



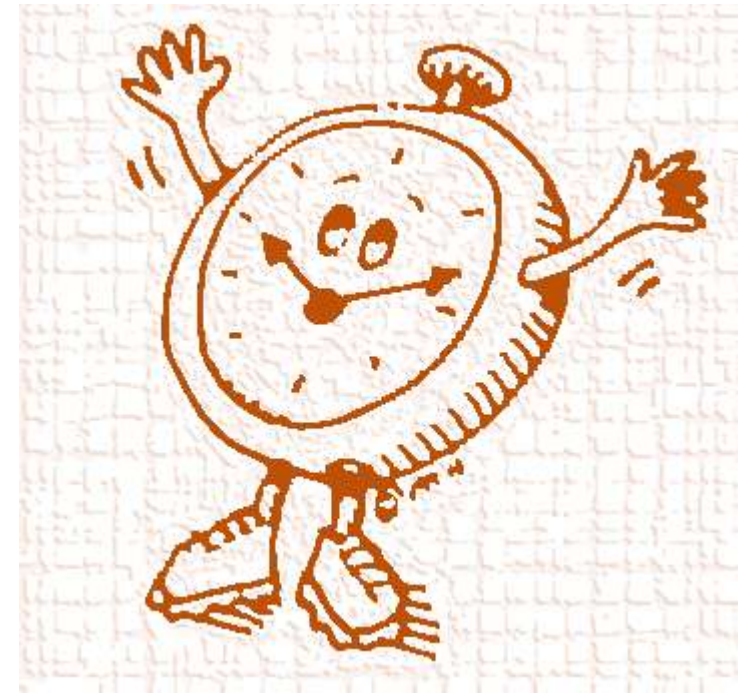
MINUTES.....  
I CAN TAKE THE HOURS  
BUT OHHH THOSE MINUTES!

Presented by:

Cindy Goliber, RMC

Potsdam Town Clerk

Past President, NYSTCA



These guidelines are intended to help Clerks as they prepare minutes of their Board Meetings-one of the most tedious but important responsibilities.

These guidelines were initially developed by Alice B. Hunt, retired Victor Town Clerk and have evolved over time with the help of several sources, including retired Somerset Town Clerk Rebecca Connolly. These procedures have worked for many clerks, and to date, have not been criticized by New York State Audit and Control. We have found that this format is the best example of the required material that must be included in your minutes.

Styles of minutes differ from municipality to municipality and laws may be interpreted differently. Do your own research, use your attorney and most importantly...never stop learning!

*Cindy Goliber*, Town Clerk, Town of Potsdam  
Past President, New York State Town Clerks Association  
Editor, *The Town Recorder*

All underlined material is required in the minute process, all other information is a matter of preference by the clerk.

1. Place a heading on every page, this will be invaluable in doing research, particularly if you need to run a copy of a portion of the minutes – the date and convening body will always be present on each page of the document.

**REGULAR MEETING, TOWN OF SOMEWHERE, 1/4/2015**

**TOWN OF SOMEWHERE SPECIAL BOARD MEETING 1/4/2015 – 2**

2. Type of meeting should always be shown: Regular, Special, Organizational Meeting. The date, time, and place of the meeting is also required.

A regular meeting of the Town Board of the Town of Somewhere, County of Anywhere and the State of New York was held at the Town Hall 800 Some Road, Somewhere, NY on the 4<sup>th</sup> day of January, 2015.

### 3. Indicate the board members present and absent at the meeting.

**PRESENT:** Harold Green, Supervisor  
Ronald A. Orange, Councilman  
Douglas E. White, Councilman  
Keri C. Grey, Councilwoman \*\* (Attending via Skype)  
Bessie A. Brown, Clerk  
George G. Yellow, Superintendent of Highways  
Mary K. Blue, Superintendent of Water/Sewer  
Ellis B. Red, Counsel

**ABSENT:** Harry D. Brown, Councilman

4. Listing others in attendance is optional but helpful in research.

OTHERS PRESENT: John Jay, Code Enforcement Officer; Randy Roam, Engineer; James Purple, Somewhere Fire Chief; Cheri Pink, Daily Newspaper Reporter; several residents.

