

**DATE: July 13, 2015**      **KIND OF MEETING: Regular Town Board Meeting**

**WHERE HELD: Chazy Town Hall**      **PRESIDING OFFICER: Mark Henry  
Town Supervisor**

	MEMBERS PRESENT	MEMBERS ABSENT
Supervisor - Mark Henry	x	
Councilor - Daniel Vesco	x	
Councilor - Jerry Deno	x	
Councilor - Cathy Devins	x	
Councilor - Willie Giroux	x	
Clerk - Philip Beauharnois	x	
Attorney - William Favreau	x	
Hwy Supt. - Timothy Lamica		x

**OTHERS PRESENT:** S. Patnode, E. Trombley, W. Bixler and S. Dyer

Town Supervisor Mark Henry opened the meeting with the Pledge Alliance to the Flag.

### **CALL MEETING TO ORDER**

Town Supervisor Mark Henry called the 07/13/2015 Regular Town Board meeting to order at 7:07 PM.

### **MINUTES**

Councilor Cathy Devins made a motion that the minutes of the 06/08/2015 Regular Town Board Meeting be approved as submitted by the Town Clerk, seconded by Councilor Jerry Deno

Ayes – Councilor Cathy Devins, Councilor Willie Giroux, Councilor Daniel Vesco, Councilor Jerry Deno and Supervisor Mark Henry.

Noes - 0

### **REPORTS**

The Supervisor and Town Clerk May monthly reports submitted to Board for review and filed.

### **PUBLIC COMMENT**

Betty Trombley addressed the Town Board noting that as Dale Wolter was unable to attend tonight's meeting, Ms. Wolter requested her to check on the status of the previously discussed needed repairs to the West Chazy Town Hall. Supervisor Henry said that he had a report concerning the West Chazy Town Hall that he would be discussing in his report this evening and asked Ms. Trombley if she would mind waiting. Ms. Trombley graciously agreed.

### **OPENING OF BIDS ON HIGHWAY SURPLUS EQUIPMENT**

A legal notice was placed in the official newspaper on June 17, 2015 and June 29 2015.

#### **NOTICE TO BIDDERS SURPLUS EQUIPMENT**

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Chazy will receive sealed bids up until 10 AM on Wednesday, July 8, 2015 at the Town Clerk's Office, 9631 Rte 9, PO Box 219, Chazy, NY 12921-0219 to sell all right, title and interest of the Town of Chazy in and to surplus Chazy Highway Equipment, . A Case 850 B dozer with a minimum bid of \$8,000.00. A1085 Case Drott with a minimum bid of \$5,000.00. A 2000 Chevy Pick-up and plow with a minimum bid of \$1,000.00. A 1986 18 ton Equipment Trailer with Pintle Hitch in

**good shape with a minimum bid of \$4,500.00 and a 2006 Ford F250 Axles and Frame only.** All in "as is-where is" condition of which is available for inspection at the Town of Chazy Highway Garage, 884 Miner Farm Road.

**Bid Proposal forms and Non-Collusive Bidding Certificates may be obtained from the Town Clerk, Town of Chazy.**

The sealed bid should be marked "**Bid Highway Equip.**" on the envelope and will be opened in the Town Clerk's Office on Wednesday, July 8, 2015 at 10 AM.

The Chazy Town Board reserves the right to reject any and/or all bids and to waive any and/or all informalities that do not affect the validity of the bid. Bids need to include a non-collusive bidding certificate.

It is the responsibility of any prospective bidder or purchaser to investigate and ascertain the condition of the item being sold prior to the date of bidding.

By Order of the Town Board,  
Dated June 10, 2015

*Philip F. Beauharnois*  
Town Clerk

Town Clerk Philip Beauharnois informed the Town Council that he had received one bid for two items that were advertised Highway Surplus Equipment.

He noted the bids were opened on July 8, 2015 at 10 AM with Town Supervisor Mark Henry present.

