AGENDA
GREECE TOWN BOARD

A. ROLL CALL
B. PLEDGE OF ALLEGIANCE
C. MOMENT OF SILENT PRAYER & REFLECTION
D. ADDITIONS/DELETIONS/PROCLAMATIONS
E. PUBLIC FORUM
F. PUBLIC HEARING

- Public hearing to consider an application for a special use permit to operate a restaurant known as Manitou Beach Marina & Restaurant on property located at 320 Manitou Beach Road, requested by Manitou Beach Marina, LLC.

****

1. Authorization to make various adjustments and transfers to the 2023 budget (list attached).

2. Designation of the Supervisor as the Town of Greece delegate, and further designation of the Deputy Supervisor as the Town of Greece alternate delegate, to the Association of Towns Annual Business Session to be held on February 19-22, 2023.

3. Designation of the Democrat & Chronicle, Rochester Business Journal, and The Daily Record as the official Newspapers of Record for the publication of legal notices and matters of official business for the Town during the 2023 calendar year.

4. Establishment of Town Board “Rules of Order” for 2023 meetings:
Order of Business:

   A. ROLL CALL
   B. PLEDGE OF ALLEGIANCE
   C. MOMENT OF PRAYER (Optional)
   D. PROCLAMATIONS/ADDITIONS OR DELETIONS TO AGENDA
   E. PUBLIC FORUM (Optional)
   F. PUBLIC HEARINGS

   Roll Call Vote – Supervisor, 1st, 2nd, 3rd, 4th, Ward Council
   Manner of Vote – Voice Vote Ayes, Nays
   Time limit for public speakers – Three (3) minutes

Where applicable, “Roberts Rules of Order” shall be used as the authority for the determination of procedural questions.

5. Adoption of the following Town of Greece policies:

- Investment Policy
- Purchasing Policy
- Credit Card Policy
- Fund Balance Policy
- Fixed Asset and Inventory Policy and Procedures
- Conference Request Procedures
- Cash Receipt & Cash Management Procedures
- Public Access to Records Policy
- Privacy Policy
- Public Board Decorum Policy
- Vehicle Use Policy
- Whistleblower Policy
- Employment of Relatives Policy
- Network Internet User Policy
- E-Mail Policy
- Data Breach Policy
- Mailbox Replacement Policy
- Invocation Policy
- Sexual Harassment Policy

Copies of all Policies are on file in the office of the Town Clerk.

6. Authorization to designate all New York State Commercial Banks as legal depositories of Town Funds, as required by NYS Comptroller regulations; and further authorize the Supervisor to enter into corresponding Collateral Agreements with said legal depositories thereby guaranteeing the safety of Town deposits.

7. Authorization for the Supervisor to sign and Town Clerk to countersign all checks and disbursements issued on behalf of the Town of Greece.

8. Authorization to accept the following signatures relative to Town of Greece bank accounts, investments, debit/credit transfers, wire transfers and ACH transactions:

- William D. Reilich, Supervisor;
- Michelle Marini, Deputy Supervisor;
- Jonathan Hellmann, Director of Finance;
- Jonathan Natale, Budget Analyst;
- Jodee O'Donnell, Accountant, Julie Wright, Senior Account Clerk (Transactions Only);
- Andrew Conlon, Receiver of Taxes;
- Ivana Casilio, Town Clerk;
- Justice Brett Granville, Justice Shannon Pero, Justice Debra Crowder, and Justice Brian Marianetti for Justice Court.

9. Authorization to designate Orrick, Harrington and Sutcliffe, LLP, as Town of Greece Bond Counsel.

10. Authorization to designate Bernard P. Donegan, Inc. as Town of Greece Municipal Bond Fiscal Advisor.

11. Authorization for the Supervisor to approve advance payment of the following expenditures prior to claim audit: utility bills, including fuel, water, gas, electric, telephone, and internet service, debt services, leases in excess of one year, postage and freight charges, pursuant to Section 118(2) of Town Law.

12. Authorization for the Supervisor to approve actual and necessary expenses incurred by Town Officers and employees when attending conferences that are in furtherance of their official duties

13. Authorization for the Director of Finance to execute contracts on behalf of the Town of Greece, upon approval by the Town Board, in an amount not to exceed $10,000.

14. Authorization for Michelle Marini, Deputy Supervisor and Jonathan Hellmann, Director of Finance to approve contractual related “change orders” up to a maximum value of $10,000.00 for Town building facility related capital improvements.