5. Section 104(4) of the Open Meetings Law states that:  
“If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state the public has the right to attend the meeting at any of the locations.”

Notice of said meeting was duly sent to the Daily Newspaper on 12/20/2014 to inform the public that Videoconferencing will be used for the Town of Somewhere Town Board Meeting to be held on 1/4/2015 at 7:00 p.m. at the 800 Some Road, Somewhere, NY. Said notice was also posted on the same date at the Town of Somewhere Town Hall and the town website. (Councilwoman Grey is on vacation.)

Supervisor Green called the meeting to order at 7:00 P.M. with the Pledge to the Flag.



6. The use of resolution numbers is also optional, but I find it very helpful in indexing and in making any changes (amending/rescinding) to adopted legislation. Always begin voucher and resolutions numbers each new year with number one (1).

**RESOLUTION 1-2015**

7. Headings are essential to indexing of minutes. Indexing is vital for retrieval of information. There are several acceptable ways to index. Start indexing today. When and if time allows, go back and index the previous minute books to help in research projects.

APPROVAL OF MINUTES

8. There is not a requirement by law that the Town/Village Board members approve the minutes of board meetings as kept by the Clerk. However, in the interest of accuracy, it is advisable that the opportunity for adoption/approval of your minutes by your Board be included in every meeting minutes. The Auditors like to see that the Board has reviewed the minutes.

The outcome of every vote must be shown – Town Law Sect. 63. Note the outcome and vote before the body of the resolution so that researchers know whether to scan the material or read it in detail.

On a motion of Councilwoman Grey, seconded by Councilman Orange, the following resolution was

ADOPTED      Ayes 4      Green, Orange, White, Grey  
                     Nays 0

Resolved that the minutes of 12/29/14 be approved including a correction of the first name of a woman in attendance – Sherrie Pink was corrected to Cheri Pink.

## RESOLUTION 1-2015

### APPROVAL OF MINUTES

On a motion of Councilwoman Grey, seconded by Councilman Orange, the following resolution was

ADOPTED        Ayes 4        Green, Orange, White, Grey  
                     Nays 0

Resolved that the minutes of 12/29/14 be approved including a correction of the first name of a woman in attendance – Sherrie Pink was corrected to Cheri Pink.

9. Corrections are noted in the text of the next meeting minutes. If there is an error, naturally you want to correct it, but remember by law the content of the minutes is up to you – no one else. When there is a correction to the previous minutes, make an archival notation in the margin of the previous minutes, preferably in red ink, with an archival pen.

Sherrie Pink commented.....(strike through/one line) through ~~Sherrie~~ and note Cheri in the margin.

10. You may list the name of someone addressing the Board, however, there is no obligation to do so. With issues concerning security in this day and age, Robert Freeman, Executive Director of the NYS Committee on Open Government, states it is unwise for us to do so. You may want to keep track of who addresses the Board however, for future reference. (A sign-in sheet is helpful on meeting nights.) If you publish your minutes on the Web, it is **HIGHLY SUGGESTED** that you remove names and address to ensure the privacy of the public.

11. Keep information short and specific. Leave the adjectives for public speaking.

## **PRIVILEGE OF THE FLOOR / PUBLIC COMMENT**

Ms. Black presented the Town Board with a petition signed by (41) forty-one residents requesting that the speed limit on Maple Street be lowered to 35 miles per hour.

The petition made reference to the increased number of homes and the traffic along this route, as well as several recent accidents at the intersection of Maple and Long Streets.



12. Include each voucher number and the totals of separate abstracts. Be sure numbers are correct. It is guaranteed that the auditors will check the minute book against the bookkeeper's abstract book. (Town Law §119) **ALSO MAKE NOTE THE BILLS THAT WERE REVIEWED BY THE BOARD.**  
The Comptroller's Office likes to see this.

