

A regular meeting of the Town Board of the Town of Sweden was held at the Town Hall, 18 State Street, Brockport, New York, on Tuesday, September 23, 2014.

Town Board Members present were Supervisor Robert Carges, Councilperson Robert Muesebeck, Councilperson Rebecca Donohue, Councilperson Donald Roberts and Councilperson Danielle Windus-Cook. Also present were Finance Director Leisa Strabel, Town Clerk Karen M. Sweeting and Superintendent of Highways Brian Ingraham.

Visitors present were residents Joan Hamlin and Jack Merritt; Village of Brockport Trustee Bill Andrews; Challenger Baseball representatives Michael and Susan Myers; and Senior Center Committee members Lori Skoog, Hanny Heyen, Jean Brooks and Harry Shifton.

Supervisor Carges called the meeting to order at 7:00 p.m. and asked everyone present to say the Pledge to the Flag.

Supervisor Carges acknowledged the visitors.

Michael Myers spoke on behalf of the Challenger Baseball program. He explained that the program is in its fifth year with 44 participants. Challenger Baseball is no longer part of the recreation program. They are their own entity. There is no charge to the families. They utilize the Town Park field six Saturdays each season. Challenger Baseball pays for the use of the field. Mr. Myers is concerned with the additional charges for the use of the pavilion and the "reservation" policies for use of the concession area. The pavilion is not handicap accessible. He referred to an email from former Supervisor Connors.

Lori Skoog spoke on behalf of the committee formed to look at the future of the Senior Center. The committee has met approximately 5-6 times and are excited about what they have come up with. An information meeting will be held at the Senior Center September 24th at 7 pm. Hanny Heyen provided the board members with the handout that will be made available to the public at the meeting. Mrs. Heyen requested one year to implement changes, modernize programs and market the center.

Discussion of what is currently in the 2015 Tentative Budget for the Senior Center.

No other comments.

APPROVAL OF MINUTES

Councilperson Roberts made a motion that was seconded by Councilperson Muesebeck to accept the minutes of the regular meeting held on September 9, 2014. All voted in favor of the motion. Motion adopted.

SUPERVISOR'S CORRESPONDENCE

No correspondence noted.

REPORTS

Superintendent of Highways Brian Ingraham reported county road updates for East Avenue, Beadle Road and Sweden Ogden TL Road. They are assisting Riga, Ogden and the Village of Brockport with several projects. The Town Park road work is complete for the season. A top coat will go on next year. Work on Hollybrook Road, Royal Garden Way and Campbell Road continues.

All the members of the board attended and participated in the Annual Harvest Festival September 20th. It was a successful event. Councilperson Windus-Cook thanked all those that volunteered.

The Bicentennial Barn Tour is September 27th.

Supervisor Carges and Councilperson Roberts attended a Brockport Fire District Commissioner meeting to find out why the Owens Road facility is not being used. Town Attorney Jim Bell is looking into some concerns with the water connection.

Supervisor Carges and Councilperson Muesebeck attended the Sweden Community Foundation meeting. They are anxious to move forward on some projects. A lodge at the Town Park was discussed and the board would like the Town Architect to draft a plan for consideration.

Finance Director Leisa Strabel reported that the fiscal stress monitoring scores have been released. Sweden’s fiscal score remained the same at 6.3% which places it in the NO DESIGNATION category. She explained that this means there are no indicators of fiscal stress for the Town of Sweden.

RESOLUTIONS

RESOLUTION NO. 79

Schedule Regular Town Board Meeting for Wednesday, November 5, 2014

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden hereby calls a regular Town Board Meeting to be held on Wednesday, November 5, 2014 at 7 pm at the Sweden Town Hall, 18 State Street, Brockport.

Sec. 2. That the Town Clerk is directed to publish a notice of the meeting in the official newspaper.

Sec. 3. That this resolution shall take effect immediately

MOTION for adoption of this resolution by Councilperson Donohue
Seconded by Councilperson Windus-Cook

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

RESOLUTION NO. 80

Adopt Cash Management Policy

WHEREAS, the New York State Office of the State Comptroller recommends the adoption of Cash Management Policies; and

WHEREAS, the Town Board of the Town of Sweden has reviewed the attached Cash Management Policy [Attachment A] regarding: cash receipts, cash disbursement, claims processing, credit card use, bank reconciliation and petty cash.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden adopts the Cash Management Policy [Attachment A].

Sec. 2 That the Director of Finance is directed to disperse the Policy to all Department Heads and to review said Policy as needed.

