

Minutes of the Organizational Meeting of the Town Board, Town of Greece, Monroe County held January 4, 2016 at the Town Hall, One Vince Tofany Boulevard, Rochester, New York at 5: 30 p.m.

**PRESENT:**

William D. Reilich	Supervisor
Mike Barry, Jr.	Councilman
Brett Granville	Councilman
Andrew J. Conlon	Councilman
Diana Christodaro	Councilwoman

Cheryl M. Rozzi, Town Clerk  
Brian Marianetti, Town Attorney

**EXCUSED:**

None

**PLEDGE OF ALLEGIANCE:**

Councilwoman Diana Christodaro led the Town Board in the Pledge of Allegiance. The invocation was offered by Reverend Peter Enyan-Boadu of St. John the Evangelist Church.

**ADMINISTRATION OF THE OATH OF OFFICE:**

Supervisor Reilich administered the Oath of Office to all of the Town Board officials.

**PUBLIC FORUM:**

An Open Forum was conducted to allow speakers the opportunity to address the Town Board. One speaker addressed the Town Board and the Open Forum concluded at 5:41 p.m.

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#1 Councilman Conlon 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 2016 calendar year.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#2 Councilman Conlon Moved and Councilman Granville Seconded the following resolution and its adoption:

RESOLVED, that this Town Board establish the 2016 Town Board meeting schedule as listed below. All meetings will be held in the Eastman Room at Greece Town Hall at 6:00 p.m.:

January 19	February 18
March 15	April 18
May 17	June 21
July 19	August 16
September 20	October 18
November 16	December 20

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

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

RESOLVED, that this Town Board establish the 2016 Agenda Review Workshop meeting schedule as listed below. All meetings to be held at the Greece Town Hall at 5:30 p.m.:

January 13	February 10
March 9	April 12
May 9	June 15
July 13	August 10
September 14	October 12
November 7	December 14

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ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

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

RESOLVED, that this Town Board establish Town Board "Rules of Order" for 2016 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, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> 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, Granville, Conlon, Christodaro  
Nays 0

#5 Councilman Barry Moved and Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#6 Councilwoman Christodaro Moved and Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#7 Councilman Conlon Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED, that this Town Board establish the following petty cash/start up 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	\$500.00
Human Services/CSC	\$100.00
Court Clerk	\$200.00-register drawer starting cash

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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, Granville, Conlon, Christodaro  
Nays 0

#8 Councilwoman Christodaro Moved and Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#9 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  
Cheryl Infantino, Principal Account Clerk-debit/credit transfers between Town accounts, IRS and NYS Tax and Retirement Ach transactions.  
Anni Baxter, Management Assistant-Employee Payroll Direct Deposit Ach and Employee FSA/HRA Ach transactions.  
Jonathan Hellman, Sr. Budget Analyst

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#10 Councilman Granville Moved and Councilman Conlon 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, Granville, Conlon, Christodaro  
Nays 0

#11 Councilman Granville Moved and Councilman Conlon 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, Granville, Conlon, Christodaro  
Nays 0

#12 Councilman Barry Moved and Councilman Conlon 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.

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ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#13 Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#14 Councilman Barry Moved and Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#15 Councilman Barry Moved and Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#16 Councilwoman Christodaro Moved and Councilman Conlon 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, Granville, Conlon, Christodaro  
Nays 0

#17 Councilman Granville 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, Granville, Conlon, Christodaro  
Nays 0

#18 Councilwoman Christodaro Moved and Councilman Conlon Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize Michelle Marini, Deputy Supervisor, and Paul Holahan, Director of Finance, to jointly 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 Granville, Conlon, Christodaro  
Nays 0

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

RESOLVED that this Town Board designate the Supervisor or his designee as Town of Greece delegate to the Association of Towns of the State of New York meeting, in February 2016.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#20 Councilman Conlon 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 2016, 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 2016, commencing January 1, 2016.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#21 Councilman Granville Moved and Councilman Conlon 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, Granville, Conlon, Christodaro  
Nays 0

#22 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, Granville, Conlon, Christodaro  
Nays 0

#23 Councilman Conlon 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

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

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ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

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

RESOLVED that this Town Board accept the 2016 Managers Handbook, Employee Handbook and the 2016 Full Time and Part Time Confidential Handbooks; with future adjustments as governed by applicable laws, policy, and past practices.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#25 Councilman Granville 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 all elected and appointed officials in the Town of Greece, solely for retirement reporting purposes. These positions include Town Supervisor, Receiver of Taxes, Town Board members, Town Justices, Town Attorney, Deputy Town Attorney, Assistant Town Attorney, Planning and Zoning Board members.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#26 Councilman Conlon Moved and Councilman Granville Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the reappointment of Albert F. Meilutis to a three-year term as Chairman of the Town of Greece Board of Zoning Appeals, effective January 5, 2016 (term to expire December 31, 2018).

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#27 Councilman Barry Moved and Councilman Conlon Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the reappointment of Andrew P. Forsythe to a three-year term as a member of the Town of Greece Board of Zoning Appeals, effective January 5, 2016 (term to expire December 31, 2018).

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#28 Councilman Granville Moved and Councilman Conlon Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the reappointment of Devan M. Helfer to a three-year term as a member of the Town of Greece Planning Board, effective January 5, 2016 (term to expire December 31, 2018).

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

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

RESOLVED that this Town Board authorize the appointment of Jamie L. Slocum to a three-year term as a member of the Town of Greece Planning Board, effective January 5, 2016 (term to expire December 31, 2018).

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ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#30 Councilman Conlon Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the appointment of appoint Ioannis "John" Dedes to the position of Staff Assistant in the Office of the Supervisor effective January 4, 2016.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#31 Councilman Barry Moved and Councilman Conlon Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize acceptance of a check in lieu of a letter of credit in the amount of \$14,580.00 for a Sanitary Sewer Extension for Calvary Chapel.

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#32 Councilman Conlon Moved and Councilman Barry Seconded the following resolution and its adoption:

RESOLVED that this Town Board authorize the adoption of the 2016 fee schedule.

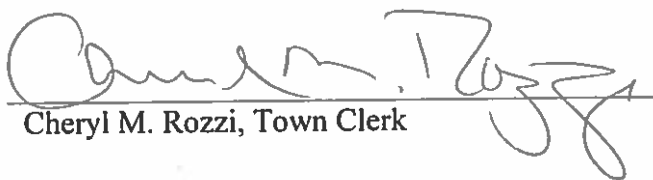
ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

#33 Councilwoman Christodaro Moved and Councilman Granville Seconded the following resolution and its adoption:

RESOLVED that this Town Board grant authorization to enter into an engagement with Bonadio and Company, LLP for audit and financial review services related to 2015 records

ADOPTED Ayes 5 Reilich, Barry, Granville, Conlon, Christodaro  
Nays 0

Meeting adjourned at 5:56 p.m.

January 11, 2016   
Date Cheryl M. Rozzi, Town Clerk

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