**Resolution 1-A-2022 Blanket Undertaking**

**WHEREAS**, Public Officers Law §11(2) provides that in lieu of any individual undertaking as required by law, the Town Board may approve the procurement of a blanket undertaking, and

**WHEREAS**, the Officers of the Board, the Town Clerk, and the employees of the Town, must be covered in the blanket undertaking, and

**WHEREAS**, it is the responsibility of the Town Board to approve the form, manner, execution, and amount of surety, and

**WHEREAS**, the blanket undertaking must indemnify against losses caused by the failure of the officers or employees to faithfully perform their duties and protect against their fraudulent or dishonest acts,

**NOW BE IT RESOLVED**, that the Town Board approves the blanket undertaking issued by Hughson Benson Insurance/NYMIR for the officers of the Board, the Town Clerk, and the employees of the Town for the sum of five thousand dollars [$5,000] and a surety of fifty thousand dollars [$50,000]

**Resolution 1-B-2022 Annual Appointments-Budget and Finance**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Budget and Finance Annual Appointments listed below for the year 2022:

Budget & Finance

Bookkeeper Ray Holohan

Budget Officer Robert O’Brien

**Resolution 1-C-2022 Annual Appointments-Law-two year appointment**

WHEREAS, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

NOW BE IT RESOLVED, that the Town Board approves the Appointment listed below for the year 2022 to 2023:

Town Attorney William Green, Esq. January 1, 2022-December 31, 2023

**Resolution 1-D-2022 Appointed Officers-Town Board Appointments**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Grants & Records Officer Andrea Vazquez

Dog Control Officer Thomas Steel

Registrar of Vital Statistics Andrea Vazquez

**Resolution 1-E-2022 Appointed Officers-Town Supervisor Appointments-Deputy Supervisor**

**WHEREAS**, the Town Supervisor has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Town Supervisor Appointment listed below for the year 2022:

Deputy Supervisor Chris Briggs

**Resolution 1-F-2022 Appointed Officers-Town Supervisor Appointments-Town Historian**

**WHEREAS,** the Town Supervisor has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED,** that the Town Board approve Town Supervisor Appointment listed below for the year 2022:

Historian Carol Goodrich

**Resolution 1-G-2022 - Town Clerk Appointments-Deputy Town Clerk**

**WHEREAS**, the Town Clerk has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Clerk’s Office.

**NOW BE IT RESOLVED,** that the Town Board approve Town Clerk Appointment listed below for the year 2022:

Deputy Town Clerk Elise Schiellack

**Resolution 1-H-2022 - Town Clerk Appointments-Deputy Registrar of Vital Statistics**

**WHEREAS,** the Town Clerk has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Clerk’s Office.

**NOW BE IT RESOLVED,** that the Town Board approve Town Clerk Appointment listed below for the year 2022:

Deputy Registrar Vital Statistics Elise Schiellack

**Resolution 1-I-2022 Town Board Appointments-Special Districts Commissions-Fire**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Fire Companies.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Fire District Commissioners:

Robert O’Brien, Chair

Chris Briggs

Bruce Markusen

Jason Blaske

Thomas Murphy

Andrea Vazquez, Clerk

**Resolution 1-J-2022 Town Board Appointments-Special Districts Commissions-Water**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Water District.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Water District Commissioners:

Robert O’Brien, Chair

Chris Briggs

Bruce Markusen

Jason Blaske

Thomas Murphy

Andrea Vazquez, Clerk

**Resolution 1-K-2022 Town Board Appointments-Other Boards-Board of Health**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Board of Health:

Chief Health Officer Robert O’Brien

Chief Med. Health Officer Tim Whitaker

Councilman Chris Briggs

Councilman Bruce Markusen

Councilman Jason Blaske

Councilman Thomas Murphy

Clerk Andrea Vazquez

**Resolution 1-L-2022 Town Board Appointments-Other Boards-Board of Assessment Review (BAR)**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Board of Assessment Review

