

**HENRIETTA TOWN BOARD  
ORGANIZATIONAL MEETING  
AGENDA  
JANUARY 4, 2012**

Supervisor Yudelson  
Councilman Mulligan  
Councilwoman Zinck  
Councilman Moore  
Councilman Page

RESOLUTION #1-2/2012  
Appoint Town Attorney

RESOLUTION #1-3/2012  
Appoint Planning Board Attorney

RESOLUTION #1-4/2012  
Appoint Prosecuting Attorney

RESOLUTION #1-5/2012  
Appoint Zoning Board Attorney

RESOLUTION #1-6/2012  
Authorize the Supervisor or his Designee to Make Interfund Loans up to \$7,500

RESOLUTION #1-7/2012  
Authorize Supervisor to Approve Purchases/License Agreements up to \$8,000

RESOLUTION #1-8/2012  
Adopt Personnel Hiring Procedure

RESOLUTION #1-9/2012  
Adopt Town Board Rules

RESOLUTION #1-10/2012  
Reappoint Member to Planning Board

RESOLUTION #1-11/2012  
Reappoint Members to Zoning Board

RESOLUTION #1-12/2012  
Reappoint Members to Conservation Board

RESOLUTION #1-13/2012  
Appoint/Reappoint Members to Youth Board

RESOLUTION #1-14/2012  
Appoint Library Trustee

RESOLUTION #1-15/2012  
Reappoint Members to Historic Site Committee

RESOLUTION #1-16/2012  
Appoint Chairpersons to Boards

RESOLUTION #1-17/2012  
Appoint Liaisons to Boards, Commissions and Committees

RESOLUTION #1-18/2012  
Establish Bonding Amounts for Certain Town Employees

RESOLUTION #1-19/2012  
Establish Blanket Employee Fidelity Policy

RESOLUTION #1-20/2012  
Establish Petty Cash Amounts

RESOLUTION #1-21/2012  
Establish Time and Place for Town Board Meetings

RESOLUTION #1-22/2012  
Authorize Mileage for Town Business

RESOLUTION #1-23/2012  
Establish Town Business Hours

RESOLUTION #1-24/2012  
Call for Annual Inventories

RESOLUTION #1-25/2012  
Designate Official Newspapers

RESOLUTION #1-26/2012  
Designate Official Town Banks

RESOLUTION #1-27/2012  
Appoint Insurance Broker

- RESOLUTION #1-28/2012  
Authorize Town Board Members and Town Justices to Attend Any Training Schools or Conferences
- RESOLUTION #1-29/2012  
Adopt Fee and Wage Schedule - Henrietta Recreation Commission
- RESOLUTION #1-30/2012  
Authorize Proposed Application Fees
- RESOLUTION #1-31/2012  
Adopt Rental Fee Schedule – Cabins
- RESOLUTION #1-32/2012  
Adopt Animal Control Fee Schedule
- RESOLUTION #1-33/2012  
Appoint Designated Officers
- RESOLUTION #1-34/2012  
Appoint Designated Acting Officers and Employees
- RESOLUTION #1-35/2012  
Reappoint Fire Marshal/Building Inspector
- RESOLUTION #1-36/2012  
Adopt Salary Schedules - Exhibits A, B and C
- RESOLUTION #1-37/2012  
Appoint Deputy Receiver of Taxes - JP Morgan Chase
- RESOLUTION #1-38/2012  
Authorize Attendance at Meetings, Seminars and Conferences for Town Employees
- RESOLUTION #1-39/2012  
Authorize Specific Payments Prior to Audit
- RESOLUTION #1-40/2012  
Adopt Procurement Policy

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RESOLUTION #1-41/2012  
Adopt Investment Policy

RESOLUTION #1-42/2012  
Adopt Sexual Harassment Standards Policy

RESOLUTION #1-43/2012  
Adopt IT Acceptance Use Policy and E-mail Use Policy

RESOLUTION #1-44/2012  
Adopt Zero Tolerance – Violence in the Workplace 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 4<sup>th</sup> DAY OF JANUARY, 2012 AT 7:00 P.M.

