

**HENRIETTA TOWN BOARD  
ORGANIZATIONAL MEETING  
AGENDA  
JANUARY 2, 2008**

RESOLUTION #1-1/2008

Appoint Town Board Member

RESOLUTION #1-2/2008

Appoint Town Clerk

RESOLUTION #1-3/2008

Appoint Town Attorney

RESOLUTION #1-4/2008

Appoint Planning Board Attorney

RESOLUTION #1-5/2008

Appoint Zoning Board Attorney and Prosecuting Attorney

RESOLUTION #1-6/2008

Authorize Director of Finance to Make Interfund Loans

RESOLUTION #1-7/2008

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

RESOLUTION #1-8/2008

Adopt Personnel Hiring Procedure

RESOLUTION #1-9/2008

Adopt Town Board Rules

RESOLUTION #1-10/2008

Reappoint Member to Planning Board

RESOLUTION #1-11/2008

Reappoint Members to Conservation Board

RESOLUTION #1-12/2008

Reappoint Library Trustee

RESOLUTION #1-13/2008

Reappoint Members to Youth Board

RESOLUTION #1-14/2008

Reappoint Member to Recreation Commission

RESOLUTION #1-15/2008

Appoint Chairpersons to Boards

RESOLUTION #1-16/2008

Appoint Liaisons to Boards, Commissions and Committees

RESOLUTION #1-17/2008

Reappoint Members to Historic Site Committee

RESOLUTION #1-18/2008

Establish Bonding Amounts for Certain Town Employees

RESOLUTION #1-19/2008

Establish Blanket Employee Fidelity Policy

RESOLUTION #1-20/2008

Establish Petty Cash Amounts

RESOLUTION #1-21/2008

Establish Time and Place for Town Board Meetings

RESOLUTION #1-22/2008

Authorize Mileage for Town Business

RESOLUTION #1-23/2008

Establish Town Business Hours

RESOLUTION #1-24/2008

Call for Annual Inventories

RESOLUTION #1-25/2008

Designate Official Newspapers

RESOLUTION #1-26/2008

Designate Official Town Banks

RESOLUTION #1-27/2008

Appoint Insurance Broker

RESOLUTION #1-28/2008

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

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- RESOLUTION #1-29/2008  
Adopt Fee and Wage Schedule - Henrietta Recreation Commission
- RESOLUTION #1-30/2008  
Authorize Proposed Application Fees
- RESOLUTION #1-31/2008  
Adopt Rental Fee Schedule - Tinker Pavilion
- RESOLUTION #1-32/2008  
Adopt Salary Schedules - Exhibit A and C
- RESOLUTION #1-33/2008  
Appoint Designated Officers and Employees
- RESOLUTION #1-34/2008  
Adopt Salary Schedule - Other Appointed Boards - Exhibit B
- RESOLUTION #1-35/2008  
Appoint Deputy Receiver of Taxes - JP Morgan Chase
- RESOLUTION #1-36/2008  
Authorize Attendance at Meetings, Seminars and Conferences for Town Employees
- RESOLUTION #1-37/2008  
Authorize Specific Payments Prior to Audit
- RESOLUTION #1-38/2008  
Adopt Sexual Harassment Standards Policy
- RESOLUTION #1-39/2008  
Adopt Procurement Policy
- RESOLUTION #1-40/2008  
Adopt Investment Policy
- RESOLUTION #1-41/2008  
Adopt Internet Policy

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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 2<sup>nd</sup> DAY OF JANUARY, 2008 AT 8:00 P.M.

**MEMBERS PRESENT**

**MEMBERS ABSENT**

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

**SUPERVISOR YUDELSON**

Good evening everybody, welcome to our meeting. Would the Clerk please call the roll for the Organizational Meeting.

Roll Call:

Councilwoman McCabe	Here
Councilman Mulligan	Here
Councilwoman Zinck	Here
Supervisor Yudelson	Here

**SUPERVISOR YUDELSON**

I have the first Resolution.

**RESOLUTION #1-1/2008**

On Motion of  
Supervisor Yudelson

Seconded by  
Councilwoman McCabe

WHEREAS, Michael B. Yudelson was elected to serve as the Supervisor for the Town of Henrietta, which results in a vacancy on the Town Board of the Town of Henrietta, and

WHEREAS, the Henrietta Republican Committee has submitted the name of Jack W. Moore as a qualified candidate to serve as a Town Board member, and

WHEREAS, the Town Board concurs with the recommendation of the Henrietta Republican Committee, and

WHEREAS, the Town Board wishes to maintain the Board at its full strength.

THEREFORE, BE IT RESOLVED, that Jack W. Moore, 6500 West Henrietta Road, Rush, New York 14543 be hereby appointed to the Henrietta Town Board effective January 1, 2008 and expiring December 31, 2008.