Lyle Jones

Jason Schiellack

To be Determined

**Resolution 1-M-2022 Town Board Appointments-Other Boards-Planning Board**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2022:

Planning Board

Alex Thomas - Chair

Gregory Horth

Jodi Bottita

Tom Fay

Margaret Kennedy

**Resolution 1-N-2022 Advisory Committees**

**WHEREAS**, there is a need to protect and improve the quality of our environment, to promote interest and public awareness, to maintain a quality of life free of pollutants to our air and water, to promote and support local business, and to continue to advance and protect the beauty and culture throughout our Township,

**NOW BE IT RESOLVED**, that the Town Board does agree to create the following Advisory Committees for the year 2022,

Conservation/Climate Smart Committee

Heather Burgess-Grant - Chair

Martha Clarvoe

Jane Johngren

Karen Burgess

Randi Griffith

Janet Williammee

Bruce Markusen

Economic Development/Revitalization Committee

Marcy Birch - Co-Chair

Andrea Vazquez – Co-Chair

Sandy Austin

Alex Thomas

Deb Taylor

Jen Dibble

Gloria Waro

Regina Palmer

Chris Briggs

Youth Advisory Committee

Elizabeth Rickard - Chair

Marcy Birch

Jason Blaske

Records Management

Patricia Ryan – Chair/Facilitator

Andrea Vazquez

Carol Goodrich

Randy Griffith

Sandy Austin

Jen Dibble

Tom Murphy

Bruce Markusen

**Resolution 1-O-2022 Required Employees (Union & Non-Union Full-time)**

**WHEREAS**, the Town of Hartwick requires employees to carry out the necessary operations of the Township,

**NOW BE IT RESOLVED**, that the Town Board will require the following full-time employees for the year 2018:

**Highway Department: Full-time Employees**

Highway Employee (HMEO) - Four (4)

Highway Employee (HMEO Seasonal) - One (1)

**Resolution 1-P-2022 Allowance of Mileage Reimbursement**

**NOW BE IT RESOLVED** that the following officials and employees are eligible to receive mileage reimbursement upon submittal of a mileage log.

Town Board Members

Town Supervisor

Town Bookkeeper

Town Clerk

Town Attorney

Planning Board Members

Appointed Sole Assessor

Town Justice

Town Historian

Fire Chief #1 not to exceed $500 annually

Fire Chief #2 not to exceed $500 annually

EMS Captain not to exceed $500 annually

Water Operator

**Resolution 1-Q-2022 Holidays of The Town Office Building**

**WHEREAS**, the Town Board may establish a list of Holidays that apply to the Town Offices of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Office Building will be closed for business on the following Holidays in for the year 2022

* 1. January 01 New Year’s Day
  2. February 21 President’s Day
  3. May 30 Memorial Day
  4. July 04 Independence Day
  5. September 05 Labor Day
  6. November 11 Veteran’s Day
  7. November 24 Thanksgiving Day
  8. December 25 Christmas Day

**Resolution 1-R-2022 Filing of Officers and Assessor**

**WHEREAS**, it is the Town Clerk’s responsibility to file a certificate with the State Department of Audit and Control, specifying the names and addresses of all Town Officers, whether elected or appointed, and

**WHEREAS**, it is the Town Clerk’s responsibility to file a certificate with the State Board of Equalization and Assessment specifying the names of all assessors, with their post office addresses, date of appointment or election and expiration of term of office,

**NOW BE IT RESOLVED**, that the Town Board directs the Town Clerk to file the necessary certificates “on or before” January 20, 2022.