### **ATTORNEY FOR THE TOWN REPORT**

#### **Attorney William Favreau reports:**

- Had nothing to report

### **HIGHWAY SUPERINTENDENT REPORT**

#### **Highway Supt. Timothy Lamica reports:**

Was not present.

### **CLINTON COUNTY LEGISLATOR REPORT**

Clinton County Legislator Sam Dyer reports:

- Reported that Sales Tax figures look very very good at this point, noting that they are almost one million dollars ahead of projections.
- Wanted to extend a 'big thank you' to all law enforcement agencies regarding the recent prison escape.
- Noted the Airport continues to do well and the new section is scheduled to open in September.
- Commented on the Podd family, noting they are doing an excellent job in their marketing of the former Pfizer Plant here in Chazy.

### **TOWN COUNCIL ITEMS**

#### **Councilor Cathy Devins Discussed The Following With The Board:**

- Also wished to extend her thanks to all law enforcement agencies for all they did during the prison escape.

#### **Councilor Willie Giroux Discussed The Following With The Board:**

- Had nothing to report.

#### **Councilor Daniel Vesco Discussed The Following With The Board:**

- Had nothing to report.

#### **Councilor Jerry Deno Discussed The Following With The Board:**

- Asked the status of Gray Gables and the proposed new marina. Supervisor Henry said there is nothing new on either.

## **TOWN SUPERVISOR ITEMS**

### **Town Supervisor Mark Henry reports:**

- Discussed the renewal of the Town's insurance policies with Northern Insuring.
- Discussed the Sciota Recreation Park building, noting that demolition of the building is complete. Discussed fences and possibility of returning property to previous owners.
- Discussed proposed Internal Controls (Policy and Procedures) resolution
- Informed the Town Board that the NYS Department of Audit and Control has advised us they will be conducting a Fiscal Audit sometime this fall.
- Discussed building/property at 978 Ashley Road that sustained a fire. Town Code Enforcement Officer, M. Tetreault will be contacting the owner regarding it being deemed an unsafe building.
- Noted another mobile home has been abandoned at 992 Ashley Road. Town Code Enforcement Officer, M. Tetreault has sent them a letter (6-23-2015) noting the owner is in Violation of Town of Chazy Zoning Law Section 455.
- Discussed with the board a resolution for the Chazy Youth Hockey organization in the amount of \$2,500 for 2015/2016.
- Discussed with the board a resolution for snow removal with the Clinton County Highway Dept.
- Discussed Town Credit cards (Lowe's & Staples) and user designation.
- Discussed with the board a resolution for repaving the Town Hall Parking lot.
- Discussed oversight duties for all Town Board members including monthly reports, payroll, and court reports.
- Briefly discussed possibility of a Noise Ordinance.
- Discussed closing of Pleasant Valley Road. Town Attorney Favreau discussed process/procedures, noting a Public Hearing will need to be conducted by the Clinton County Highway Superintendent.
- Discussed RFP's (Request for Proposal) for a new Town phone system with most funding coming from a Court grant. Also RFP's for a new gas furnace for the Chazy Town Hall and an RFP for insulating the Duprey Bridge Water line.
- Discussed the West Chazy Town Hall. Noted that work is being scheduled for the roof, back door, windows, closet and wiring.
- Noted that new paper towel and soap dispensers have been installed at the Chazy Recreation Park,
- Noted that the old wood frame over the sludge pit at the Sewer Plant has been removed.
- Noted there is a resolution requesting approval to send Tom Burdo to a Basic Waste Water Training Course in Morrisville.
- Discussed banners that the Chamber of Commerce would like to provide to the Town.
- Discussed a resolution wherein the Town appoints Melissa Deno as the West Chazy Town Hall scheduler formerly held by Jerry Marking.