**MEMBERS PRESENT**

Supervisor Michael B. Yudelson  
Councilman William J. Mulligan, Jr.  
Councilwoman Janet B. Zinck  
Councilman John W. Moore  
Councilman M. Rick Page  
Daniel J. Mastrella, Town Attorney  
Leann C. Case, Deputy Town Clerk

*(M. Rick Page was sworn in by Leann Case, Deputy Town Clerk.) Applause*

COUNCILMAN MOORE

Do we get a speech?

COUNCILWOMAN ZINCK

Welcome, Sir.

COUNCILMAN PAGE

Thank you.

SUPERVISOR YUDELSON

It's that easy to become a Town Board member! *(Laughter)* Before we begin the Resolutions, I'll ask for the roll to be called, please.

LEANN CASE, DEPUTY TOWN CLERK

*(Calling the roll)*

Councilman Mulligan	Here
Councilwoman Zinck	Here
Councilman Moore	Here
Councilman Page	Here
Supervisor Yudelson	Here

SUPERVISOR YUDELSON

Could I have the first Resolution, please?

RESOLUTION #1-2/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

BE IT RESOLVED, that the Town of Henrietta appoint Daniel J. Mastrella, Esquire, with offices at 16 West Main Street, Suite 100, 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, 2013.

BE IT FURTHER RESOLVED, that the Town of Henrietta pay to said attorney for all legal services rendered, the annual salary of \$50,000.00.

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  
Cush job, Dan? Would you call it that?

DANIEL MASTRELLA, TOWN ATTORNEY  
Piece of cake!

COUNCILWOMAN ZINCK  
Thanks, for all you do.

SUPERVISOR YUDELSON  
Thank you, Dan. Call the roll, please.

Duly put to a vote:		
Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Moore	voting	Aye
Councilman Page	voting	Aye
Supervisor Yudelson	voting	Aye
	Carried	

RESOLUTION #1-3/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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 \$20,562.00, effective January 1, 2012.

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:

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

RESOLUTION #1-4/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the Town of Henrietta appoint Thomas R. Rzepka, Esq., 16 West Main Street, Suite 204, Rochester, New York 14614, as Prosecuting Attorney, said appointee to have the status of independent contractor, 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, effective January 1, 2012.

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 \$9,000.00 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:

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

Carried

RESOLUTION #1-5/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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 \$11,370.00, effective January 1, 2012.

BE IT FURTHER RESOLVED, that the Town of Henrietta reimburses 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.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-6/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

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



THEREFORE, BE IT RESOLVED, that the Supervisor or his designee 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:

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

Carried

RESOLUTION #1-7/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the Supervisor may approve a purchase requisition up to the amount of \$8,000.00. Any items that exceed the amount of \$8,000.00 must be approved by the Town Board. During a declared state of emergency, this restriction would not apply.

BE IT FURTHER RESOLVED, that the Supervisor may enter into license agreements including, but not limited to, those agreements wherein the Town utilizes or occupies facilities owned by other entities for Town usage up to the amount of \$8,000.00.

SUPERVISOR YUDELSON

Under discussion, was that eight thousand (\$8,000) or eighty thousand (\$80,000)?

COUNCILMAN MOORE

No, I thought it was five thousand dollars (\$5,000)? *(Laughter)*

SUPERVISOR YUDELSON

Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Moore	voting	Aye

Councilman Page	voting	Aye
Supervisor Yudelson	voting	Aye
		Carried

RESOLUTION #1-8/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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:

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

RESOLUTION #1-9/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

BE IT RESOLVED, that the Rules of the Town Board that are now in effect and attached hereto shall be continued for the year 2012.

