

TOWN OF HOPEWELL ORGANIZATIONAL MEETING JANUARY 6, 2021 7:00 PM

The Organizational Meeting for the Town of Hopewell was held at the Hopewell Town Hall on Wednesday, January 6, 2021 at 7:00 P.M., with Supervisor Ted Bateman presiding.

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

Others Present: Code Enforcement Officer Justin Bruen and Town Clerk Denise Hood

1. Appointments by Supervisor
 - a. Deputy Supervisor-Adam Sanford
 - b. Bookkeeper-Linda Biehl
2. Appointment by Highway Superintendent
 - a. Deputy Superintendent-Martin Bates
3. Appointment by Water Superintendent
 - a. Deputy Superintendent-Joe Eckam
4. Appointments by Town Clerk/Tax Collector
 - a. Deputy Town Clerk/Tax Collector-Mary Ann Trickey
 - b. Deputy Town Clerk-Sylvia Moore
5. Appointments by Town Justices
 - a. Court Clerk-Sally Santee
6. 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-Richard Vienna
 - e. Secretary of Planning and Zoning Board-Shawn Cotter
 - f. Collector of Water Monies-Denise Hood
 - g. Clerk-Sylvia Moore
7. 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
8. Authorize yearly salaries of elected, appointed and hourly officials as they appear in the 2021 Budget. Schedule attached. **(Exhibit A)**
9. Payday for Town employees will be bi-weekly beginning January 13, 2021. **(Exhibit B)**
10. Regular meetings of the Town Board shall be held at 7:00PM 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)**
11. Rules of Order of Town Board Meetings- Roberts Rules of Order, unless exceptions mandated by State Law and Town Policy.
12. Official Depository-Canandaigua National Bank and Trust
13. Approval of Mileage Rate \$.575 per mile. Mileage will only be approved for mandated training and official Town Business required by State Law.
14. Conferences-Conferences that do not include training mandated by New York State must have prior approval by the Town Board.
15. Training-All training not mandated by New York State requires prior approval by the Town Board.
16. Official Newspaper-Daily Messenger
17. Approved Holiday Schedule for 2021 **(Exhibit D)**
18. Authorization to pay certain bills as pre-pay (before monthly audit)
 - a. Utilities
 - b. Insurance
 - c. Bonds
 - d. Cable
 - e. Capital Projects

7:06PM Council Member Goodman enters the meeting.

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19. Authorize and adopt the attached fee schedule for the Town of Hopewell. **(Exhibit E)** Code Enforcement Officer Justin Bruen suggested the building department increase the Planning Board Subdivision Review cost from \$100 to \$150 and to increase the cost of Public Hearing Notice cost from \$45 to \$50. There was discussion to raise the cost of dog licenses of Spayed/Neutered from \$15 to \$20 and Un-spayed/Un-neutered from \$25 to \$30.

A motion was made by Council Member Trickey, seconded by Council Member Goodman to approve the increased cost of the Planning Board Subdivision Review to \$150, Public Hearing Notice to \$50, Spayed/Neutered dogs to \$20 and Un-spayed/Un-neutered dogs to \$30 on the Fee Schedule.

Adopted: Vote Ayes 5 Nays 0

20. Authorize and adopt the attached Procurement Policy. **(Exhibit F)**
21. 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.
22. Approval of \$75 Petty Cash for Water Superintendent.
23. 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
(Month of January 2021)
24. Designate Ontario County Public Safety Building as the official voting location for the Town of Hopewell.

A motion was made by Council Member Trickey, seconded by Council Member Goodman to approve/adopt the items #1-24 for the Organizational Meeting.

Adopted: Vote Ayes 5 Nays 0

Town Clerk Denise Hood indicated she had received an email from Elizabeth Dressner regarding her concern for the fees she was charged on her 2021 Town and County Taxes for Water District #4 was voted down by the residents. Ms. Dressner has asked to hear from the Town Attorney regarding the legality and precedent for the charge. Supervisor Bateman will be contacting the Town Attorney on this matter.

A motion was made by Council Member Goodman, seconded by Council Member Trickey to adjourn the meeting at 7:38PM.

Respectfully submitted, *Denise L. Hood, Hopewell Town Clerk*

January 12, 2021

Note: The next Town board Meeting will be held on Wednesday, January 20, 2021 at 7:00PM, prior to the Town Board Meeting the Supervisor and Town Board will meet at 6:00PM to Audit the books for 2020. Town Clerk Denise Hood will inform the Court Clerk and the Bookkeeper of the Audit.