

**TOWN OF HOPEWELL ORGANIZATIONAL MEETING JANUARY 3, 2024 7:01PM**

The Organizational Meeting for the Town of Hopewell was held at the Hopewell Town Hall on Wednesday, January 3, 2024 at 7:01PM, with Supervisor Bill Namestnik presiding.

Present:	Supervisor	Bill Namestnik
	Council Member	Andy Faust
	Council Member	Mark Curran
	Council Member	Jeff Trickey
Necessarily Absent	Council Member	Adam Sanford

Others Present: Town Clerk Denise Hood

1. Appointments by Supervisor
  - a. Deputy Supervisor-Jeff Trickey
  - b. Bookkeeper-Linda Biehl
2. Appointment by Highway Superintendent
  - a. Deputy Superintendent-Martin Bates
3. Appointments by Town Clerk/Tax Collector
  - a. Deputy Town Clerk/Tax Collector-Mary Ann Trickey
  - b. Deputy Town Clerk-Shawn Cotter
4. Appointments by Town Justices
  - a. Court Clerk-Sally Santee
  - b. Court Clerk- Dawn Jendrick
5. Town Board Appointments
  - a. Registrar of Vital Statistics-Denise L. Hood
  - b. Deputy Registrar of Vital Statistics-Mary Ann Trickey and Shawn Cotter
  - c. Chairman of Planning Board-James Bator
  - d. Chairman of Zoning Board-Richard Vienna
  - e. Secretary of Planning and Zoning Board-Shawn Cotter
  - f. Collector of Water Monies-Denise L. Hood
  - g. Clerk-Sylvia Moore
6. Town Board Appointments-Professional Services
  - a. Town Attorney-Graff Law Office
  - b. Bond Counsel-Timothy R. McGill, Esq.
  - c. Town Engineer/Water Districts-Brennan Marks Engineering

A motion was made by Council Member Curran, seconded by Council Member Trickey to block and approve items 1 through 6.

Adopted: Vote Ayes 4 Nays 0

7. Authorize yearly salaries of elected, appointed and hourly officials as they appear in the 2024 Budget. Schedule attached. **(Exhibit A)**
8. Payday for Town employees will be bi-weekly beginning January 10, 2024. **(Exhibit B)**
9. Regular meetings of the Town Board shall be held at 7:00PM on the 3<sup>rd</sup> Wednesday of each month with workshops and special meetings being scheduled by the Supervisor, as needed. Schedule of meetings and quarterly workshops attached. **(Exhibit C)**
10. Rules of Order of Town Board Meetings- Roberts Rules of Order, unless exceptions mandated by State Law and Town Policy.
11. Official Depository-Canandaigua National Bank and Trust & Lyons National Bank
12. Approval of Mileage Rate \$.67 per mile. Mileage will only be approved for mandated training and official Town Business required by State Law.
13. Conferences-Conferences that do not include training mandated by New York State must have prior approval by the Town Board.
14. Training-All training not mandated by New York State requires prior approval by the Town Board.
15. Official Newspaper-Daily Messenger
16. Authorized and adopt the Holiday Schedule for 2024 **(Exhibit D)**

**TOWN OF HOPEWELL ORGANIZATIONAL MEETING JANUARY 3, 2024 II**

- 17. Authorization to pay certain bills as pre-pay (before monthly audit)
  - a. Utilities
  - b. Insurance
  - c. Bonds
  - d. Cable
  - e. Capital Projects
  - f. Payroll
- 18. Authorize and adopt the attached fee schedule for the Town of Hopewell. **(Exhibit E)**
- 19. Authorize and adopt the attached Procurement Policy. **(Exhibit F)**
- 20. Town of Hopewell Highway to be included in Ontario County Highway Supply Bid for current year as per resolution adopted by Ontario County Board of Supervisors.
- 21. Approval of \$75 Petty Cash for Water Superintendent.
- 22. Approval of Petty Cash for the purpose of making change.
  - a. Town Clerk..... \$300.00
  - b. Collector of Water Monies..... \$300.00
  - c. Tax Collector Petty Cash..... \$300.00(Month of January 2024)
- 23. Designate Ontario County Public Safety Building as the official voting location for the Town of Hopewell.

A motion was made by Council Member Trickey, seconded by Council Member Faust to block and approve items 7 through 23.

Adopted: Vote Ayes 4 Nays 0

A motion was made by Council Member Trickey, seconded by Council Member Curran to adjourn the meeting at 7:04PM.

Respectfully submitted, Denise L. Hood, Hopewell Town Clerk January 4, 2024

**Note:** The next Town Board Meeting will be held on Wednesday, January 17, 2024 at 7:00PM. Prior to the Town Board Meeting, the Supervisor and Town Board will meet at 6:00PM to Audit the books for 2023. Town Clerk Denise Hood will inform the Court Clerk and the Bookkeeper of the Audit.