

PRESENT:

William D, Reilich	Supervisor
Mike Barry, Jr.	Councilman
William Murphy	Councilman
Joshua Jensen	Councilman
Diana Christodaro	Councilwoman
Cheryl Rozzi	Town Clerk
Brian Marianetti	Town Attorney

PLEDGE OF ALLEGIANCE:

Supervisor Reilich called upon Councilwoman Diana Christodaro to lead the Town Board in the Pledge of Allegiance. Reverend Peter Enyan-Boadu of St. John the Evangelist Church provided the invocation.

ADMINISTRATION OF OATHS OF OFFICE:

Supervisor Reilich administered the Oath of Office to both Councilman William Murphy (2nd Ward representative) and Joshua Jensen (3rd Ward representative). He then called Kathleen Taylor, County Legislator and former Receiver of Taxes to administer the Oath of Office to Andrew Conlon, the new Receiver of Taxes.

#1 - Councilman Jensen Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED, that this Town Board designate 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.

ADOPTED: Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#2 - Councilwoman Christodaro Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED, that this Town Board establish 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.

ADOPTED: Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#3 - Councilman Barry Moved and Councilman Jensen Seconded the following resolution and its adoption:

RESOLVED that this Town Board appoint the following Town officers to two year terms:

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

ADOPTED: Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#4 - Councilwoman Christodaro Moved and Councilman Murphy Seconded the following resolution and its adoption:

RESOLVED, that this Town Board authorize Supervisor to sign and Town Clerk to countersign all checks and disbursements issued on behalf of the Town of Greece.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#5 - Councilman Jensen Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED, that this Town Board establish the following petty cash funds:

Finance	\$200.00
Receiver of Taxes	\$500.00-register drawer starting cash
Town Clerk	\$400.00 - (\$200.00-eachregister 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)

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#6 - Councilwoman Christodaro Moved and Councilman Murphy Seconded the following resolution and its adoption:

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

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#7 - Councilman Barry Moved and Councilwoman Christodaro Seconded the following resolution and its adoption:

RESOLVED, that this Town Board authorize the acceptance of 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

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#8 - Councilman Barry Moved and Councilman Jensen Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the Receiver of Taxes to deposit all monies received into interest bearing accounts at designated New York State Commercial Banks.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#9 - Councilwoman Christodaro Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the Town Clerk to receive monies on behalf of the Town of Greece via the internet.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#10 - Councilman Barry Moved and Councilman Murphy Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#11 - Councilman Jensen Moved and Councilwoman Christodaro Seconded the following resolution and its adoption:

RESOLVED, that this Town Board authorize the Supervisor to approve travel expenditures related to expenses incurred by employees that are directly related to the business of the Town.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#12 - Councilman Barry Moved and Councilwoman Christodaro Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#13 - Councilman Barry Moved and Councilman Murphy Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the Director of the Town of Greece Public Library 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#14 - Councilwoman Christodaro Moved and Councilman Jensen Seconded the following resolution and its adoption:

RESOLVED that this Town Board designate the Deputy Supervisor and Town Attorney to accept service of process in the event the Town Clerk is unavailable.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#15 - Councilman Murphy Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#16 -Councilwoman Christodaro Moved and Councilman Jensen Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#17 - Councilman Jensen Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#18 - Councilman Murphy Moved and Councilman Jensen Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the designation of Orrick, Harrington and Sutcliffe, LLP, as Town of Greece Bond Counsel.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#19 - Councilman Barry Moved and Councilwoman Christodaro Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the designation of Bernard P. Donegan, Inc. as Town of Greece Municipal Bond Fiscal Advisor.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#20 - Councilman Jensen Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board adopt 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 Policy

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

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#21 - Councilwoman Christodaro Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board accept the 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#22 - Councilman Barry Moved and Councilwoman Christodaro Seconded the following resolution and its adoption:

RESOLVED that this Town Board recommend 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#23 - Councilwoman Christodaro Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the adoption of the 2018 fee schedule.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#24 - Councilwoman Christodaro Moved and Councilman Murphy Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize entering into an engagement with Bonadio and Company, LLP for audit and financial review services related to 2017 records.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

#25 - Councilman Jensen Moved and Councilman Murphy Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize 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.

ADOPTED Ayes 5 Reilich, Barry, Murphy, Jensen, Christodaro
Nays 0

Meeting adjourned at 10:35 a.m.