## RESOLUTION 2-2015

### AUDIT OF CLAIMS

On a motion of Councilman Orange, seconded by Councilman White the following resolution was

ADOPTED      Ayes 4      Green, Orange, White, Gray  
                    Nays 0

## RESOLUTION 2-2015

### AUDIT OF CLAIMS

On a motion of Councilman Orange, seconded by Councilman White the following resolution was

ADOPTED      Ayes 4      Green, Orange, White, Gray  
                  Nays 0

RESOLVED that the bills contained on Abstract #1 have been reviewed by the Town/Village Board and are authorized for payment in the following amounts:

General Fund	No. 1 through 65	\$18,353.46
Highway Fund	No. 1 through 25	3,456.78
Sewer Fund	No. 1 through 9	321.67
Water Fund	No. 1 through 11	4,392.15

13. The Supervisor is required to present the Town Board with a monthly report of the Town Finances, showing all disbursements and revenues – Town Law §125(2).

## **REPORT OF TOWN OFFICIALS**

### **SUPERVISOR**

Supervisor Green presented the monthly report on the Town's finances for the month of December 2014.

## HIGHWAY SUPERINTENDENT

Superintendent Yellow reported that bids were duly advertised on 12/15/2014 for the purchase of a new 2015 pickup truck with bids being opened on January 2, 2015. He stated the purchase of a new 2015 pickup truck is provided for in this year's budget. Three bids were received from the following:

<u>Name of Bidder</u>	<u>Address</u>	<u>Amount</u>
A.B. Ford, Inc.	362 Main St. Town, NY	\$14,075.00
CD. Chevrolet, Inc.	33 Lake St., City, NY	12,999.00
E. Motor Corp.	65 River Road, Village, NY	13,475.00

## HIGHWAY SUPERINTENDENT

Superintendent yellow reported that bids were duly advertised on 12/15/2014 for the purchase of a new 2015 pickup truck with bids being opened on January 2, 2015. He stated the purchase of a new 2015 pickup truck is provided for in this year's budget. Three bids were received from the following:

<u>Name of Bidder</u>	<u>Address</u>	<u>Amount</u>
A.B. Ford, Inc.	362 Main St. Town, NY	\$14,075.00
CD. Chevrolet, Inc.	33 Lake St., City, NY	12,999.00
E. Motor Corp.	65 River Road, Village, NY	13,475.00

After careful review of all bids, Mr. Yellow recommended that the low bidder, CD. Chevrolet, Inc. be awarded the contract. They met all specifications.

RESOLUTION and VOTE will be entered into the minutes later in the meeting.

- 14.** List all bidding companies, addresses and the specific amounts. **NO ATTACHMENTS SHOULD BE MADE TO YOUR MINUTE BOOK** with tape, staples, or by inserting papers. **Remember these books are to be kept FOREVER!** If there is only one bidder make a notation in the minutes who picked bids up. This is helpful with the auditors see that there is only one bid and may alleviate some of their questions.

A good practice is to attach bids or a copy of the bid to the voucher for payment. That way all of the information is available to the auditor.

- 15.** All resignations must be in writing and submitted to the Clerk. An elected Town Clerk would resign to the Secretary of State.

## **TOWN CLERK**

The following correspondence was read into the record:

### **Resignation**

Letter of resignation from the Highway Bookkeeper, Betty Auburn, effective 2/2/2015.

16. Zoning change notices should be sent to neighboring towns, and reported when received.

Notice of Public hearing scheduled in an adjoining municipality on 1/15/2015 at 7:30 P.M. at which time the Town of Elsewhere will consider changes to their zoning ordinance.



17. Be aware of any legislation that may benefit your municipality. Any revenue source is extremely important to off set the costs of bank charges.

### **INCREASE IN RETURN CHECK CHARGE**

Clerk Brown reported that the New York State Legislature recently adopted legislation changing the General Obligations law, Chapter 5-328, for the amount that a municipality may charge for dishonored checks from \$15.00 to \$20.00. She asked the Board to consider a resolution to enact this change.

18. Disaster possibilities can be minimized. As Records Management Officer you have a lot at stake.

## **FIRE DEPARTMENT**

Fire Chief James Purple reported that on 12/31/2014, he, Supervisor Green and Clerk Brown made a thorough inspection of the Town/Village Hall, room by room, to identify any potential fire or water hazards. Particular scrutiny was given to the records storage area and to the presence of the proper type of fire extinguisher. Minor adjustments were made to the placement of fire extinguishers. All were found to be in good order.

