

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
7. Authorize yearly salaries of elected, appointed and hourly officials as they appear in the 2024 Budget. Schedule attached.
8. Payday for Town employees will be bi-weekly beginning January 10, 2024.
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.
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

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.
19. Authorize and adopt the attached Procurement Policy.
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.