

PUBLIC HEARING PROPOSED LOCAL LAW TO OVERRIDE THE TAX LEVY &

REGULAR MEETING

AUGUST 19, 2013

At the Public Hearings held on Monday, August 19, 2013 at the Hopkinton Town Hall at 6:30 p.m.

PRESENT: Supervisor Wood, Councilpersons Lyon, Sochia, Potter, Crump arrived at 6:40 p.m.

OTHERS PRESENT: Supt. Of Highways James Hollenbeck., Clerk French ,Allen Fukes Assessor & Code Officer, Richard Schrader, Brenda Nicholson, Ernest Wood, Victor Barboas Courier-Observer, Frank Barney, Laura Perry, Richard Eakins.

Supervisor Wood called the Public Hearing to order on Proposed Local Law 2 to Override the Tax Levy Limit established in general Municipal Law 3-C at 6:30 p.m.

Richard Eakins spoke out against the Tax Cap Law. He requested the Board stay within the 2%. Supv. Wood responded that they were going to do what they could to stay within the 2%.

Ms. Lyon made a motion, seconded by Ms. Potter that all persons desiring to be heard for or against have been heard and therefore the hearing on the Proposed Local Law 2 "To Override the Tax Levy Limit established in General Municipal Law 3-C is terminated at 6:35 p.m. Adopted unanimously.

Supervisor Wood called the Regular Meeting to order at 6:35 on p.m.

Mr. Sochia made a motion, seconded by Ms. Lyon to approve minutes of July 15, 2013 as presented. Adopted unanimously.

Ms Lyon made a motion, seconded by Mr. Sochia to approve the Supervisors Financial Report for June & July 2013 as presented. Adopted unanimously.

Voucher Nos. 215 to 248 General Fund Abstract 8 in the amount of \$7,763.45 were audited and approved by the Board.

Voucher Nos. 146 to 159 Highway Fund Abstract 8 in the amount of \$14,682.19 were audited and approved by the Board.

Voucher No. 20 to 21 BHLS Health Center Fund Abstract 8 in the amount of \$648.00 were audited and approved by the Board.

Ms. Lyon made a motion, seconded by Mr. Sochia to pay the bills. Adopted unanimously.

PRIVILEGE OF THE FLOOR:

Laura Perry spoke to the Board in regards to the Summer Recreation Program with the Town of Parishville. She presented the Town with some pictures of the activities the children are offered. She asked the Board to keep supporting the program with the Town of Parishville when they prepare their Budget for 2014.

Richard Schrader stated that to teach a child to swim is an invaluable lesson.

CORRESPONDENCE:

Adirondack Explorer: Conference on strengthening the Adirondack Park Agency, Thursday, Sept 26, 2013.

SLC Office of Emergency Services: Meeting on September 24 regarding set up and operating procedures for pet shelters and resources available for temporary shelter in emergency situations. Ernest Wood will attend the meeting.

SLC Tobacco Free Community Partnership: a new law effective October 10 prohibits smoking between sunrise and sunset at all playgrounds when one or more children under age 12 are present.

Posting of signage is required. SLC Public Health is offering advice and no-cost, tobacco-free signage to help implement the new state law.

NYS Dept. of Taxation & Finance: The final equalization rate for the town is 100%.

REGULAR MEETING CONTINUED

AUGUST 19, 2013

OLD BUSINESS:

Water Test Town Hall: Water test for calcium and lime have not been received yet.

Truck Purchase: Mr. Hollenbeck presented prices from three different truck companies: Mack, Peterbilt and Western Star. All of the trucks are comparable and on Oneida County Contract. The Peterbilt is the most expensive and the Western Star is the cheapest. He also presented prices on snow plow equipment from Tenco and Viking. The Board discussed the purchase and asked Mr. Hollenbeck to get back with the companies and see what the payment options are on a five year lease.

Ms Lyon made a motion, seconded by Mr. Crump to table the truck purchase until next month.