SUPERVISOR YUDELSON

Discussion? Geez, even your own family is walking out! *(Laughter)*

COUNCILWOMAN ZINCK

They're bored of you already, Rick! *(Laughter)*

SUPERVISOR YUDELSON

Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye

Councilman Moore	voting	Aye
Councilman Page	voting	Aye
Supervisor Yudelson	voting	Aye
		Carried

RESOLUTION #1-10/2012

On Motion of Councilwoman Zinck	Seconded by Councilman Moore
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WHEREAS, the term of Stephen R. MacIntyre, Planning Board, has expired as of December 31, 2011, 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, 2012 and expiring December 31, 2018.

SUPERVISOR YUDELSON  
Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-11/2012

On Motion of Councilman Mulligan	Seconded by Councilwoman Zinck
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WHEREAS, the terms of David MacIntyre and Beth Mossworth, Zoning Board, have expired as of December 31, 2011, and  
WHEREAS, Mr. MacIntyre and Ms. Mossworth 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 David MacIntyre, 157 Butler Drive, Pittsford, New York 14534; and Beth Mossworth, 14 Shara Place, Pittsford, New York

14534 be reappointed to the Henrietta Zoning Board for a five (5) year term effective January 1, 2012 and expiring December 31, 2016.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-12/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

WHEREAS, the terms of Gary W. Holley, Carol M. Pennington, John A. Migliorini and William R. Santos, Conservation Board, have expired as of December 31, 2011, and

WHEREAS, Mr. Holley, Mrs. Pennington, Mr. Migliorini and Mr. Santos 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 Gary W. Holley, 8 Cougar Circle, West Henrietta, New York 14586; Carol M. Pennington, 19 Friel Road, Rochester, New York 14623; 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, 2012 and expiring December 31, 2013.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-13/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

WHEREAS, the terms of Shruti Date, Joanne Day, and James Scott, Youth Board, have expired as of December 31, 2011, and

WHEREAS, Ms. Date, Ms. Day, and Mr. Scott have requested reappointment, and

WHEREAS, Barbara Christensen is a qualified resident who has expressed an interest in serving on the 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 Shruti Date, 27 Langston Point, Pittsford, New York 14534; Joanne Day, 460 Martin Road, West Henrietta, New York 14586; and James Scott, 48 Fieldstone Lane, West Henrietta, New York 14586, be reappointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2012 and expiring December 31, 2013.

BE IT FURTHER RESOLVED, that Barbara Christensen, 1456 Calkins Road, Pittsford, New York 14534 be appointed to the Henrietta Youth Board for a two (2) year term effective January 1, 2012 and expiring December 31, 2013.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-14/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

WHEREAS, the term of James Gaudet, Library Trustee, has expired as of December 31, 2011, and

WHEREAS, Mr. Gaudet has requested not to be reappointed, and

WHEREAS, James Gaudet, Library Trustee, has resigned as of December 31, 2011, and

WHEREAS, David McNitt is a qualified resident of the Town of Henrietta and

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wishes to serve on the Henrietta Library Board of Trustees, 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 McNitt, 222 Tumbleweed Drive, Pittsford, New York 14534 be appointed to the Henrietta Library Board of Trustees for a five (5) year term effective January 1, 2012 and expiring December 31, 2016.

SUPERVISOR YUDELSON

Discussion?

COUNCILWOMAN ZINCK

I would just like to, for the Record, thank, Mr. Gaudet, for his eight (8) plus years of being on the Board. He's been a wonderful advocate for the Library. So, thanks to him.

SUPERVISOR YUDELSON

Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Moore	voting	Aye
Councilman Page	voting	Aye
Supervisor Yudelton	voting	Aye
		Carried

RESOLUTION #1-15/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

WHEREAS, the terms of Helen Elam, Kathleen Englert, Patricia Zeiner, and Marlene Wilson, Henrietta Historic Site Committee, have expired as of December 31, 2011, and

WHEREAS, Ms. Elam, Ms. Englert, Ms. Zeiner, and Ms. Wilson have requested reappointment.