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SUPERVISOR YUDELSON

Well, I just wanted to say under discussion, what we'll be doing, as soon as we approve this Resolution, is calling upon Jack to come up to be sworn in by our Town Clerk, and then join us here for the rest of the meetings. So, please call the roll.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye
Carried		

SUPERVISOR YUDELSON

Congratulations, Jack.

COUNCILWOMAN ZINCK

Yes, welcome aboard!

*(John W. Moore was sworn in by Patricia Shaffer, Town Clerk/Tax Receiver.) Applause*

SUPERVISOR YUDELSON

Well, before continuing with the rest of the Resolutions for the Organizational Meeting, it is customary to read the following Memo's. The first one is to the Town Board, and Department Heads about Appointments, effective this date that is provided under Law, and making the following appointments: Deputy Supervisor, William J. Mulligan, Jr.; Director of Finance, Paul Liess, Jr.; Secretary to the Supervisor, Tammy C. McGlashon, all of the above to serve at the pleasure of the Supervisor. The other Memo is to the Town Board, and the Town Clerk, effective immediately, I will appoint the following Committees to serve until December 31, 2008. Personnel Committee, William J. Mulligan, Jr., Chair; Catherine A. McCabe, Janet B. Zinck. The Public Works Committee, Jack Moore, Chair; Catherine McCabe, William Mulligan, Jr. The Finance Committee, Catherine McCabe, Chair; Jack Moore, and Janet Zinck. We will continue now with Resolution number two (2).

RESOLUTION #1-2/2008

On Motion of  
Councilman Mulligan

Seconded by  
Councilman Moore

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, 2009 at a salary as specified in Exhibit B.

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SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-3/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the Town of Henrietta appoint Daniel J. Mastrella, Esquire, with offices at 19 West Main Street, Suite 600, Rochester, New York 14614, as Town Attorney for the Town of Henrietta to render to the Town Board and to the Town of Henrietta such legal services customarily rendered and performed pursuant to said office, said position to be held for a two (2) year term, at the discretion of the Board, expiring December 31, 2009.

BE IT FURTHER RESOLVED, that the Town of Henrietta pay to said attorney for all legal services rendered, the annual salary of \$41,523.00.

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

SUPERVISOR YUDELSON

Discussion?

COUNCILWOMAN ZINCK

I just wanted to say Dan's done a wonderful job for us, and we're glad to have you back.

DANIEL MASTRELLA, TOWN ATTORNEY

Thank you.

SUPERVISOR YUDELSON

Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye

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

RESOLUTION #1-4/2008

On Motion of	Seconded by
Councilman Mulligan	Councilwoman Zinck

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 \$17,911.00, effective January 1, 2008.

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 YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-5/2008

On Motion of	Seconded by
Councilwoman McCabe	Councilman Mulligan

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 \$9,905.00, effective January 1, 2008.

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

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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, effective January 1, 2008.

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 YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

**RESOLUTION #1-6/2008**

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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 YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

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RESOLUTION #1-7/2008

On Motion of  
Councilwoman Zinck

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 YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-8/2008

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

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

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-9/2008

On Motion of  
Councilman Moore

Seconded by  
Councilwoman McCabe

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BE IT RESOLVED, that the Rules of the Town Board that are now in effect and attached hereto shall be continued for the year 2008.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-10/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

WHEREAS, the term of Peter Minotti, Planning Board, has expired as of December 31, 2007, and

WHEREAS, Mr. Minotti 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 Peter Minotti, 4724 East Henrietta Road, Henrietta, New York 14467 be reappointed to the Henrietta Planning Board for a seven (7) year term effective January 1, 2008 and expiring December 31, 2014.

SUPERVISOR YUDELSON

Under discussion, I see Mr. Minotti is with us tonight, and we'd like to all thank you for your service to the Town. Further discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-11/2008

On Motion of  
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Seconded by

Councilman Mulligan

Councilman Moore

WHEREAS, the terms of Gary W. Holley, James M. Mallaber, John A. Migliorini and William R. Santos, Conservation Board, have expired as of December 31, 2007, and

WHEREAS, Mr. Holley, Mr. Migliorini and Mr. Santos have requested reappointment, and

WHEREAS, Mr. Mallaber has not requested reappointment, resulting in a vacancy on the Conservation Board.

THEREFORE, BE IT RESOLVED, that Gary W. Holley, 8 Cougar Circle, West Henrietta, New York 14586; John A. Migliorini, 164 Tumbleweed Drive, Pittsford, New York 14534; and William R. Santos, 3181 East River Road, Rochester, New York 14623, be reappointed to the Henrietta Conservation Board for a two (2) year term effective January 1, 2008 and expiring December 31, 2009.