15. Authorization to establish the following petty cash and cash register start-up funds:

	Petty Cash	Cash Register(s)
Finance	$200.00	
Court		$500.00
Library		$500.00 ($250.00 each register)
Parks/Recreation	$200.00	$200.00 ($100.00 each register)
Town Clerk		$400.00 ($100.00 each register)
Tax Receiver	$500.00	$400.00 ($200.00 each register)
Police HQ	$100.00	$ 50.00
Precinct 2	$ 50.00	
Investigations	$200.00	

16. Authorization to extend the ezIQC Job Order Contracting agreement with Gordian Group for one a year term.

17. Authorization to enter into an agreement with Armory Associates, LLC for actuarial services relating to the 2022 audit.

18. Authorization to enter into various agreements for programs associated with the operation of the Greece Community and Senior Center.

19. Authorization for the Parks Department to set a bid date of February 13, 2023, for the purchase of a used mobile gaming trailer.

20. Authorization to appoint John Caterino as the Town's Community Rating System (CRS) Coordinator, effective January 20, 2023

21. Authorization to award the Town electrical services contract to the lowest responsible bidder, Kaplan-Schmidt Electric. Further to authorize the Supervisor to execute all necessary documentation.

22. Authorization to execute intermunicipal agreements with the County of Monroe for receipt and use of New York State Funding for the 2023 Stop DWI enhanced Enforcement program in the amount of $19,458.38 and the High Visibility Engagement Campaign Grant in the amount $3,416.00, and to accept any additional funds which may become available from the New York State STOP-DWI Foundation, Inc. for the period of October 1, 2022 through September 30, 2023

23. Authorization for the temporary assignment of Town of Greece Town Justices to preside in other town or village courts in the Seventh Judicial District as need arises during

the year 2023, and further requesting approval of the temporary assignment of judges from other town or village courts in the Seventh Judicial District to its court as need arises during the year 2023, commencing January 1, 2023 to January 1, 2024.

24. Authorization for the Receiver of Taxes to deposit all monies received into interest bearing accounts at designated New York State Commercial Banks;

25. Authorization for the Town Clerk to receive monies on behalf of the Town of Greece via the internet.

26. Authorization for the Town of Greece to enter into legal services contracts with outside counsel for the purposes of representing the Town, its Boards and its employees in matters that may occur from time to time; and further, authorization for the Supervisor to execute all related documents.

27. Authorization for the Director of the Town of Greece Public Library to approve advance payment of the following library expenditures prior to claim audit: utility bills, including fuel, water, gas, electric, telephone and internet service, debt services, leases in excess of one year, postage and freight charges, pursuant to Section 118(2) of Town Law.

28. Designation of the Deputy Supervisor and Town Attorney to accept service of process in the event the Town Clerk is unavailable.

29. Authorization to appoint two full time Librarian I's effective January 19, 2023.

30. Authorization to appoint one full time Planning Aide effective January 21, 2023.

31. Authorization to appoint one full time Recreation Assistant effective January 19, 2023.

32. Authorization to appoint two full time Police Officers effective January 19, 2023.

33. Authorization to promote one full time Police Lieutenant effective January 19, 2023.

34. Authorization to promote one full time Police Sergeant effective January 19, 2023.

35. Authorization to appoint one individual to a five-year term as a Trustee of the Greece Public Library Board effective January 19, 2023 and to reappoint one Trustee to another five-year term as a Trustee of the Greece Public Library Board. All terms set to expire January 19, 2028.

36. Authorization to appoint one full time Motor Equipment Operator effective January 19, 2023.

37. Authorization to accept the 2023 Town of Greece Employee Handbook, the 2023 Confidential Employees Benefits Summary and the 2023 Managers Benefits Summary. Authorization to decommission the current and past Part Time Confidential Handbooks.

38. Authorization to accept the dedication of highways, storm and sanitary sewers for the following:

- Forest Glen Drive in the Fieldstone Estates Subdivision Section #8

39. Authorization for the Department of Public Works to purchase the following items:

- Two (2) ¾-ton 4x4 pickups with plows utilizing the NYS Auto marketplace mini-bid process.
- Two (2) 10-wheel dumps with plows and spreaders utilizing the Onondaga bid contract.
- One (1) front-end wheel loader utilizing the NYS contract.

40. Recommending the standard workday to be seven (7) hours for retirement reporting purposes for all positions listed in the full resolution to be attached to the minutes of this meeting.

41. Authorization for the Supervisor to approve travel expenditures related to expenses incurred by employees that are directly related to the business of the Town.

42. Authorization for the Supervisor to approval actual and necessary expenses incurred by Town officers and employees when attending conferences that are in furtherance of their official duties.

43. Authorization to enter into an agreement with Kronos Incorporated, 900 Chelmsford Street, Lowell, MA 01851 for payroll equipment support services for the Department of Public Works. Further authorization for the Supervisor to sign all related documents.

44. Authorization for the Police Department to trade in up to 6 AED devices, valued at $250 each, toward the purchase of new AED devices with American AED.