19. Requests for speed reductions are all handled by the New York State Department of Transportation. NOTE: Some municipalities are exempt from this.

## RESOLUTION 3-2015

### REQUEST FOR SPEED REDUCTION – MAPLE STREET

On a motion of Councilman Orange, seconded by Councilman White, the following resolution was

ADOPTED Ayes 4      Green, Orange, White, Grey

Nays 0

RESOLUTION 3-2015

**REQUEST FOR SPEED REDUCTION – MAPLE STREET**

On a motion of Councilman Orange, seconded by Councilman White, the following resolution was

ADOPTED           Ayes 4   Green, Orange, White, Grey

Nays 0

**RESOLVED** that a speed reduction application be submitted to the New York State Department of Transportation requesting the lowering of the speed limit to 35 miles per hour on the entire length of Maple Street, from County Road #3 to Long Street.

**Note:** Submit form TE-9 to DOT with your resolution.

20. The board must approve/reject the Supervisor's monthly report. This lets the auditors know that the Board is aware of the financial condition of the Town.

RESOLUTION 4-2014

**SUPERVISOR'S MONTHLY REPORT**

On a motion of Councilman Orange, second by Councilman White, the following resolution was

ADOPTED Ayes 4      Green, Orange, White, Green

Nays 0

RESOLVED that the Supervisor's Monthly report for December 2013 is accepted as submitted.

21. In the next example note that the vote has an abstention. Evidently Councilman Orange was uncomfortable voting on this issue because his son is employed by the CB. Chevrolet Agency. Consequently, he abstained from this one action at the meeting.

Notation of the reason may be entered into the minutes.

## RESOLUTION 5-2014

### AWARD OF BID – 2015 PICKUP TRUCK

On a motion of Supervisor Green, second by Councilman White, the following resolution was

ADOPTED Ayes 3      Green, White, Grey  
                 Abstention 1 (Councilman Orange)  
                 Nays 0

RESOLVED that the CD Chevrolet Agency, 33 Lake St., Webster, NY be awarded the contract for the purchase of one new 2015 pickup truck for their low bid of \$21,999.00

22. State licensing procedures change from time to time. Some changes are optional while others are mandatory. Never miss an opportunity to attend classes offered to update you on new material. Time away from the office is difficult, but your municipality and constituents need you to know the facts.

Resolution #6 is more sophisticated than most. The use of WHEREAS will allow you to include vital information as part of Board action, without excessively long phrases or sentences.



## RESOLUTION 6-2015

### AUTHORIZATION TO INCREASE FEES – MARRIAGE LICENSE

On a motion of Councilman Orange, seconded by Councilman White, the following resolution was

ADOPTED    Ayes 4                                  Green, Orange, White, Grey  
                  Nays 0

WHEREAS, as a result of the enactment of Chapter 413 of the Laws of 1991, by the New York State Legislature, Town Clerks may charge ten dollars (\$10.00) for each certification of marriage registration, certified copy, or certified transcript of marriage, which represents an increase of five dollars (\$5.00); and

WHEREAS, according to Chapter 413 of the Laws of 1991, said increase must be authorized by the Town Board; now, therefore, be it

RESOLVED that the Town Board of the Town of Somewhere does hereby authorize the Town Clerk's Office to increase the charge from five dollars (\$5.00) to ten dollars (\$10.00) for each certification of marriage registration, certified copy, or certified transcript of marriage; and be it further

RESOLVED that said increase shall become effective immediately.

23. This information is intended for those of you who serve as Registrar of Vital Statistics.

NOTE: The same legislation increased the fee which local registrars are to charge for issuing each certification, certified copy or certified transcript of birth or death from \$5.00 to \$10.00.

24. A note must be made whenever Council members enter or leave the meeting. This will make clear why the vote on each issue has changed from the members listed at the beginning of the meeting.
25. The record of each vote should clearly show how those present voted – Town Law §63.
26. Recording devices are useful tools in preparing complete and accurate minutes. Recordings become the property of the municipality and are a public record with retention periods established by the Department of Education. (4 months)

At 7:30 P.M. Councilman Harry D. Brown entered the meeting.