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Abstain
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye

Carried

**RESOLUTION #1-12/2008**

On Motion of  
Councilwoman Zinck

Seconded by  
Councilwoman McCabe

WHEREAS, the term of Martina Thompson, Library Trustee, has expired as of December 31, 2007, and

WHEREAS, Ms. Thompson 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 Martina Thompson, 37 Tumbleweed Drive, Pittsford, New York 14534, be reappointed to the Henrietta Library Board of Trustees for a five (5) year term effective January 1, 2008 and expiring December 31, 2012.

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

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WHEREAS, the term of John Picone, Henrietta Recreation Commission, has expired as of December 31, 2007, and

WHEREAS, Mr. Picone 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 John Picone, 3 Withams Court, West Henrietta, New York 14586, be reappointed to the Henrietta Recreation Commission for a seven (7) year term effective January 1, 2008 and expiring December 31, 2014.

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

**RESOLUTION #1-15/2008**

On Motion of  
Supervisor Yudelson

Seconded by  
Councilman Moore

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 YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

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RESOLUTION #1-16/2008

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:	Jack W. Moore
Henrietta Historical Society:	Catherine A. McCabe
Rush-Henrietta School Board:	Michael B. Yudelson
Planning, Zoning, Conservation:	Jack W. Moore
Recreation Commission:	Janet B. Zinck
Henrietta Ambulance and Fire:	William J. Mulligan, Jr.
Henrietta Historic Site Committee:	Catherine A. McCabe

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-17/2008

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Mulligan

WHEREAS, the terms of Helen Elam, Kathleen Englert, Donald Yost, and Marlene Wilson, Henrietta Historic Site Committee, have expired as of December 31, 2007, and

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

THEREFORE, BE IT RESOLVED, that Helen Elam, 98 Tall Oak Lane, Pittsford, New York 14534, Kathleen Englert, 182 Birchwood Drive, Rochester, New York 14622, Donald Yost, 208 Brooks Road, West Henrietta, New York 14586, and Marlene Wilson, 110 Linden Oaks, Rochester, New York 14625, be reappointed to the Henrietta Historic Site Committee for a four (4) year term effective January 1, 2008 and expiring December 31, 2011.

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COUNCILWOMAN McCABE

Under discussion, could you please put Ms. Wilson's residence on the Resolution? Thank you. This is her office address.

*Let the Record show the following address changes:*

*Kathleen Englert, 284 Brooks Road, West Henrietta, New York 14586.*

*Marlene Wilson, 740 Brooks Road, West Henrietta, New York 14586.*

SUPERVISOR YUDELSON

Addresses will be corrected. With those corrections, any further discussion? Please call the roll.

Duly put to a vote:

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

Carried

RESOLUTION #1-18/2008

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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	Michael B. Yudelson	\$ 100,000
Town Clerk/Receiver of Taxes	Patricia Shaffer	\$ 100,000
Deputy Town Clerk	Leann C. Case	\$ 100,000
Director of Finance	Paul Liess, Jr.	\$ 100,000
Superintendent of Highways	Russell Martin	\$ 100,000
Town Justice	John Pericak	\$ 100,000
Town Justice	Steven Donsky	\$ 100,000
Town Justice	James Piampiano	\$ 100,000
Each employee of the Town Court		\$ 100,000
Each employee of the Town Clerk's Office		\$ 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  
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copy thereof in the office of the Town Clerk.

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

**RESOLUTION #1-19/2008**

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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 YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

**COUNCILWOMAN ZINCK**  
Hey Cathy, you can rest now!

**COUNCILWOMAN McCABE**

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Thank you, all that finance!

RESOLUTION #1-20/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilwoman McCabe

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	Linda Kelley	\$175.00

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

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-21/2008

On Motion of  
Councilman Moore

Seconded by  
Councilwoman Zinck

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 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 YUDELSON

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Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-22/2008

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman McCabe

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 \$.50 per mile, subject to submitting proof of the use of their own vehicles on such Town business.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-23/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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.)

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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 YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye

Carried

RESOLUTION #1-24/2008

On Motion of	Seconded by
Councilman Moore	Councilwoman McCabe

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, 2008.

SUPERVISOR YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye

Carried

RESOLUTION #1-25/2008

On Motion of	Seconded by
Councilwoman McCabe	Councilman Mulligan

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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.

COUNCILMAN MULLIGAN

I see the reporter is here from Messenger Post, welcome.

SUPERVISOR YUDELSON

Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-26/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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 2008.

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

- Bank of America
- Canandaigua National Bank & Trust
- Citizens Bank
- First Niagara Bank
- HSBC Bank USA
- JP Morgan Chase
- Key Bank
- Lyons National Bank
- M&T Trust

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

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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 YUDELSON  
Discussion?

COUNCILMAN MULLIGAN  
Yes, Paul, you can indicate this by nodding yes, all the deposits are then collateralized by these different institutions?