**Resolution 1-S-2022 Rules of Procedure**

**WHEREAS**, the Town Board is authorized by Town Law §63 to determine its rules of procedure for conducting Town meetings, and

**WHEREAS**, the Town Board believes it is important to clarify its procedures and guidelines for conducting meetings at the beginning of each year,

**NOW BE IT RESOLVED**, that the Rules of Procedure listed are adopted for the year 2022.

1. Supervisor’s Responsibilities
2. The Town Supervisor will preside over all special and regular meetings of the Town Board
3. The Supervisor shall call the Town Board to order
4. Immediately following the opening of every regular meeting, the Town Supervisor shall conduct the order of business as follows:
5. Monthly Abstracts
6. Financial Reports
7. Approval of Minutes
8. Supervisor’s Comments
9. Councilmember’s Comments
10. Correspondence
11. Report from Town Officers/Employees
12. Unfinished Business
13. New Business
14. Public Comment
15. Executive Session
16. Future Meetings of all Boards & Committees
17. Agenda Items for Work Session
18. The Supervisor shall prepare the agenda items and the resolutions for all Board meetings
19. Agenda items under Unfinished Business and New Business presented in resolution format.
20. Items for discussion from Council members, Standing Board Committee’s, and all Advisory Committee’s submitted, in writing, to the Town Supervisor on the Wednesday prior to the regular meeting. The Supervisor reserves the right to waive this requirement if matter is urgent or in the best interest of the town
21. Correspondence received from the public will be filed in the Supervisor’s office and may be read at the next Regular meeting by the Supervisor. All correspondence will be kept on file for one year.
22. The Supervisor may offer a second on a motion without relinquishing the chair for such purpose.
23. The Supervisor is responsible for preserving order and decorum when the Board is in session.
24. Board Members Responsibilities
25. A quorum must be present in order to conduct the business of the Town. A quorum is defined as three (3) members of the Town Board.
26. Every resolution or motion must be seconded before being put to a vote by the Supervisor.
27. No Board Member shall speak more than once on any question until every member choosing to speak shall have spoken. The Supervisor is responsible for conducting, and controlling the discussion.
28. The Board Members must treat each other and the public with a proper decorum.
29. To suspend any rule of procedure, or any resolution, a majority vote of the Board shall be required.
30. Town Clerk’s Responsibility
31. All resolutions and motions shall be recorded in their entirety in the official minutes of the Board and all other official Town Board meetings, unless otherwise specified.
32. Municipal Law Responsibility
33. If these Rules of Procedure should at anytime become in conflict with the statutory law, the statutory law shall take preference.
34. Public’s Responsibility
35. Residents will be limited to speaking for two (2) minutes during public comment period, unless extended by permission of the majority consent of the Board.
36. Any person speaking to the Board with the consent of the Supervisor shall address his remarks to the Town Board, not to other members of the audience.
37. No member of the public shall engage in any demonstrations, booing, and hand clapping or otherwise disruptive behavior during a Town Meeting.
38. Board and Public Responsibility
39. When the public is speaking, they will be given respect and treated in a courteous manner by the Board. The public in return, is expected to be respectful and courteous. The use of profane and inappropriate language is not acceptable.

**Resolution 1-T-2022 Standing Board Committees**

**Appointments to Standing Committees of the Board:**

**Whereas,** the Town Supervisor may appoint committees of town

Board members to make studies and report back with

recommendations (Town Law § 63), and

**Whereas,** the Town Board believes that using board committee is an effective way to encourage good local government and to involve the board members more effectively in decision making.

**Now, Be It Resolved,** that Supervisor O’Brien make the following Board appointments for the year 2022, and

**Be it further resolved**. that the Supervisor will be an ad hoc member of all Standing Committees of the Town Board.

**Budget**

Chris Briggs & Jason Blaske

**Highway**

Chris Briggs & Tom Murphy

**Personnel**

Bruce Markusen & Tom Murphy

**Buildings & Grounds**

Bruce Markusen & Jason Blaske

**Be It Further Resolved,** that the Town Board consider incidental

expenses and mileage for standing committees of the Board,

as proper expenditures in carrying out their duties.