## RESOLUTION 7-2015

### **AUTHORIZE CLERK TO PURCHASE RECORDER**

On a motion of Councilman Brown, seconded by Councilwoman Grey, the following was

ADOPTED Ayes 4      Green, Orange, Grey, Brown  
                 Nays 1      White

Resolved that the Clerk be authorized to purchase a recorder to be used in preparation of the official minutes. Funds for this expenditure have been included in the A1410.2 portion of the 2015 Budget.

27. The next slide is an example of a simple motion without all the verbiage.

NOTE: If the Board had adopted this resolution by just stating that the charge would be that of what the General Obligations Law Chapter 5-328 allows without stating a price, there will be no need to ever adopt a new resolution again. By stating the price of \$20.00, it will be necessary for the Board to adopt a new resolution to increase the fees when the law is changed for an increase in price.

The choice is yours. In this case, the Board felt the amount of the fees should be reflected in the minutes for public information.

## RESOLUTION 8-2015

### INCREASE IN RETURN CHECK CHARGE

On a motion of Councilman Orange seconded by Councilman White the following resolution was

ADOPTED Ayes 5      Green, Orange, Grey, Brown, White  
Nays 0

RESOLVED that pursuant to the NYS General Obligations Law, Chapter 5-328, the Town of Somewhere will charge \$20.00 for any dishonored check.

28. Change in meeting structure should be done by motion,  
e/g - public hearing - executive session - recess/break.

## RESOLUTION 9-2014

### MOVE TO SCHEDULE A PUBLIC HEARING

On a motion of Councilman White, seconded by Councilman Orange the following resolution was

ADOPTED Ayes 5      Green, Orange, Grey, Brown, White

Nays 0

Resolved that this meeting be interrupted to hold a Public Hearing advertised and scheduled for this evening at 7:30 PM



29. The record should indicate posting and publication dates and places, and the public notice should be read into the record. **\*Note: At least five days notice of the hearing must be given.**
30. List names of those speaking at a Public Hearing. Record the speaker's position briefly (in favor/opposed.)
31. Indicate the time the Public Hearing opened and closed.

## PUBLIC HEARING – LOCAL LAW #1-2015 – TAX EXEMPTION – SENIOR CITIZENS

Supervisor Green declared the public hearing open at 7:30 PM

Following distribution of the proposed Local law to the Board members in November 2014, Notice of said Public hearing was duly published in the Daily Newspaper on 12/15/2014, with same being posted on same date at the Town/Village Hall.

Clerk Brown read Notice of Hearing for the record.

Fred Fuschia spoke at length about the financial hardships experienced by the senior citizens and urged the Board members to adopt the increased exemption level.

No one else wished to comment.

With all persons desiring to be heard, Supervisor Green closed the hearing at 7:39 P.M.

The regular meeting reconvened.

32. A roll call vote needs to be taken for a Local Law. You may be called upon by your Board to call the roll for any action under consideration. Names can be called in any order - I suggest doing so by seniority.

When adopted, Local Laws, Ordinances and the Annual Fiscal Budget MUST BE INCLUDED in your minute book in their entirety.

The Law further states that you are required to keep a separate book containing every local law or ordinance adopted by your Municipality.

## RESOLUTION 10-2014

### ADOPTION OF LOCAL LAW NO. 1 - 2014 - TAX EXEMPTION FOR SENIOR CITIZENS

On a motion of Councilman Orange, seconded by Councilman White the following resolution was

ADOPTED

by ROLL CALL VOTE

Supervisor Green Aye

Councilman Orange Aye

Councilman White Aye

Councilwoman Grey Aye

Councilman Brown Aye

(RESOLUTION 10-2014 CONTINUED)

WHEREAS, the Town Board of the Town of Somewhere held a Public Hearing on January 4, 2014 to consider the adoption of Local Law No. 1-2014 Tax Exemption for Senior Citizens; and,

WHEREAS, the State of New York passed legislation which allows local government to raise the maximum income level limit for 50% exemption from the sum of \$19,500 to the sum of \$22,524.99 with a sliding scale; and further

WHEREAS, it is in the public interest to continue the 50% exemption previously granted to persons over the age of 65 years; and, it is the right of government to raise the maximum income level limit for the 50% exemption from the sum of \$19,500 to the sum of \$22,524.99 with a sliding scale; and now therefore, be it