MOTION for adoption of this resolution by Councilperson Roberts
Seconded by Councilperson Muesebeck

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

Town of Sweden Cash Management Policy

Cash Receipt Policy
 Cash Disbursement Policy
 Claims Processing Policy
 Credit Card Use Policy
 Bank Reconciliation Policy
 Petty Cash Policy

Cash Receipt Policy

- Cash and checks collected by Town of Sweden Departmental employees shall be kept secured at all times in locked boxes/safes until remitted to the proper office for deposit.
- Checks shall be restrictively endorsed as soon as received.
- Personal or payroll checks cannot be cashed from money in cash drawers.
- Checks must be for exact amount due; no “cash back” is permitted
- A pre-numbered duplicate receipt (or other acceptable evidence for auditing) will be given for any cash, checks or money orders received. One copy shall be provided to the customer, the other shall be retained for audit purposes. Receipts shall be given in order and voided receipts kept on file.
- Office copies of receipts shall be periodically reviewed by the chief fiscal officer or designee and any missing forms shall be investigated.
- Deposits shall be made timely, no later than 72 hours after receipt.
- Detailed deposit slips shall be prepared and maintained.
- The person who performs the bank reconciliation shall be the final custodian of all deposit slips.
- An NSF charge of \$20 will be assessed for checks returned for non-sufficient funds. Notification of the NSF check charge should be included on all billings and posted in public view.
- Receipts shall be recorded in the accounting system in a timely manner.
- Daily cash collection records shall be reconciled to the amount of cash on hand at the end of each business day.

Cash Disbursement Policy

- Checks issued shall be pre-numbered and in sequence.
- Blank checks and check stock shall be secure at all times.
- Checks must be made payable to a specific payee.
- The official responsible for check preparation and signing shall not have the authority to solely or individually audit and approve claims for payment.
- Check signing authority shall be limited to the Town Supervisor and Deputy Supervisor.
- The official responsible for signing checks shall compare prepared checks to an audited and approved warrant or a payroll register prior to releasing such checks.
- The facsimile signature device shall be secured in a locked location under the control of the Director of Finance.
- Signing a blank check is not permitted.
- After checks are printed, someone outside the check processing function shall account for all checks printed, voided or returned to stock unused.
- Wire transfers shall be made by the Director of Finance and reviewed by the Chief Fiscal Officer.
- Electronic transfers shall be made by the Director of Finance and reviewed by the Chief Fiscal Officer.
- Supervisory review of all journal entries and financial transactions shall be performed periodically.

Claims Processing Policy

- The procurement guidelines detailed in the Town of Sweden's procurement policy shall be adhered to at all times.
- Prior to authorizing a major purchase and periodically for routine purchases, the availability of budget appropriations shall be verified.
- All vouchers shall include specific details about the items or services to be purchased including quantity, costs, model numbers (if available), terms of sale and approvals to purchase.
- All vouchers shall be sequentially numbered.
- When goods or services are delivered, receiving or packaging slips shall be verified against the quantity, type and condition of the goods received.
- The responsibility for the receipt and verification of items ordered shall be segregated from the employee who requested or authorized the purchase.
- Each department that ordered goods or services shall assemble a voucher package containing: the receiving slip, the original invoice and the signed approval of the department head stating that the goods or services were received and they are a true and just charge. All voucher packages shall be forwarded to the Supervisor's office.
- Checks shall be mailed directly to the vendor and not returned to the department who made the purchase.
- The criteria for evaluating claims:
 1. Is the claim for a valid and legal purpose?
 2. Was the purchase authorized and approved?
 3. Are there sufficient appropriations to pay the claim?
 4. Is the claim mathematically correct?
 5. Is the claim sufficiently itemized?
 6. Does the claim meet legal and policy requirements in relation to competitive bidding and the Town's procurement policy?

7. Does the attached documentation support the claim?
 8. Were the goods or services actually received?
- Claims not requiring audit:
 1. Salaries
 2. Principal and interest payments on debt
 3. Retirement contributions
 4. Insurance premiums
 - Payments allowed in advance of the audit:
 1. Utilities (water, sewer, telephone, electric and gas)
 2. Postage
 3. Freight and express charges

Credit Card Use Policy

- Credit card use shall be limited to appropriations not payable by voucher method.
- Credit cards shall be kept in the office of the Chief Fiscal Officer/Director of Finance.
- Credit cards shall only be used by Department Heads or employees assigned by Department Heads.
- Credit cards shall be signed out for each use and returned the same day.
- Credit card receipts shall be returned with the card and must be in original form. Copies of receipts are not acceptable.

Bank Reconciliation Policy

- Bank and cash reconciliations shall be performed monthly to compare bank balances to balances in the general ledger cash accounts.
- The records shall be reviewed by personnel other than the employee who prepared them.
- The bank statements and cash reconciliations shall be on file in the Supervisor's office and available for review.

Petty Cash Policy

- Certain departments are provided with a small amount of cash for immediate purchases.
- All requests for replenishment of petty cash shall made through the monthly claim process.
- Requests for replenishment of petty cash shall be made in the period incurred.
- Requests for replenishment shall have an original paid receipt. Copies of receipts are not acceptable.
- Under no circumstances shall petty cash be used for other than legitimate Town expenses.
- Petty cash shall be audited periodically by the Chief Fiscal Officer or designee.