**Authority of Standing Committees**

Whereas, the standing committees are committees of town board members and not citizen committees;

Now, Be It Resolved that Board members assigned to the Standing Committees must follow the following guidelines:

a. Standing committees can conduct formal or informal meetings and hearings.

b. Standing committees are considered public bodies and are subject to the Open Meetings Law.

c. An individual board member may not unilaterally act on behalf of the town board. Therefore, no board member can legally act independently of the others or outside of the board. In short, this means that no single member of the Town board can give orders to any staff or can act for or commit the board as a body to any particular program or policy. Town Law 63 § 3-8. Committees.

d. All decisions made by the standing committees must be ratified at a special or regular meeting of the full board.The town board, as the executive body of the town, acts as a unit and must function as a body (Town Law §§ 60 and 63).

**Resolution 1-U-2022 Establishment of Meeting Dates for all Boards and Committee’s appointed by the Town Board for the Year 2022**

**WHEREAS**, the members of the Town Board and the Appointed Committee’s must meet throughout the year to conduct official Town Business, and

**WHEREAS,** it is the responsibility of the Town Board and all Committee’s to operate within the Open Meetings Law, the Town Board does hereby direct the Town Clerk to publish meeting dates in the Town’s “official” newspaper and the Town’s Website.

**NOW BE IT RESOLVED**, that the following days and times be approved for the respective meetings. Meeting dates may be cancelled or postponed if needed; Town Clerk must be notified of any changes or postponements.

Regular Board Meeting - 2nd Monday of each month at 6:30 p.m.

January 10, 2022

February 15, 2022 (Tuesday)

March 14, 2022

April 11, 2022

May 9, 2022

June 13, 2022

July 11, 2022

August 8, 2022

September 12, 2022

October 10, 2022

November 14, 2022

December 12, 2022

Work Session - 3rd Monday of each month at 7:00 p.m.

January 17, 2022

February 21, 2022

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

July 18, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022

December 19, 2022

Water District Meetings -

January 24, 2022 (Organizational Meeting)

February 28, 2022

March 28, 2022

April 25, 2022

May 23, 2022

June 27, 2022 (6p.m.)

July 25, 2022

August 22, 2022

September 26, 2022

October 24, 2022

November 28, 2022

Fire District Meeting as listed at 7:00 p.m.

January 31, 2022 (FD#1)

June 27, 2022 (Town Hall @ 7p.m.)

December 26, 2022 (FD#2)

Planning Board Meeting - 1st Tuesday each month at 7:00 p.m.

January 4, 2022

February 1, 2022

March 6, 2022

April 5, 2022

May 3, 2022

June 7, 2022

July 5, 2022

August 2, 2022

September 6, 2022

October 4, 2022

November 1, 2022

December 6, 2022

Annual Town Budget Calendar

09/01/22 Budget Officer to furnish Department Heads with Budget Forms

09/20/22 Dept Heads to furnish Budget Officer with completed Est. Forms [Town Law §104]

09/30/22 Filing of Tentative Budget with Town Clerk [Town Law §106(2)]

10/05/22 Town Clerk to present Town Board with Tentative Budget [Town Law §106(3)]

Revision by Town Board; Preparation of Preliminary Budget [Town Law §106(4)]

Upon Completion of review and modification of Tentative Budget, and prior to Public Hearing, to be filed in Town Clerk’s Office.

Notice of Public Hearing five days prior to Public Budget Hearing [Town Law §108]

11/15/22 Public Hearing by on or before the Thursday following Election 11/04/15; may be Adjourned but NOT beyond 11/15/12 [Town Law §108]

Final Revision of Preliminary Budget after Public Hearing, but prior to Final Adoption [Town Law §109]

11/20/22 Adoption of Budget by [Town Law §109]

**Resolution 1-V-2022 Official Newspaper for Town Publications**

**WHEREAS**, the Town Board should designate annually the Official Newspaper for Publications of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board designate the *Daily Star* as its Official Newspaper of Publication for the year 2022.