RESOLVED the Town Board of the Town of Somewhere does hereby adopt Local law No. 1-2014, Tax Exemption for Senior Citizens, by increasing the annual income of persons over 65 years of age in said Town as follows:

Annual Income

Exemption(Percent)

(RESOLUTION 10-2014 CONTINUED)

<u>Annual Income</u>	<u>Exemption(Percent)</u>
Less than \$15,025.00	50
\$15,025.00 to \$16,024.99	45
\$16,025.00 to \$17,024.99	40
\$17,025.00 to \$18,024.99	35
\$18,025.00 to \$18,924.99	30
\$18,925.00 to \$19,824.99	25
\$19,825.00 to \$20,724.99	20
\$20,725.00 to \$21,624.99	15
\$21,625.00 to \$22,524.99	10

And further

RESOLVED that the maximum income level limit is the only change to Article 1 of Chapter 188 of the Code of the Town of Somewhere, NY; and further

RESOLVED that a copy of this resolution be forwarded to General Code Publishers, the Town of Somewhere Assessors, the County Office of Real Property Tax Services and the Attorney for the Town of Somewhere.

33. Discussion of a topic is the hardest portion of the minutes to complete. Keep information brief - no slang, no adjectives, no slurs. Be sure not to insert your own opinion.

By law only the actions of the Town Board are required to become part of the minutes, but you may wish to have an accurate record of the entire proceedings of the meeting.

(The following two paragraphs (page 7 on handout) represent a twenty minute discussion by my Board.)



## **DISCUSSION - CONSIDERATION OF LIGHTING DISTRICT CODE REVISION**

Supervisor Green opened discussion on the Town's mandated procedure of lighting districts for subdivisions. It has been suggested that the Town Board consider the amendment of this code since the provision for electricity to subdivisions carries a high tax cost to the residents. One of the problems which has become evident is the availability of only one type of fixture from the local power company when the various subdivisions have their own distinct styles.

Recommendations will be requested from both the Planning Board and the Code Enforcement Officer before any action on this issue is taken.

34. The Board must pass a motion to move into Executive Session and the reason MUST be specific.

(Download a copy of “Your Right to Know” from the Dept. of State Committee on Open Government’s website for a list of topics that are allowed for discussion in Executive Session.)

Minutes of an executive session must be made available to the public within one week – Public Officers law §106. However, **DO NOT RUN YOUR RECORDER or take notes unless a specific action takes place in an Executive Session.** NOTE: NO ACTION MAY BE TAKEN IN EXECUTIVE SESSION THAT EXPENDS TAX DOLLARS.

## RESOLUTION 11-2014

### EXECUTIVE SESSION

On a motion of Supervisor Green, seconded by Councilman Brown, the following resolution was

ADOPTED Ayes 5      Green, Orange, Grey, Brown, White  
                 Nays 0

RESOLVED that this Board move into Executive Session at 8:00 P.M. to discuss items concerning pending litigation on an assessment issue with ABC Marketing.

35. Notice time in and out of Executive Session has been listed. This is an optional addition that effectively allows someone from the public to know how long it took, and that the meeting was reopened.

## RESOLUTION 12-2014

### RETURN TO REGULAR SESSION

On a motion of Councilman Orange, seconded by Councilwoman Grey, the following resolution was

ADOPTED Ayes 5      Green, Orange, Grey Brown, White

Nays 0

RESOLVED that the Board return to regular session at 8:25 PM

36. Evidently, the pending litigation in this case was over an assessment. Because money for the appraisal was required, the action to approve the expenditure had to be taken in an Open Session.

**RESOLUTION 13-2014**

**AUTHORIZATION TO CONTRACT WITH VALUED APPRAISALS INC.**

On a motion of Councilman Brown, seconded by Councilwoman Grey, the following resolution was

ADOPTED        AYES    5        Green, Orange, Grey, Brown, White  
                     Nays    0

RESOLVED that the Supervisor be authorized to enter into a contract with the Valued Appraisal Company Inc., 43689 Highway Road, Detroit Michigan, to have property known as ABC Marketing, 777 Maple Street independently appraised. The resulting information will be used to corroborate the current Town assessment established for the property.