## **WEST CHAZY TOWN HALL SCHEDULER**

**Resolution: 15-76                      07/13/2015**

Motion by:    Councilor Cathy Devins

**WHEREAS**, the Chazy Town Board desires to keep the West Chazy Town Hall open and available for use; and

**WHEREAS**, a scheduler for the West Chazy Town hall is needed to ensure that those who use the Town Hall have a contact point to schedule their use of the hall to avoid conflicts and answer any questions regarding the hall use and to provide them with the information needed to make required security deposits and hall rental payments, and

**WHEREAS**, the Town Clerk will receive all such monies directly from those proposing to use the Town Hall.

**NOW, THEREFORE, BE IT RESOLVED**, that Melissa Deno is hereby appointed scheduler for the West Chazy Town Hall.

Seconded by: Councilor Daniel Vesco

Discussion: None

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>
<b>Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>x</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: Yes**

**CHAZY TOWN HALL PARKING LOT**

**Resolution: 15-77 07/13/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, the Chazy Town Hall Parking Lot is in need of replacement;

**NOW, THEREFORE BE IT RESOLVED** that the Chazy Town Board does hereby authorize the repaving of the Chazy Town Hall Parking Lot in the amount \$7,500.00 of which would come from the General Building Type Capital Reserve fund, subject to permissive referendum; and

**FURTHER RESOLVED**, that the Town Clerk advertise, in the Press Republican a notice of adoption of resolution subject to permissive referendum, authorizing use of General Building Fund Type Capital Reserve funds to make such improvements, not to exceed \$7,500.00.

Seconded by: Councilor Cathy Devins

Discussion: Yes

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>
<b>Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>x</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: Yes**

**CHAZY YOUTH HOCKEY AGREEMENT FOR 2015-2016**

**Resolution: 15-78 07/13/2015**

Motion by: Councilor Cathy Devins

**WHEREAS**, it is required to have an agreement with the Chazy Youth Hockey organization in order to provide funds;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby authorize the Supervisor to enter into and sign an agreement with the Chazy Youth Hockey organization to provide ice time for the youth of the Town of Chazy who wish to free skate during the 2015-2016 calendar year at The Scotts' Memorial Rink located at Macadam Road, for \$2,500.00.

Seconded by: Councilor Willie Giroux

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: Yes

**UNSAFE AND DANGEROUS BUILDING – 978 ASHLEY ROAD**

**Resolution: 15-79            07/13/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, as unsafe building pose a threat to life and property in the Town of Chazy, and

**WHEREAS**, The Chazy Town Board enacted Local Law No. 3 of the year 1994 known as the ‘Unsafe Buildings Law” of the Town of Chazy, and

**WHEREAS**, The manufactured home owned by Mr. Claude J. Lussier located at 978 Ashley Road suffered a fire in early 2015 that left the structure severely damaged, and the Chazy Town Codes Office, Michael Tetreault determined that it is not secured from entry and a portion of the roof is in danger of collapsing and he recommends in his report to the Town Board that said structure is too damaged for repair and should be demolished, and the Town Board has considered such report and in its opinion the report so warrants that such building is unsafe and dangerous, and

**NOW, THEREFORE BE IT RESOLVED** the Town Board hereby orders that a notice be served upon the owner, Mr. Claude J. Lussier, to demolish and remove said structure located at 978 Ashley Road, West Chazy, New York.

Seconded by: Councilor Daniel Vesco

Discussion: Yes

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: Yes

**NORTHERN INSURING AGENCY – TOWN OF CHAZY INSURANCE AGENT**

**Resolution 15-80            07/13/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, the Chazy Town Supervisor has met with Northern Insuring Agency, Inc. as the Town’s agent for the New York Municipal Insurance Reciprocal and New York State Municipal Workers Comp Alliance, and

**WHEREAS**, the Chazy Town Supervisor and Town Department heads have reviewed the policy coverage, premiums and Statement of Values and Workers Compensation premiums for 2015-2016 with Northern Insuring Agency, Inc. and,

**WHEREAS**, the Chazy Town Supervisor has provided a summary and a complete copy of the policy for review by the Chazy Town Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board authorizes the Chazy Town Supervisor to sign the Statement of Values and approves the automatic renewal of the Town of Chazy’s NYMIR Insurance and New York State Workers Comp Alliance Insurance through Northern Insuring Agency, Inc. for the year 2015-2016 with a premium total of \$117, 973.17.