Credit Card Policy: Supv. Wood presented the Board with a credit card policy for the town. There being no discussion Ms Lyon made a motion, seconded by Ms Potter to approve the Town of Hopkinton Credit Card Policy as follows:

I. PURPOSE

To establish criteria for the use of credit cards and charges made to vendor accounts by employees/officials of the Town of Hopkinton for the purpose of conducting town business.

II. OVERVIEW

The use of credit has proven to be a cost effective method of obtaining products and services for the Town of Hopkinton. The use of credit also makes the town more accountable by providing detailed purchase histories and other important record keeping and time saving information. Some travel and training costs may also be handled best through the credit card process.

III. PROCEDURE

For the credit process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned. Failure to do so will create problems for the Town Clerk and Supervisor in preparing the monthly abstract.

A. Issuance of Credit and Credit Cards

1. The following positions are authorized to hold a Town of Hopkinton credit card:
 - a. Town Supervisor
 - b. Town Clerk
 - c. Highway Superintendent
2. The credit card will be issued in the name of the employee, in care of the Town of Hopkinton.
3. A list of employees who can charge on an account will be set by the Town Board and mailed to the vendors.

B. Use of the Credit Card or Credit Account

1. All issued credit cards will be the responsibility of the designated card holder.
2. Credit Cards may be used for the purchase of necessary items for Town business. Detailed receipts associated with the card will be turned into the Town Clerk within seven (7) days of the purchase, along with the details of the charges. In the event that a computer receipt is generated, the person using the card must sign the receipt before it is given to the Town Clerk. All bills will be approved for payment by the Town Board through the audit process at each board meeting.
3. The use of a Town credit card to acquire or purchase goods and services for other than official use of the town is fraudulent use and may subject the employee to disciplinary action.

C. Credit holder Record Keeping

1. Whenever a credit purchase is made, documentation shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the monthly statement of account. This includes all purchases made over the counter, internet, telephone or via mail.
2. Receipts must list the quantity and fully describe the item. An invoice for any meal will include an itemized list of items purchased.
3. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. Under no circumstances should the credit holder accept cash in lieu of a credit to the account. All credit documentations (including shipping) shall be turned into the Town Clerk for reconciliation.

REGULAR MEETING CONTINUED

AUGUST 19, 2013

D. Review of Monthly Statements/Payments

1. Credit card statements are to be mailed to the Town of Hopkinton, 7 Church Street, Hopkinton, NY 12965.
2. The original sales documents (packing slip, invoice, cash register tape, credit card slips, etc) for all items listed on the monthly statement will be attached to the bill.
3. The Credit Card holder will review the reconciled statement and sign.
4. The Town Clerk will prepare a voucher, charge the proper account and process statement for payment.

E. Credit Holder Security

It is the Credit holder's responsibility to safeguard credit card and account numbers to the same degree that a credit holder safeguards his/her personal credit information. A violation of this trust will result in that credit holder having his/her credit withdrawn.

2. If the credit card is lost or stolen, the cardholder shall immediately notify the credit card company, the Town Clerk and the Town Board.
3. Prior to separation from the Town of Hopkinton, the credit holder shall surrender the credit card and current credit card proofs of purchase to the Town Clerk.
4. In the event an employee uses credit in violation of this policy, the town may commence an action to recover any losses, damages, and/or expenses. The employee shall be liable to the town for any such losses, damages, and/or expenses, but not limited to reasonable attorney fees.

Vote: Supv. Wood Aye, Councilpersons Potter Aye, Crump Aye, Lyon Aye, Sochia Aye

Requests for Proposals: Supv. Wood reported that we had received an RFP from Bernier, Carr and Associates after the deadline that they were supposed to be turned in. The Board did not accept the proposal.

Supv. Wood asked the Board if they had looked over the proposals from the other Engineers after discussion Ms Potter made a motion, seconded by Ms Lyon to accept the Proposal from Thomas Pahler. Adopted unanimously.