RESOLUTION NO. 81

Appoint Seasonal Laborer – Park

WHEREAS, there is a need for extended season labor for the park; and

WHEREAS, the Department of Buildings and Grounds has recommended retaining Joseph Brandenburg through October 3, 2014.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby extend the seasonal appointment of Joseph Brandenburg as Seasonal Laborer at a rate of pay of \$8.50 per hour, not to exceed 28 hours per week, to October 3, 2014.

Sec. 2. That this appointment does not constitute an offer of permanent employment or any benefits that are normally attached to permanent appointments.

Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Roberts
Seconded by Councilperson Windus-Cook

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

RESOLUTION NO. 82 Appoint Seasonal Laborers – Cemetery Operations

WHEREAS, there is a need for extended seasonal labor for cemetery operations; and

WHEREAS, the Superintendent of Highways has recommended retaining Adam Haffen and Cory Lincourt for seasonal cemetery operations.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden does hereby extend the seasonal appointments of Adam Haffen and Cory Lincourt as seasonal laborers for cemetery operations ending on or before November 1, 2014.

Sec. 2. That the total hours allotted for the two seasonal laborers is a combined maximum of 96 hours per pay period; not to exceed 28 hours per individual employee per week.

Sec. 3. That this appointment does not constitute an offer of permanent employment or any benefits that are normally attached to permanent appointments.

Sec. 4. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Muesebeck
Seconded by Councilperson Donohue

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

RESOLUTION NO. 83 Appoint Recreation Assistant PT – Irvine

WHEREAS, there is a vacancy for a part-time Recreation Assistant at the Community Center; and

WHEREAS, Recreation Leader Jill Wisnowski has recommended hiring Deanna Irvine.

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden does hereby appoint Deanna Irvine as Recreation Assistant PT for a maximum of 24 hours per week.
- Sec. 2. That the hourly rate of pay is \$8.00 with a start date of October 1, 2014.
- Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Roberts
Seconded by Councilperson Donohue

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

RESOLUTION NO. 84 Authorizing Supervisor to Sign Maintenance Agreement with Imperial Door Controls, Inc.

WHEREAS, the maintenance agreement between Imperial Door Controls, Inc. and the Town of Sweden will expire on October 31, 2014; and

WHEREAS, the Town Board desires to extend the agreement for the proposed one year.

NOW, THEREFORE BE IT RESOLVED:

- Sec. 1. That the Town Board of the Town of Sweden does hereby authorize and direct the Supervisor to sign the Maintenance Agreement between the Town of Sweden and Imperial Door Controls, Inc.
- Sec. 2. The term of this agreement shall be for a period of one (1) year, commencing on November 1, 2014 and ending on October 31, 2015 at an annual cost of \$340.
- Sec. 3. That the maintenance agreement will cover automatic door labor only to include travel time during business hours; special parts discounts; and two inspection visits per year to adjust, clean, lubricate and tune equipment.
- Sec. 4. That this new agreement does hereby supersede the current agreement due to expire on October 31, 2014.
- Sec. 5. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Muesebeck
Seconded by Councilperson Windus-Cook

Discussion: Councilperson Muesebeck suggested to request a quote for the installation and maintenance of automatic doors at the SCCC.

VOTE BY ROLL CALL AND RECORD:

Councilperson Donohue	<u>Aye</u>
Councilperson Muesebeck	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Councilperson Windus-Cook	<u>Aye</u>
Supervisor Carges	<u>Aye</u>

Submitted – September 23, 2014

Adopted

APPROVAL FOR PAYMENT OF BILLS

All of the Board members reviewed the invoice audit journal. Councilperson Muesebeck made a motion that was seconded by Councilperson Windus-Cook authorizing payment of the bills in Abstract 9 dated September 24, 2014 in the amount of \$143,015.75. All voted in favor of the motion. Motion adopted.

General Fund: In the amount of \$64,025.80 as set forth in Abstract 9 dated September 24, 2014.
Highway Fund: In the amount of \$63,739.13 as set forth in Abstract 9 dated September 24, 2014.
Special Fund: In the amount of \$4,529.37 as set forth in Abstract 9 dated September 24, 2014.
Capital Fund: In the amount of \$10,721.45 as set forth in Abstract 9 dated September 24, 2014.

DISCUSSION AND ANNOUNCEMENTS

The Budget Officer’s Tentative Budget for 2015 was presented to the Town Clerk.

EXECUTIVE SESSION

Councilperson Muesebeck made a motion that was seconded by Councilperson Roberts to go into executive session at 8:10 p.m. to discuss a personnel matter. All voted in favor of the motion. Motion adopted.

No action taken.

Councilperson Donohue made a motion that was seconded by Councilperson Roberts to leave executive session and return to the regular meeting at 8:56 p.m. All voted in favor of the motion. Motion adopted.

ADJOURNMENT

As there was no further business to come before the Board, Councilperson Donohue moved to adjourn the September 23, 2014 meeting of the Sweden Town Board at 8:57 p.m. Councilperson Roberts seconded the motion. All voted in favor of the motion. Motion adopted.

Respectfully submitted,

Karen M. Sweeting, Town Clerk