Seconded by: Councilor Cathy Devins

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: Yes

**AGREEMENT FOR SNOW REMOVAL/CLINTON COUNTY HIGHWAY DEPT/2015-2016, 2016-2017, 2017-2018 SNOW AND ICE SEASONS**

**Resolution: 15-81            07/13/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, the Supervisor has received from Clinton County Highway Dept., the snow removal, sanding and treating of County roads agreement for 2015-2016, 2016-2017 and 2017-2018 snow and ice seasons;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize Supervisor Mark Henry to sign the Clinton County Highway Department and Town of Chazy Agreement for Snow Removal, Sanding, and Treating of County Roads during 2015-2016, 2016-2017 and 2017-2018 Snow and Ice Seasons, that, in consideration of the agreed services to be performed by the TOWN OF CHAZY, the COUNTY OF CLINTON agrees to pay the following sums to the TOWN OF CHAZY for all services rendered on County Roads outside the “snowbelt” area and for those County Roads inside the “snowbelt” area as described in the said resolutions of the Clinton County Board of Legislators adopted on November 12, 1969, February 27, 1985 and November 12, 1992. The total payment for each Snow and Ice Season is as follows:

<u>YEAR</u>	<u>RATE FOR REGULAR ROADS</u>	<u>RATE FOR SNOWBELT ROADS</u>	<u>AMOUNT PAID TO TOWN PER SEASON</u>
2015-2016	\$5,012	\$6,007	\$165,646
2016-2017	\$5,087	\$6,007	\$167,387
2017-2018	\$5,163	\$6,007	\$169,151

Seconded by: Councilor Cathy Devins

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: Yes**

**TOWN OF CHAZY/LOWE’S - CHARGE CARD/MEMBERSHIP - AUTHORIZED PEOPLE**

**Resolution: 15-82            07/13/2015**

Motion by: Councilor Cathy Devins

**WHEREAS**, the Town of Chazy has a Charge Card/Membership to Lowe’s;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does now hereby authorize only the following people to be on the Town of Chazy Lowe’s Charge/ Membership account: Mark R. Henry, Town Supervisor; John Patnode, Laborer; and Thomas Burdo III, Water & Waste Water Worker 2.

Seconded by: Councilor Daniel Vesco

Discussion: No

<b>Roll Call:</b>		<b><u>Yes</u></b>	<b><u>No</u></b>
	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: Yes**

**TOWN OF CHAZY/STAPLE’S - CHARGE CARD/MEMBERSHIP - AUTHORIZED PEOPLE**

**Resolution: 15-83            07/13/2015**

Motion by: Councilor Jerry Deno

**WHEREAS**, the Town of Chazy has a Charge Card/Membership to Staples;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does now hereby authorize only the following people to be on the Town of Chazy Staple’s Charge/ Membership account: Mark R. Henry, Town Supervisor; Susan M. Patnode, Secretary to the Supervisor; Philip F. Beauharnois, Town Clerk/Tax Collector; Patricia Ayer, Assessor

Seconded by: Councilor Willie Giroux

Discussion: No

<b>Roll Call:</b>		<b><u>Yes</u></b>	<b><u>No</u></b>
	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: Yes**

**AUTHORIZATION TO ATTEND BASIC OPERATIONS OF WASTEWATER SCHOOL IN MORRISVILLE, NY- TOM BURDO III**

**Resolution: 15-84      07/13/2015**

Motion by: Councilor Cathy Devins

**WHEREAS**, The Town of Chazy is required to have a qualified Wastewater Treatment Plant Operator to operate its current Wastewater Plant, AND

**WHEREAS**, Morrisville State College offers a Basic Operations of Wastewater Treatment Plants Course exam which is designed and approved by NYS Department of Environmental Conservation to prepare wastewater treatment plant operators for NYS certification, AND

**WHEREAS**, The Chazy Town Board has advised the Town Supervisor that it is their wish to have Tom Burdo qualified and certified as the Wastewater Treatment Plant Operator as soon as possible.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board approves that Tom Burdo attend the Basic Operations Wastewater Operator Certification Course at Morrisville College during the time September 7<sup>th</sup> thru September 18<sup>th</sup>, 2015. The Course registration cost is approved at \$975.00. Mileage, Meals and Lodging will be the subject of an additional resolution at the August meeting.

