

AGENDA
GREECE TOWN BOARD

- A. ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. MOMENT OF PRAYER – Reverend Peter Enyan-Boadu, Pastor of St. John the Evangelist Church
- D. OATH OF OFFICE – Town of Greece Town Board Members - 2nd and 3rd Ward and Receiver of Taxes
- E. PROCLAMATIONS/ADDITIONS/DELETIONS TO THE AGENDA

1. Designation of the Greece Post, 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 2018 calendar year.

2. Establishment of Town Board "Rules of Order" for 2018 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 – 3 minutes

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

3. Appointment of the following Town officers to two year terms:

- Cheryl M. Rozzi, Town Clerk
- Brian Marianetti, Town Attorney
- Kirk Morris, Commissioner of Public Works

4. Authorization for the Supervisor to sign and Town Clerk to countersign all checks and disbursements issued on behalf of the Town of Greece.
5. Authorization to establish the following petty cash/startup funds:
- | | |
|-----------------------|--|
| Finance | \$200.00 |
| Receiver of Taxes | \$500.00-register drawer starting cash |
| Town Clerk | \$400.00-(\$200.00/each register drawer starting cash |
| Police Pct. 1 | \$150.00 -\$100.00 Petty cash - \$ 50.00 -register drawer starting cash |
| Police Pct. 2 | \$50.00 |
| Police Investigations | \$200.00 |
| Human Services/CSC | \$100.00 |
| Court Clerk | \$200.00-register drawer starting cash |
| Library | \$500.00 Main Library (\$250.00 each register drawer) \$200.00 at the Barnard Library (\$200.00 register drawer starting cash) |
6. Authorization to designate all New York State Commercial Banks as legal depositories of Town Funds, as required by N.Y.S. 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 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
 - Paul Holahan, Director of Finance
 - Anni Baxter, Management Assistant-Employee Payroll Direct Deposit Ach and Employee FSA/HRA Ach transactions
 - Jonathan Hellman, Sr. Budget Analyst
 - Jodee O'Donnell, Jr. Accountant
 - Julie Wright, Senior Account Clerk
 - Andrew Conlon, Receiver of Taxes

8. Authorization for the Receiver of Taxes to deposit all monies received into interest bearing accounts at designated New York State Commercial Banks.
9. Authorization for the Town Clerk to receive monies on behalf of the Town of Greece via the internet.
10. 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.
11. Authorization for the Supervisor to approve travel expenditures related to expenses incurred by employees that are directly related to the business of the Town.
12. 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.
13. 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.
14. Designation of the Deputy Supervisor and Town Attorney to accept service of process in the event the Town Clerk is unavailable.
15. 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 \$2,500.00
16. Authorization for Michelle Marini, Deputy Supervisor and Paul Holahan, 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.

17. 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 2018, 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 2018, commencing January 1, 2018.
18. Authorization to designate Orrick, Harrington and Sutcliffe, LLP, as Town of Greece Bond Counsel.
19. Authorization to designate Bernard P. Donegan, Inc. as Town of Greece Municipal Bond Fiscal Advisor.
20. Adoption of the following Town of Greece policies:
 - Investment Policy
 - Purchasing Policy
 - Fixed Asset & Inventory Policy and Procedures, as required by the New York State Comptroller's Office.
 - Town of Greece's 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
 - Fund Balance PolicyCopies of all policies are on file in the office of the Town Clerk.
21. Acceptance of the 2018 Managers Handbook, Employee Handbook and the 2018 Full Time and Part Time Confidential Handbooks; with future adjustments as governed by applicable laws, policy, and past practices.

22. Recommending the standard work day 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.
23. Approval of the 2018 Fee Schedule.
24. Authorization to enter into an engagement with Bonadio and Company, LLP for audit and financial review services related to 2017 records.
25. 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.