37. ANNUAL BUDGET – This would be reflected in the minutes when the budget is adopted. Town Law §109(2) requires the entire final annual budget must be entered in the minute book.

### ADOPTION OF 2014 BUDGET

On a motion of Councilman Brown, seconded by Councilwoman Grey, the following resolution was

ADOPTED    Ayes 5            Green, Orange, Grey, Brown, White

              Nays 0

RESOLVED that the 2015 Preliminary budget was adopted as amended.

38. There is to be an annual audit of all town officials who receive monies pursuant to Town Law Section 123 prior to January 20<sup>th</sup> of each year. The Supervisor can appoint the audit committee to do this task, with the committee reporting back to the Board for approval.

**It has been recommended by the Office of the State Comptroller that the audit of the Justice Department also reflect that the monthly cash reconciliation be examined and noted in the minutes.**

## RESOLUTION 15-2014

### AUDIT OF TOWN OFFICIALS

Councilman Yellow reported that Councilman Grey and he audited the departments on December 20, 2014 and found everything in order.

On a motion of Councilman Brown, seconded by Councilman White, the following resolution was

ADOPTED    Ayes 5            Green, Orange, Grey, Brown, White

              Nays 0

Resolved that the recommendation of Councilman Yellow and Councilman Grey be accepted as follows:



Pursuant to Town Law Section 123 the criminal and civil dockets of the Town Justice for 2014 having been duly examined and the fines and fees have been turned over to the proper officials, **with the monthly cash summary being viewed**; that the records of the Code Enforcement Officer for 2014 having been duly examined and turned over to the proper officials; that the records of the Town Clerk for 2014 having been duly examined and found all fees have been turned over to the proper officials; and the records of the Supervisor for 2014 having been duly examined with all monies disbursed properly.

### 39. APPOINTMENT OF MARRIAGE OFFICER

Domestic Relations Law §11 allows the Town Board to appoint a marriage officer. The only requirements are the person must be at least 18 years of age or older and must reside within the municipality that make the appointment. Marriage officers who receive a salary or wage may not receive additional remuneration for performing their duties. If unsalaried, the marriage officer may accept up to \$75 for each marriage they officiate at. The term of office is determined by the Town Board but cannot exceed four years. A marriage officer whose term has expired may be re-appointed.

## RESOLUTION 16-2014

### APPOINTMENT OF MARRIAGE OFFICER

Clerk Brown stated that she has been approached to perform marriages and Domestic Relations Law allows the Town Board to appoint a marriage officer. She requested the Board appoint her at no salary.

On a motion of Supervisor Green, seconded by Councilman Brown, the following resolution was

ADOPTED    Ayes 5            Green, Orange, Grey, Brown, White  
                 Nays 0

Resolved that pursuant to NYS Domestic Relations Law, Bessie Brown is hereby appointed Marriage Officer for the term of two years, expiring on December 31, 2016, with no salary.

## 40. **BUDGET AMENDMENTS**

If you do not have a comptroller, you should make sure all the accounts have enough budgeted appropriation left in them to pay the bills. No matter if you have a comptroller or not, the Town Board is responsible to amend the budget from time to time to make sure the accounts are in the black. (Town Law §112(1)) Following is an example of the way this can be done. It would be done for each fund that you have when the account is overdrawn. It is advisable to debit the contingency appropriation (1990.4 account) first before taking money from another account that has an unexpended balance.

# RESOLUTION 18-2014

## BUDGET AMENDMENT

On a motion of Councilman Brown, seconded by Councilman White, the following resolution was

ADOPTED      Ayes 5      Green, Orange, Grey, Brown, White  
                  Nays 0

Resolved the following budget amendment is approved:

DR

A600

A1110.4      \$ 340.00

A1220.4      \$ 75.00

A1620.4      \$ 675.23

A1990.4      \$ 25.43

\$1,115.66

CR

A600

A1110.2      \$ 300.00

A1620.2      \$ 900.00

A5132.4      \$ 84.34

\$1,115.66

41. Quotes were received for the purchase of a phone system according to your procurement policy. List the name and address of the vendor as noted.

