<u>TOWN OF HOPEWELL ORGANIZATIONAL MEETING JANUARY 8, 2020 7:00 P.M.</u>

The Organizational Meeting for the Town of Hopewell was held at the Hopewell Town Hall on Wednesday, January 8, 2020 at 7:00 P.M., with Supervisor Ted Bateman presiding.

Present:	Supervisor	Ted Bateman
	Council Member	Erin Everson
Necessarily Absent	Council Member	Adam Sanford
	Council Member	Jeff Trickey
	Council Member	Matt Goodman

Others Present: Town Clerk Denise Hood

1.   Appointments by Supervisor
   a. Deputy Supervisor-Council Member Adam Sanford
   b. Bookkeeper-Linda Biehl
2.   Appointment by Highway Superintendent
   a. Deputy Superintendent- Martin Bates
3.   Appointments by Town Clerk/Tax Collector
   a. Deputy Town Clerk/Tax Collector – Mary Ann Trickey
   b. Deputy Town Clerk-Sylvia Moore
4.   Appointments by Town Justices
   a. Court Clerks – Sally Santee
5.   Town Board Appointments
   a. Registrar of Vital Statistics – Denise Hood
   b. Deputy Registrar of Vital Statistics – Mary Ann Trickey
   c. Chairman of Planning Board – James Bator
   d. Chairman of Zoning Board – Rich Vienna
   e. Secretary to Planning and Zoning Board – Shawn Cotter
   f. Collector of Water Monies – Denise Hood
6.   Town Board Appointments – Professional Services
   a. Town Attorney - Riley and Graff, LLP
   b. Bond Counsel – Timothy R. McGill, Esq
   c. Town Engineer/Water Districts – MRB Group
7.   Authorize yearly salaries of elected, appointed and hourly officials as they appear in the 2020 Budget. Schedule attached. Exhibit A
8.   Payday for Town employees will be bi-weekly beginning January 15, 2020-Exhibit B
9.   Regular meetings of the Town Board shall be held at 7:00 PM usually on the 1st & 3rd Wednesday of each month with workshops and special meetings being scheduled by the Supervisor, as needed. Schedule of meetings and quarterly workshops attached. Exhibit C
10.   Rules of Order of Town Board Meetings - Roberts Rules of Order unless exceptions mandated by State Law and Town Policy
11.   Official Depository-Canandaigua National Bank and Trust
12.   Approval of Mileage Rate $ .575 per mile. Mileage will only be approved for mandated training and official Town business required by State laws.
13.   Conferences – Conferences that do not include training mandated by New York State must have prior approval by the Town Board.
14.   Training – All training **_not_** mandated by New York State requires prior approval by the Town Board.
15.   Official Newspaper - Daily Messenger
16.   Approve Holiday Schedule for 2020 Exhibit D
17.   Authorization to pay certain bills as pre-pays (before monthly audit)
   a. Utilities
   b. Insurance
   c. Bonds
   d. Cable
   e. Capital Project Payments
18.   Authorize and adopt the attached fee schedule for the Town of Hopewell Exhibit E

19. Authorize and adopt the attached Procurement Policy. Exhibit F
20. Town of Hopewell Highway to be included in Ontario County Highway Supply bid for current year as per resolution adopted By Ontario County Board of Supervisors.
21. Approval of $75 Petty Cash for Water Superintendent
22. Approval of Petty Cash for the purpose of making change.
    a. Town Clerk…………………………..$300.00
    b. Collector of Water Monies…………..$300.00
    c. Tax Collector Petty Cash…………….$300.00
       (January…making change for cash tax payments)
23. Designate Ontario County Public Safety Building as the official voting location for the Town of Hopewell

   A motion was made by Supervisor Bateman, seconded by Council Member Trickey to approve/adopt the items #1-23 for the Organizational Meeting.
   Adopted: Vote Ayes 4 Nays 0

   A motion was made by Council Member Trickey, seconded by Council Member Sanford to adjourn the meeting at 7:30 P.M.

   Respectfully submitted,

   Denise L. Hood
   Hopewell Town Clerk
   January 14, 2020

   Note: The next Town Board Meeting will be held on Wednesday, January 15, 2020 at 7:00 P.M., prior to the Town Board Meeting the Supervisor and Town Board will meet at 6:00 P.M. to Audit the books for 2019. Town Clerk Denise Hood will inform the Court Clerk and the Bookkeeper of the Audit.