January 4, 2018
Date

Cheryl M. Rozzi
Cheryl M. Rozzi - Town Clerk

(S E A L)



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

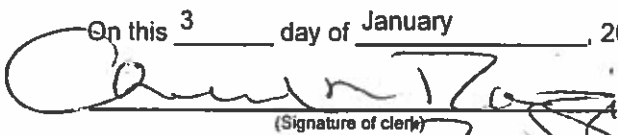
Standard Work Day Resolution for Employees*


RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of Greece, Location code 30032, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Please see attached list	7.00

On this 3 day of January, 2018

 (Signature of clerk)

Date enacted: January 3, 2018


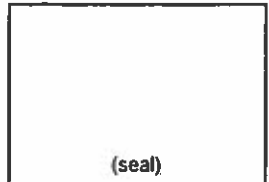
I, Cheryl M. Iozzi clerk of the governing board of the Town of Greece
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 3 day of January, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my hand and the seal of the
 Town of Greece

 (Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

- A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.
- B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.

List of positions for Standard Work Day Resolution (7 hours):

Secretary to Director of Constituent Services	Senior Office Clerk I	Cleaner
Legal Secretary I	Town Clerk	Library Clerk
Senior Budget Analyst	Town Engineer	Laborer
Staff Assitant	Deputy Director of Finance	Recreation Attendant
Input Clerk	Assistant Director of Finance	Mechanics Helper
Secretary to Commissioner of Public Works	Sr. Administrative Analyst	Real Property Aide
Assistant Administrator to Commissioner of Public Works	Assistant to the Supervisor	Court Security
Office Clerk	Secretary to the Supervisor	Assistant Animal Control Officer
Personnel Clerk	Public Relations Officer	Asst. Budget Technician
Director of Parks and Recreation	Payroll Supervisor	Asst. Recording Clerk – Towns
School Traffic Guard	Senior Personnel Clerk	Recreation Assistant
Assessor	Principal Account Clerk	Sr. Library Clerk
Building Inspector	Clerk I	Clerk to the Town Justice
Chief Engineer	Constituent Services Coordinator	Data Entry Operator
Chief of Police	Office Clerk II	Dispatcher
Chief of Staff	Office Clerk III	Maint. Mechanic II
Commissioner of Public Works	Officer Clerk IV	Maint. Mechanic I
Deputy Supervisor	Secretary II	Principal Library Clerk
Deputy Chief of Police	Senior Office Account Clerk	Public Safety Dispatcher
Deputy Commissioner of Public Works	Staff Assistant	Secretary III
Deputy Supervisor	Telephone Operator	Stenographer
Director of Building Department	Data Entry Operator	Budget Technician
Director of Community Development	Constituent Services Aide	Building Inspection Aide
Director of Constituent Services	Input Clerk	Code Compliance Inspector
Director of Development Services	Receptionist	Drafting Technician
Director of Finance	Town Justice	Elder Care Coordinator
Director of Human Services	Town Attorney	Engineering Aide
Director of Information Services	Deputy Town Attorney	Planning Aide
Director of Personnel	Assistant Town Attorney	Recreation Leader
Director of Technical Services	Councilmen	Sec. to Zoning Board
Fire Marshall	Receiver of Taxes	Animal Control Officer
Library Director (III and IV)	Town Supervisor	Assistant Assessment Clerk
Management Assistant	Laborer – Seasonal	Computer Operator Trainee
Manager of Employment Support Services	Library Page - Seasonal	Computer Support Clerk

Librarian Assistant	Senior Engineering Aide	Assistant Engineer
Librarian Trainee	Accountant	Chief Court Clerk
Library Assistant	Administrative Analyst	Dep. Dir. of Human Services
Maint. Mechanic I	Assistant Fire Marshall	Director of Staff Services
Property Clerk	Junior Engineer	Senior Planner
Residential Plan Review Inspector Trainee	Junior Planner	Supervising Accountant
Residential Plan Review Inspector	Librarian II	Associate Engineer
Senior Library Assistant	Purchasing Assistant	
Computer Operator	Real Property Appraiser	
Engineering Technician	Senior Recreation Supervisor	
Sec. to Planning Board	Code Compliance Coordinator	
Senior Recreation Leader	Coordinator of Inspection and Technical Services	
Assessment Clerk	Technical Services Coordinator	
Building Foreman	Assistant Assessor	
Planning Assistant	Asst. Dir. Of Building and Grounds	
Real Property Appraiser Trainee	Assistant Planner	