THEREFORE, BE IT RESOLVED, that Helen Elam, 98 Tall Oak Lane, Pittsford, New York 14534; Kathleen Englert, 284 Brooks Road, West Henrietta, New York 14586; Patricia Zeiner, 1138 Pinnacle Road, Henrietta, New York 14467; and Marlene Wilson, 740 Brooks Road, West Henrietta, New York 14586, be reappointed to the Henrietta Historic Site Committee for a four (4) year term effective January 1, 2012 and expiring December 31, 2015.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-16/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

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:

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

Carried

RESOLUTION #1-17/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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:	M. Rick Page

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Rush-Henrietta School Board:  
Recreation Commission:  
Henrietta Volunteer Ambulance &  
Henrietta Fire District:  
Henrietta Historic Site Committee:  
& Henrietta Historical Society

Michael B. Yudelson  
Janet B. Zinck  
M. Rick Page  
  
Jack W. Moore

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

**RESOLUTION #1-18/2012**

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

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		\$ 100,000
Deputy Town Clerk	Leann C. Case	\$ 100,000
Director of Finance		\$ 100,000
Superintendent of Highways (Acting)	Donald Youngman	\$ 100,000
Town Justice	John Pericak	\$ 100,000
Town Justice	Steven Donsky	\$ 100,000
Town Justice	James Beikirch	\$ 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 copy thereof in the office of the Town Clerk.



SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-19/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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:

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

RESOLUTION #1-20/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

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

Town Clerk	\$200.00
Receiver of Taxes	\$100.00
Finance Office	\$225.00
Library	\$385.00
Justices	\$175.00

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

**RESOLUTION #1-21/2012**

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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 7:00 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**

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-22/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

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 \$.55.5 per mile, as per the Internal Revenue Service standard mileage rate, 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:

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

RESOLUTION #1-23/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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.)
	10:00 A.M. - 5:30 P.M. (Tues. - Sun.)
	(Summer hours)
Tinker Homestead	9:00 A.M. - 3:00 P.M. (Tues. - Sun.)
(By Appointment Only)	10:00 A.M. - 5:30 P.M. (Tues. - Sun.)
	(Summer hours)

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.)
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9:00 A.M. - 4:00 P.M. (Friday)

**SUPERVISOR YUDELSON**

Under discussion, we talked at the Workshop about any alterations to the summer hours possible for Tinker Nature Center and Homestead. We didn't resolve that question yet. So, if there is any suggestion on that we'll bring it to the Board for approval. Anything further? Call the roll, please.

Duly put to a vote:

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

**RESOLUTION #1-24/2012**

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

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, 2012.

**SUPERVISOR YUDELSON**

Discussion? Call the roll, please.

Duly put to a vote:

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

**RESOLUTION #1-25/2012**

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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.

TBOR January 4, 2012

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 YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-26/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

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 2012.

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

Canandaigua National Bank & Trust  
Citizens Bank  
First Niagara Bank  
HSBC Bank USA  
JP Morgan Chase  
Key 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 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? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-27/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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, 2012, for the Town of Henrietta.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-28/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

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 2012 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:

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

Carried

RESOLUTION #1-29/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

WHEREAS, it is customary each year for the Henrietta Town Board to approve 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 Department be adopted for the year 2012.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-30/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

WHEREAS, the Town of Henrietta Director of Building and Fire Prevention 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, 2012.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-31/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

WHEREAS, it is customary for the Town Board to set fees for the use of Town facilities.

THEREFORE, BE IT RESOLVED, that the following fees be established for the year 2012: Roberts and Bushman Cabins, \$75.00 for Henrietta Residents and \$150.00 for Non-Residents.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-32/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

BE IT RESOLVED, that the Supervisor be hereby authorized, on behalf of the Town of Henrietta, to execute the Suburban Animal Hospital Contract for care and boarding of animals for a contract period effective January 1, 2012 and expiring on December 31, 2012, and to be reviewed annually at its Organizational Meeting.