Seconded by: Councilor Daniel Vesco

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

**Carried: Yes**

**TOWN OF CHAZY/INTERNAL CONTROL (POLICIES/PROCEDURES)**

**Resolution: 15-85      07/13/2015**

Motion by: Councilor Cathy Devins

**INTERNAL CONTROLS**

**WHEREAS**, the Chazy Town Board recognizes the importance of promoting and practicing sound internal controls in order to provide for effective and efficient operations, transparency, accountability, and to provide reasonable assurance that the Town of Chazy will achieve its objectives, mission, and service consistent with the Town Board’s vision, and

**WHEREAS**, the Town Supervisor as Chief Executive of the town of Chazy has overall responsibility for designing and implementing effective internal controls.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does now hereby adopt a Policy of Internal Controls to provide those guidelines to ensure that the Town of Chazy has a system of accountability for and oversight of its operations and to assist the Town in achieving its multifaceted goals and objectives to include:

**TOWN OF CHAZY**

**INTERNAL CONTROLS**

**Purpose/Scope**

The Town Supervisor as Chief Executive Officer of the Town of Chazy has overall responsibility for designing and implementing effective internal controls. The purpose of this Internal Control Policy is to

enable the Town of Chazy to implement an effective Internal Control framework and create a unified view of controls.

These include (but are not limited to):

- Segregation of duties – separating authorization, custody, and record keeping roles to prevent fraud or error by one person.
- Authorization of transactions – review of particular transactions by an appropriate person.
- Retention of records – maintaining documentation to substantiate transactions.
- Supervision and/or monitoring of operations – observation or review of ongoing operational activity.
- These controls can be evaluated and improved to make town operations run more effectively and efficiently.

The attached Policies/Procedures outline the process to effectuate the Town of Chazy's Internal Controls, they are:

1. Receipt of Monies
2. Payment of Bills (Abstracts)
3. TD Bank (Payroll Direct Deposit)
4. Computer Passwords
5. Credit Cards
6. Timekeeping
7. Procurement of Goods/Services

#### **RECEIPT OF MONIES**

All receipt of monies (Water/Sewer, Mortgage Tax, AIM Payments, Highway Snow/Ice Payment, Court Monies, etc.) are to be processed as follows:

- The Secretary to the Supervisor will credit the respective account(s) with the payment.
- Bank deposits will be processed by the Secretary to the Supervisor.
- The Town Clerk or in his/her absence the Town Supervisor will run an adding machine tape of cash and checks and verify the amount with the deposit slip.
- Upon return of the bank deposit receipt after the deposit is made the Town Clerk or Town Supervisor will once again verify the amount of the deposit by signing and dating the deposit slip receipt.
- In the receipt of Water and Sewer Payments the Town Clerk or Town Supervisor will also verify the deposit against the "Detailed Deposit Slip Report" by signing and dating said report.
- The Secretary to the Supervisor performs monthly Bank Reconciliations (all accounts), however, the Office Assistant/Typist also performs a detailed confirming reconciliation of all accounts thereby ensuring accuracy.

#### **PAYMENT OF BILLS (ABSTRACTS)**

The payment of all bills incurred for goods or services by the Town of Chazy are to be processed as follows:

- As bills are received, either the Secretary to the Supervisor or Town Clerk will review each for accuracy (quantity received, price and price extensions) and ensure the purchase is in conformance with the Town's Procurement Policy.
- Entry of all bills will be done by the Secretary to the Supervisor in the "Enhanced Accounting Program" AND by the Town Clerk in the "BAS Accounting Program"
- The 'double' entering in both the Enhanced and BAS Accounting Programs are confirmed/verified prior to the monthly Town Board Meeting for accuracy. This is done before the final "Abstract for Payment" is processed for review and signatures by the Town Supervisor and Town Councilors.
- After approval and signatures are obtained by the Town Supervisor and Town Councilors the Secretary to the Supervisor will process the printing of checks.