*(From audience, Paul Liess, Director of Finance/Personnel, nodding "Yes.")*

COUNCILMAN MULLIGAN  
Thank you.

SUPERVISOR YUDELSON  
Further discussion? Call the roll, please.

Duly put to a vote:		
Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye
Carried		

RESOLUTION #1-27/2008

On Motion of	Seconded by
Councilman Mulligan	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 Worker's Compensation Insurance and bonds, which expire on December 31, 2008, for the Town of Henrietta.

SUPERVISOR YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:		
Councilwoman McCabe	voting	Aye

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Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelson	voting	Aye

Carried

RESOLUTION #1-28/2008

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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 2008 and that this authorization shall provide that necessary expenses incurred shall be chargeable to and reimbursed by the Town of Henrietta.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-29/2008

On Motion of  
Councilwoman Zinck

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 2008.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-30/2008

On Motion of  
Councilman Moore

Seconded by  
Councilwoman Zinck

WHEREAS, the Town of Henrietta Fire Marshal and the Director of Engineering/Planning have recommended the attached proposed application fees, and

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

THEREFORE, BE IT RESOLVED, that the attached fee schedules be adopted, effective January 1, 2008.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-31/2008

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 2008.

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**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

**RESOLUTION #1-33/2008**

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, 2009 at an annual salary as specified in Exhibits A and B.

Superintendent of Highways	Russell Martin
Director of Engineering/Planning	Mark Byrne
Director of Youth Bureau & Recreation	Regis Steinkamp
Assistant Dir. of Youth Bureau & Recreation	Karen McArthur
Commissioner of Public Works	Dean C. Marshall, Jr.
Director of Personnel	Paul Liess, Jr.
Superintendent of Drainage, Sewer & Sidewalks	Paul Pettrone
Deputy Town Clerk	Leann C. Case
Town Historian	Helen Elam
Assistant Assessor	Gary Popen
Receiver of Taxes	Patricia Shaffer
Director of Tinker Homestead and Farm Museum & Hansen Nature Center	David Oliver

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

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SUPERVISOR YUDELSON

And if we can just, before we move on, go back, we missed number thirty-two (32).

COUNCILWOMAN ZINCK

Someone is in a hurry.

RESOLUTION #1-32/2008

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibits be adopted and established for the year 2008, as previously approved in the 2008 Budget.

Exhibit A Elected Officials, Town Officers, Department Heads

Exhibit C Full and Part-Time Employees

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Abstain

Carried

SUPERVISOR YUDELSON

We can move on to number thirty-four (34).

COUNCILMAN MOORE

We're getting back in order here.

RESOLUTION #1-34/2008

On Motion of  
Councilman Moore

Seconded by  
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 2008.

Exhibit B Other Appointed Boards

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SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-35/2008

On Motion of  
Councilman Moore

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 2008 Town and County Taxes and the 2008-2009 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 John Spillane of JP Morgan Chase, or authorized representative(s) thereof, be appointed as Deputy Receiver of Taxes for the collection of the 2008 Town and County Taxes and the 2008-2009 Rush-Henrietta School Taxes.

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

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-36/2008

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On Motion of  
Councilwoman McCabe

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the Supervisor is authorized to approve attendance by Town employees at various work-related conferences and training schools during the year 2008 and that such authorization stipulates that necessary expenses incurred therein shall be chargeable to and reimbursed by the Town of Henrietta upon submission of proper documentation.

BE IT FURTHER RESOLVED, that any such conferences or training schools requiring reimbursement of overnight travel expenses will be submitted to the Town Board for approval.

SUPERVISOR YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:		
Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye
Councilman Moore	voting	Aye
Councilwoman Zinck	voting	Aye
Supervisor Yudelton	voting	Aye
Carried		

RESOLUTION #1-37/2008

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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.

THEREFORE, BE IT RESOLVED, that the above specified payments be effective prior to audit when necessary during the year 2008.

SUPERVISOR YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:		
Councilwoman McCabe	voting	Aye
Councilman Mulligan	voting	Aye

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

RESOLUTION #1-38/2008

On Motion of	Seconded by
Councilman Mulligan	Councilwoman McCabe

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 YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-39/2008

On Motion of	Seconded by
Councilwoman Zinck	Councilman Moore

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 YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

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

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Carried

RESOLUTION #1-40/2008

On Motion of  
Councilman Moore

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 YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-41/2008

On Motion of  
Councilwoman McCabe

Seconded by  
Councilman Moore

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

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

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SUPERVISOR YUDELSON

That concludes the Organizational Meeting, I will take a short two (2) minute break, before we start our regular Town Board Meeting.

*(The Organizational meeting ended at 8:40 P.M.)*

Respectfully submitted,

Leann C. Case  
Deputy Town Clerk