BE IT FURTHER RESOLVED, that the proposed fee increases for the seizure,



care and boarding of animals be hereby approved, as per the attachment.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-33/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

BE IT RESOLVED, that the following persons be and are hereby appointed as the designated officers and employees of the Town of Henrietta, at the discretion of the Town Board, said appointments to expire on December 31, 2013, at an annual salary as specified in Exhibits A and C.

Director of Engineering/Planning  
Deputy Town Clerk  
Town Historian  
IT Coordinator

Christopher Martin  
Leann C. Case  
Martina Thompson  
Michele Taylor

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-34/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Moore

TBOR January 4, 2012

BE IT RESOLVED, that the following persons be and are hereby designated, at the pleasure and discretion of the Town Board, to assume the duties and act in the capacity of the following positions until such time, as the offices have been filled, at an annual salary, as specified in Exhibit C.

Acting Superintendent of Highways  
Acting Dir. of Youth Bureau & Recreation

Donald Youngman  
Karen McArthur

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-35/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

BE IT RESOLVED, that Terry Ekwel be and is hereby appointed Fire Marshal/Building Inspector for a one (1) year term, at the discretion of the Town Board, expiring December 31, 2012, at a salary as specified in Exhibit A.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

Carried

RESOLUTION #1-36/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the salary schedules, appointments and positions as shown on the following Exhibits be adopted and established for the year 2012, as previously approved in the 2012 Budget.

Exhibit A Elected Officials, Town Officers, Department Heads

Exhibit B Other Appointed Boards

Exhibit C Full and Part-Time Employees

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

Councilman Mulligan	voting	Aye
Councilwoman Zinck	voting	Aye
Councilman Moore	voting	Aye
Councilman Page	voting	Aye
Supervisor Yudelton	voting	Aye
		Carried

RESOLUTION #1-37/2012

On Motion of  
Councilman Mulligan

Seconded by  
Councilwoman Zinck

WHEREAS, JP Morgan Chase, with local offices at One Chase Square, Rochester, New York, will assist with the collection of the 2012 Town and County Taxes and the 2012-2013 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 Debra Gentile of JP Morgan Chase, or authorized representative(s) thereof, be appointed as Deputy Receiver of Taxes for the collection of the 2012 Town and County Taxes and the 2012-2013 Rush-Henrietta School Taxes.

BE IT FURTHER RESOLVED, that Debra Gentile 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:

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

Carried

RESOLUTION #1-38/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Mulligan

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 2012 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:

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

Carried

RESOLUTION #1-39/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

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 2012.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-40/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

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:

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

RESOLUTION #1-41/2012

On Motion of  
Councilman Mulligan

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 receives quarterly investment reports.

SUPERVISOR YUDELSON

Discussion? Call the roll, please.

Duly put to a vote:

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

RESOLUTION #1-42/2012

On Motion of  
Councilwoman Zinck

Seconded by  
Councilman Moore

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:

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

RESOLUTION #1-43/2012

On Motion of  
Councilman Moore

Seconded by  
Councilman Page

BE IT RESOLVED, that the attached IT Acceptable Use Policy and E-mail Use Policy are 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:

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

Carried

RESOLUTION #1-44/2012

On Motion of  
Councilman Page

Seconded by  
Councilman Mulligan

BE IT RESOLVED, that the attached Zero Tolerance – Violence in the Workplace Policy are 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:

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

Carried

SUPERVISOR YUDELSON

That concludes the Organizational meeting, but don't go away. Tonight, you get two (2) for the price of one (1)!

*(The Organizational meeting ended at 7:43 P.M.)*

Respectfully submitted,

Leann C. Case  
Deputy Town Clerk