*(As a side note, you will want to put the procurement form with the invoice, as an auditor will ask to see this. If everything is together in one place you won't have to remember where that is filed!)*

## RESOLUTION 19-2014

### PHONE SYSTEM FOR THE TOWN HALL

Supervisor Green stated the phone system had been a project that has been undertaken for the past few years and Clerk Brown met with several vendors to solicit proposals

**ACCORDING TO THE PROCUREMENT POLICY** to replace the current AT&T Merlin system that was installed around 1985.

Clerk Brown presented quotes for a new phone system for the Town Hall as follows:

Price

Name and Address of Vendor

Equipment

Maintenance/Service

RINGER

\$ 4,692.88

\$177.20/yr. – 5 years

456 Wolfgang Drive, Sweetplace, NY 14456

\$500 Block Plan

FANTASY GROUP

\$ 5,346.96

\$740 per year

322 Forsythia St., Tulip, NY 14356

PHONALITY

\$ 6,135.00

\$225.00/yr. – 2 years

256 Impatient Circle, Complaint, NY 12345



On a motion of Councilwoman Grey, seconded by Councilman Orange, the following resolution was

ADOPTED Ayes 4 Green, Orange, White, Grey

Nays 1 Brown

Resolved the phone system for the Town Hall be purchased from RINGER, 456 Wolfgang Drive, Sweetplace, NY 14456 for \$4,692.88 for the equipment and associated costs as proposed in accordance with the procurement policy.

## 42. PURCHASE OF TOWN CAR

This situation very seldom happens but it can. Apparently fellow board members did not see the need for this purchase and no one seconded the motion. Even though a second was not received it **MUST BE RECORDED** and this is a way it can be done.

Motion FAILED as the motion did not receive a second

## **PURCHASE OF TOWN CAR**

Councilman Orange said he is using his personal vehicle all the time to conduct town business and thought that he was not being reimbursed enough to cover his costs.

A motion was made by Councilman Orange to purchase a town car for use by town officials.

Motion FAILED as the motion did not receive a second.

43. Show the time the meeting ended and who moved to adjourn the meeting. The minutes must be prepared and available within a two-week period.

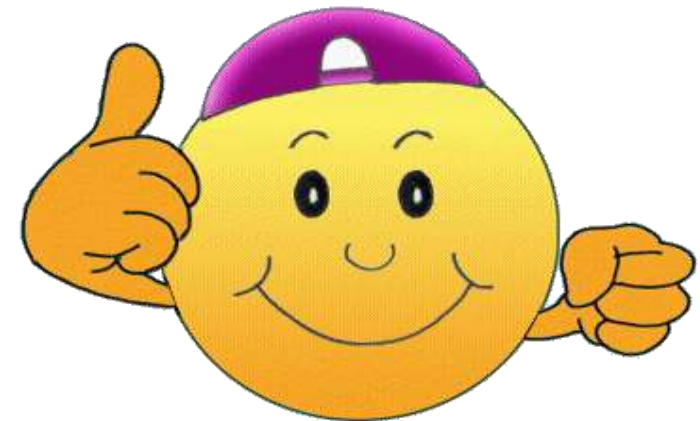
With no further business, on a motion of Councilman Brown, seconded by Councilman Orange, the meeting was adjourned at 8:35 P.M. Carried unanimously.

44. You have just created a chapter in your Municipality's official history book. Knowing you've done your best, go back and proof the minutes one more time. Remember, these minutes will be kept **FOREVER!** Now sign your name proudly. (If someone else has prepared the minutes, that person would sign his/her name, noting that these were done either for you or in your absence.)

---

Bessie A. Brown, Town Clerk

**GO FOR IT !**



**GOOD LUCK !**

## ADDITIONAL CONTACTS

For information on Open Meetings or Freedom of Information Law:

Robert Freeman, Executive Director  
NY Department of State  
Committee on Open Government  
One Commerce Plaza 99 Washington Street  
Albany, NY 12231  
(P) 518-474-2518

For Local Law Publication  
NY Department of State  
99 Washington Ave, Suite 650  
Albany, NY 12231  
(P) 1-800-367-8488

Cindy Goliber, RMC  
Potsdam Town Clerk  
townclerk@potsdamny.us  
315-265-3430