

TOWN OF HOPEWELL
AGENDA FOR ORGANIZATIONAL MEETING
JANUARY 6, 2021

1. Call to order
2. Appointments by Supervisor
 - a. Deputy Supervisor-Adam Sanford
 - b. Bookkeeper- Linda Biehl
3. Appointment by Highway Superintendent
 - a. Deputy Superintendent- Martin Bates
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 to 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.
9. Payday for Town employees will be bi-weekly beginning January 13, 2021.
10. Regular meetings of the Town Board shall be held at 7:00 PM 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.
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 \$.555 per mile. Mileage will only be approved for mandated training official Town business required by State Laws.
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. Approve Holiday Schedule for 2021
18. Authorization to pay certain bills as pre-pays(before monthly audit)
 - a. Utilities
 - b. Insurance
 - c. Bonds
 - d. Cable
 - e. Capital Project Payments
19. Authorize and adopt the attached fee schedule for the Town of Hopewell
20. Authorize and adopt the attached Procurement Policy.
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.

Note: Next Town Board Meeting January 20, 2021 at 7:00PM. Prior to the Board meeting, 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 Bookkeeper of these audits.

