

DRAFT
AGENDA
GREECE TOWN BOARD

- A. ROLL CALL
B. PLEDGE OF ALLEGIANCE
C. MOMENT OF SILENT PRAYER & REFLECTION
D. OATH OF OFFICE

Town of Greece Town Board Members –
David DiPonzio, 1st Ward
William Murphy, 2nd Ward
Michael Bloomer, 3rd Ward
Diana Christodaro, 4th Ward
Andrew Conlon, Receiver of Taxes

E. PROCLAMATIONS/ADDITIONS/DELETIONS TO THE AGENDA

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1. 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 2024 calendar year.

2. Establishment of Town Board "Rules of Order" for 2024 meetings:
Order of Business:

- A. ROLL CALL
B. PLEDGE OF ALLEGIANCE
C. MOMENT OF PRAYER (Optional)
D. PROCLAMATIONS, ADDITIONS OR DELETIONS TO THE 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.

3. Appointment of the following Town Officers to two (2) year terms:
• Ivana Casilio, Town Clerk
• 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 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.
6. 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;
  - Jonathan Hellmann, Director of Finance;
  - Jonathan Natale, Senior 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.
7. Re-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.
8. Authorization to designate Orrick, Harrington and Sutcliffe, LLP, as Town of Greece Bond Counsel.

- 9. Authorization to designate Bernard P. Donegan, Inc. as Town of Greece Municipal Bond Fiscal Advisor.
- 10. 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 service payments, leases in excess of one year, postage and freight charges, pursuant to Section 118(2) of Town Law.
- 11. 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.
- 12. 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.
- 13. Authorization for 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.
- 14. Authorization to establish the following petty cash and cash register start-up funds:

|                  | <u>Petty Cash</u> | <u>Cash Register(s)</u>           |
|------------------|-------------------|-----------------------------------|
| 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          |                                   |

- 15. Acceptance of the 2024 Manager's Benefits Summary and the 2024 Confidential Employee Benefits Summary; with future adjustments governed by applicable laws, policies and past practices.
- 16. 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.
- 17. Authorization for the Supervisor to approve travel expenditures related to expenses incurred by employees that are directly related to the business of the town.

18. Authorization to allow Master Electrician Jason Musshafen to perform electrical inspections on behalf of the Town of Greece, in accordance with National Electrical Code, for Eastman Kodak Company.
19. Issuance of a waiver of the 30-day notification and comment period on an application to the New York State Liquor Authority for a liquor license, for King Crab Restaurant located at 102 Greece Ridge Center Drive, requested by King Crab Greece, Inc.
20. 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 2024, 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 2024, commencing January 1, 2024, to January 1, 2025.
21. Authorization for the Receiver of Taxes to deposit all monies received into interest bearing accounts at designated New York State Commercial Banks.
22. Authorization for the Town Clerk to receive monies on behalf of the Town of Greece via the internet.
23. 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.
24. 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.
25. Designation of the Director of Constituent Services and Town Attorney to accept service of process in the event the Town Clerk is unavailable.

26. Authorization for the Supervisor to enter into an agreement with PMA Management Corp. to provide third party administrative services for Town insurance processing.
27. Authorization to enter into various agreements for programs associated with the operation of the Community and Senior Center.