- The Town Supervisor, or in his absence the Deputy Town Supervisor or Town Clerk will sign said checks.
- The Town Supervisor, or in his absence the Deputy Town Supervisor or Town Clerk will verify the payment amounts against the Abstract to confirm payment accuracy.
- All Abstracts are filed with the Town Clerk and are maintained in a Fire Proof Safe under his/her control.

**Note:** There are certain payments that are made prior to approval by the Town Board (see Resolution #15-09 dated 1/12/2015). Although these payments are made prior to approval by the Town Board they are included in the respective monthly Abstract for Payment. These payments are identified on the Abstract by 'check number' all other regular payments are identified by a "Voucher Number" which runs sequentially for each of the funding sources – e.g. Water, Sewer, Lights, General, Trust & Agency and Highway.

### **TD BANK (PAYROLL DIRECT DEPOSIT)**

Processing and approvals of TD Bank transactions for Direct Deposit of payroll payments is as follows:

- The Secretary to the Supervisor computes salary payments based on time records for all non-salaried employees and payment to other bi-weekly/monthly exempt elected employees to include: Town Supervisor, Town Councilor's, Town Clerk, Highway Superintendent, and Town Justices.
- Once the payroll has been computed and entered in the "Enhanced Accounting Program" the Town Secretary enters the net payroll amount in the TD Bank Account by use of her password and "FOB". She then prints the tentative direct deposit transfer and brings to the Town Clerk for his/her "approval". This approval is done by use of his/her password and "FOB".
- The Town Clerk verifies the net Payroll amount and approves the direct deposits for payment to employees. He/she then prints the "approval page" and dates and signs same.
- Each FOB is secured individually/separately by the Secretary to the Supervisor and the Town Clerk.
- In the absence of the Town Clerk, the Town Supervisor will perform the final approval for the Direct Deposit Payments.

### **COMPUTER PASSWORDS**

The purpose of a password is to protect data stored on a computer. It protects data from being lost, misused or deleted by any person. The system can be accessed by a person who knows the password. Passwords can be changed only by an authorized person. An unauthorized person cannot access a computer system or program that is protected by a password. So the computer and the data stored on it will be safe and protected.

The Town of Chazy's Password procedure is as follows:

- Each user within the Town will create a password for his/her respective computer programs.
- Such passwords will be changed at least bi-monthly or more often as deemed necessary.
- Each user will provide the Town Supervisor with his/her current password(s) which the Town Supervisor will maintain in a "Password Log" which will be secured in the Town Supervisor's locked safe.
- In the event of a possible 'breach' into any computer program/system an immediate and thorough investigation will be undertaken by/through our IT provider.

### **TOWN ISSUED CREDIT CARDS**

#### **Policy Regarding Use of Town-Issued Credit Cards**

The Town of Chazy will issue town credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of Town-issued credit cards is a privilege, which the Town may withdraw in the event of serious or repeated abuse. Any credit card the Town issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages

payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. If an employee uses a Town credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Town's part that is not within the scope of the employee's duties or the employee's authorization to make Town business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Town via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s). In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Town credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Control of Town Credit Cards is as follows:

- All Town Credit Cards (Lowe's, Sam's Club and Staples) will be secured in the locked safe in the Town Supervisor's Office.
- Only those employees whose names appear on these credit cards have authorization to make purchases.
- Resolution(s) naming said authorized users will be made/approved by the Town Board.
- At such time an authorized employee needs to make a credit card purchase he/she will 'sign out' the card with a date and signature.
- At such time the employee returns the credit card, he/she will "sign-in" with the date of return and his/her signature.
- The authorized user will provide the respective receipts for the purchases to the Town Supervisor, Secretary to the Supervisor or Town Clerk.
- Such valid/authorized purchases will be submitted for payment to the Town Board at their next monthly meeting upon receipt of the billing statement from the company.

