Mulligan

Seconded by
Councilwoman

Zinck

BE IT RESOLVED, that J. Parisi Associates, Inc., 1738 Ridge Road East, Rochester, New York 14622, as agent, be and hereby is appointed as broker for the General Business Insurance and Public Officials' Liability Insurance, which expire March 31, 2005; and Christopher Williams Agency, Inc., 26 South Main Street, Pittsford, New York 14534 for Worker's Compensation Insurance and bonds, which expire on December 31, 2005, 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 #1-26/2005

On Motion of
Councilwoman McCabe

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 2005 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 #1-27/2005

On Motion of
Councilman Yudelson

Seconded by
Councilman
Mulligan

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 2005.

SUPERVISOR BREESE

Discussion?

COUNCILWOMAN ZINCK

Just one question. At our meeting the other day, we talked with Regis about cheerleading camp, which is a Hundred Dollars (\$100.00). Should that be added to this since none of these fit?

REGIS STEINKAMP, DIRECTOR OF YOUTH BUREAU AND RECREATION

It can be, but after thinking about it, it's a, most camps are one (1) week and that particular program is new and it lasts six (6) weeks. So, I'm not sure if that would be the same classification, but we certainly could add that to the list.

SUPERVISOR BREESE

You want to add it?

REGIS STEINKAMP, DIRECTOR OF YOUTH BUREAU AND RECREATION
If you want to add it, that's fine.

SUPERVISOR BREESE
Do you want to add it in the Resolution?

COUNCILWOMAN ZINCK
Yes. We should add it.

SUPERVISOR BREESE
So move something, an amendment.

COUNCILWOMAN ZINCK
Okay. I amend that we take the same fee and wage schedule that's attached, but we incorporate cheerleading camp too. It's a Hundred Dollars (\$100.00), correct, for a six (6) week session?

REGIS STEINKAMP, DIRECTOR OF YOUTH BUREAU AND RECREATION
Right.

SUPERVISOR BREESE
Second. Discussion on the amendment? Call the roll on the amendment.

MOTION TO AMEND

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
Now call the roll on the main motion.

MAIN MOTION

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 #1-28/2005

On Motion of
Councilwoman Zinck

Seconded by
Councilman

Mulligan

WHEREAS, the Director of the Tinker Homestead and Farm Museum and the Hansen Nature Center has recommended to the Town Board of the Town of Henrietta to charge residents of the Town of Henrietta Twenty-five Dollars (\$25.00), and non-residents Forty Dollars (\$40.00) for the rental of the Tinker Pavilion, and

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

THEREFORE, BE IT RESOLVED, that the fee of Twenty-five Dollars (\$25.00) be charged to residents of the Town of Henrietta, and the fee of Forty Dollars (\$40.00) be charged to non-residents for the rental of the Tinker Pavilion for the year 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 #1-29/2005

On Motion of
Councilwoman McCabe

Seconded by
Councilman

Yudelson

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 #1-30/2005

On Motion of Councilman Mulligan		Seconded by Councilwoman Zinck
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BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibits be adopted and established for the year 2005.

Exhibit A Elected Officials, Town Officers, Department Heads

Exhibit C Full and Part-Time Employees

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 #1-31/2005

On Motion of Councilman Mulligan		Seconded by Councilman Yudelson
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BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibit be adopted and established for the year 2005.

Exhibit B Other Appointed Boards

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 #1-32/2005

On Motion of Councilwoman Zinck
Seconded by Councilman Mulligan

WHEREAS, JP Morgan Chase, with local offices at One Chase Square, Rochester, New York, will assist with the collection of the 2005 Town and County taxes and the 2005-2006 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 2005 Town and County taxes and the 2005-2006 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
Under discussion, Mr. Liess, if you will come up. I have a question. This Resolution only refers to their corporate office downtown, but these payments are made at the East Henrietta Road office, aren't they?

PAUL LIESS, JR., DIRECTOR OF FINANCE AND PERSONNEL
These are taxes. This would affect . . .

SUPERVISOR BREESE
This has to do with East Henrietta Road?

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 #1-34/2005

On Motion of Councilwoman McCabe

Seconded by Councilwoman Zinck

WHEREAS, timely payment of certain bills of necessity will preclude them from being included in the Town Board's audit procedure, and

WHEREAS, ongoing business practice requires the payment in advance of audit of claims for public utility services, postage, employee benefits, freight and express charges, bonded indebtedness, filing fees to another municipality, and Election Inspectors, and

THEREFORE, BE IT RESOLVED, that the above specified payments be effective prior to audit when necessary during the year 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 #1-35/2005

On Motion of Councilman Mulligan

Seconded by Councilwoman McCabe

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 #1-36/2005

On Motion of
Councilman Yudelson

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 #1-37/2005

On Motion of

Seconded by

Councilwoman Zinck

McCabe

Councilwoman

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 #1-38/2005

On Motion of
Councilman Yudelson

Mulligan

Seconded by
Councilman

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.

(The Organizational meeting ended at 11:05 A.M.)

Respectfully submitted,

Amber N. Hutchinson
Deputy Town Clerk