Town Hall Steps: Ms Lyon reported that she is trying to contact another contractor in regards to the repairs.

COMMITTEE REPORTS:

Supervisors Report: Supv. Wood reported that 46 children attended the Summer Recreation Program in Parishville. She attended the County Supv. Association Meeting and the mitigation report has been submitted to the County.

Code: Mr. Fukes presented a written report. He has mailed three letters to residences about the requirements of fences around pools. The garage complaint on Converse Rd has been settled.

Assessor: Mr. Fukes presented a written report. The Board of Review held a second meeting to make some corrections. He will be attending the Assessor's Conference in October.

Museum: Ernest Wood reported that the floor of the front porch is in need of repairs.

Library: Mrs. Nicholson reported that the Summer Reading Program is completed. It was a very successful year.

Highway & Safety: Mr. Hollenbeck presented a written report.

Fire and Rescue: They had four calls. They are continuing with training.

Town Facilities: Supv. Wood reported that the dead bolt on the inside office door is not working.

Food Pantry: Mr. Schrader reported that they had a very large turnout. They will be taking donations of winter coats and bedding.

Groundskeeper: Mr. Wood reported that he has been mowing and trimming. In need of a storage building to keep equipment in.

NEW BUSINESS:

Proposed Local Law 2: Supv. Wood made a motion, seconded by Ms. Lyon to pass Local Law No 2 of 2013 as presented entitled "To Override the Tax Levy Limit Established in General Municipal Law 3-c".

VOTE: Supv. Wood Aye, Councilpersons Potter Aye, Crump Aye, Lyon Aye, Sochia Aye.

Sales Tax Summary: Supv. Wood prepared a summary of monies received from 2002 to present and presented to the Board.

REGULAR MEETING CONTINUED

AUGUST 19, 2013

Bids on Fuel Tank: No bids were received. The Board suggested Mr. Hollenbeck list it on the 2014 BUDGET: Budget Officer, Vickie French, presented the Board with another copy of the five year plans the Supervisor and Highway Supt had presented a couple of months ago. She asked them to take time to look over and consider what items need to be addressed in the 2014 budget. She also asked the Board to set a date to meet and start preparing the budget.

Ms Lyon made a motion, seconded by Mr. Sochia to hold a Special Meeting on September 9 at 6:30 p.m. at the Town Office to work on the 2014 Budget. Adopted unanimously.

John Deere Loader: Mr. Hollenbeck reported to the Board that he had been contacted by Barry Dwyer, salesman from John Deere, in regards to trading in our current loader towards a new one. They will give us more than what we paid for our loader. We would trade for the same loader we have now a JD 544K. The state contract price is \$134,189.32 and they will allow us \$127,000.00 for trade-In. The new loader would only cost us \$7,189.32 and we would have a new loader with new warranty. The Board asked what the payoff is on our current loader. Budget Officer, Vickie French, stated it is approximately \$17,758.00. If they wanted to they could pay for it out of the machinery equipment account. They have \$30,000.00 budgeted.

Ms Potter made a motion, seconded by Mr. Sochia to approve the purchase of a new JD 544K Wheel Loader from Nortrax, Inc at the government bid pricing of \$134,189.32 and allowing for a trade-in value of \$127,000.00 for our 2011 JD 544K Wheel Loader. Adopted unanimously.

Local Government Conference: will be held on October 15 at SUNY Potsdam. Early registration has to be completed by October 2. Anyone wishing to attend please contact the Town Clerk to have your reservations made.

Landscape front Town Hall: The Board asked Supv. Wood to contact Gary Pecore in regards to two bushes that are dying in front of Town Hall.

Mr. Crump made a motion, seconded by Ms Potter to adjourn the meeting.

Meeting was adjourned at 8:30p.m.

Respectfully Submitted

Vickie French

RMC