### **TIMEKEEPING**

#### **Policy Statement:**

Nonexempt employees must accurately record the time they begin and end their work. It is the employee's responsibility to sign his/her time card or time sheet to certify the accuracy of all time recorded. The respective Department Supervisor will review and sign the time record before submitting it for bi-weekly payroll processing.

Timekeeping must accurately reflect all hours worked and must be recorded on a daily basis. Misrepresentation of hours worked or forgery is a violation of the law. Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

#### **Procedures:**

- All nonexempt employees will complete and sign a bi-weekly time sheet or in the case of Highway Department personnel will punch a time clock and sign their time card.
- The completed time record (time sheet or time card) will be reviewed and signed by the respective supervisor.
- Supervisors will submit all Time Records to payroll on Tuesday following completion of the payroll period which ends on Saturday at midnight.
- The Secretary to the Supervisor reviews and processes payroll payments bi-weekly.
- All Time Records are maintained in the Town Supervisor's Office.

Seconded by: Councilor Jerry Deno

Discussion: No



**Carried: Yes**

**PAYMENT OF CLAIMS**

**Resolution: 15-88 07/13/2015**

Motion by: Councilor Cathy Devins

RESOLVED, that the Chazy Town Board does hereby authorize payment of the following claims:

General Fund claims #144-171 and 23912-23916	in the amount of	\$35,460.32
Highway Fund claims #105-122 and #23913-23917	in the amount of	\$53,575.61
Sewer District claims #55-64	in the amount of	\$16,741.67
Water District claims #32-38	in the amount of	\$2,172.08
Light District claims #4	in the amount of	\$2,867.75
T & A claims #12549-12550, #12625-12632	in the amount of	\$3,382.21
	<b>TOTAL:</b>	<b>\$114,199.64</b>

Seconded by: Councilor Daniel Vesco

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call: Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>x</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: Yes**

**EXECUTIVE SESSION**

**Resolution: 15-89 07/13/2015**

Motion by: Councilor Cathy Devins

Moved to adopt a resolution calling an Executive Session pursuant to Section 100(1) (d) of the Public Officers Law to discuss pending litigation and to invite the attendance of Susan Patnode, Secretary to the Supervisor and Michael Tetreault, Code Enforcement Officer in accordance with Section 105(2) of the Open Meetings Law.

Seconded by: Councilor Daniel Vesco

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call: Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>x</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: Yes**

Board went into Executive Session at 8:10 PM.

Board returned from Executive Session at 8:22 PM.

No action taken therefore no minutes.

**RETURN FROM EXECUTIVE SESSION**

**Resolution: 15-90            07/13/2015**

Motion by:    Councilor Cathy Devins

RESOLVED, that the Town Board move to come out of executive session.

Seconded by:        Councilor Daniel Vesco

Discussion:    No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	<b>x</b>	
	<b>Jerry Deno</b>	<b>x</b>	
	<b>Cathy Devins</b>	<b>x</b>	
	<b>Daniel Vesco</b>	<b>x</b>	
	<b>Mark Henry</b>	<b>x</b>	

**Carried:        Yes**

Supervisor Henry asked if there was anything else to come before the Town Board.

Supervisor Henry reminded the board that our next Town Board meeting will be on Monday, August 10, 2015 at the Chazy Town Hall at 7 PM.

**ADJOURNMENT**

Town Supervisor Henry asked for a motion to adjourn.

Councilor Cathy Devins made a motion, seconded by Councilor Daniel Vesco to adjourn the 07/13/2015 Regular Town Board meeting at 8:22 PM. Motion Carried.

Respectfully yours,

*Philip F. Beauharnois*  
Philip F. Beauharnois  
Clerk of the Board