**Resolution 1-W-2022 Supervisor’s Powers & Duties**

1. Payment of Bills by the Supervisor without prior audit

**WHEREAS**, payments for services must be made at specific times throughout the year, and

**WHEREAS**, the Town Board desires to avoid penalties for late payments,

**NOW BE IT RESOLVED**, that the Town Board authorize the Town Supervisor to make payments in advance of the audit of claims for the year 2022

1. Payment of Monthly Abstract

**WHEREAS**, all payments for bills incurred from Town operations must be approved by the Town Board, and

**WHEREAS,** the Supervisor is responsible for preparing a monthly report of all receipts and disbursements,

**NOW BE IT RESOLVED**, that all bills and payments made between Regular Town Meetings are part of the next Regular Meeting Agenda under Financial Reports, and

**BE IT FURTHER RESOLVED**, that all payments of bills shall be available to the public for review at the respective Regular Meeting

1. Supervisor’s Monthly Budget Status Report

**WHEREAS,** Town Law §29, 34, and 125 allows the Town Board to designate the Supervisor to manage appropriation accounts and to prevent accounts from being overdrawn, and

**WHEREAS**, a report called the Budget Status Report should be presented at the monthly regular meeting,

**NOW BE IT RESOLVED**, that the Town Board direct the Supervisor to present a detailed Budget Status Report at each Regular Meeting to show the budgetary status of all accounts.

**Resolution 1-X-22 Designation of Depositories and Depositors**

**WHEREAS**, the Town Board should designate each bank in which Town deposits may be made, and

**WHEREAS**, the Town Board should identify all officers authorized to receive money and to make deposits,

**NOW BE IT RESOLVED** that the depositories listed below are the Official Depositories for the Town of Hartwick for the Year 2022:

Bank of Cooperstown

**BE IT FURTHER RESOLVED**, that the Officials listed below are authorized to deposit Town Funds received during the year 2022

Town Supervisor, Robert O’Brien

Town Clerk/Collector, Andrea Vazquez

Deputy Supervisor, Chris Briggs

**Resolution 1-Y-2022 Investment Policy**

**WHEREAS**, the Town Board desires that all monies received throughout the year be placed in safe investments and earn the highest possible rate of return,

**NOW BE IT RESOLVED**, that the Supervisor and Budget Officer be directed to schedule the investments for the money received by the Town during the fiscal year, and

**NOW BE IT FURTHER RESOLVED** that the amount of money earned in 2021 be reported to the Town Board at the second Regular Meeting in 2022.

**Resolution 1-Z-2022 Petty Cash Funds**

**WHEREAS**, Town Law §64(1-a) allows the Town Board to establish petty cash funds for Town Officers and appointees

**NOW BE IT RESOLVED**, that the Town Clerk/Collector have a Petty Cash Fund of one hundred dollars ($100.00).

**Resolution 1-AA-2022 Existing Contracts with the Town**

**WHEREAS**, it is the responsibility of the Town Clerk to “advise the Town Board of all contracts, agreements, and leases” through which the Town is currently receiving products and/or services.

**NOW BE IT RESOLVED,** that the Town Clerk report at the second Regular Meeting all current contracts and leases with the Town of Hartwick and include the date of expiration and cost for each contract and lease.

**Resolution 1-BB-2022 Town Board’s Annual Financial Report**

**WHEREAS**, the Town Board is responsible for preparing and filing with the Town Clerk an annual financial report showing the monies received and disbursed, the bank certifications showing the amount of money on deposit, and an official notice stating that the annual report will be available in the office of the Town Clerk for public viewing.

**NOW BE IT RESOLVED**, that the Town Supervisor is directed by the Town Board to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the Annual Financial Report.

**Resolution 1-CC-2022 Annual Accounting for Officers Receiving or Disbursing Town Funds**

**WHEREAS**, on or before January 20, each Town Board must meet for the purpose of an annual accounting by each officer or employee who has received or disbursed Town Funds.

**NOW BE IT RESOLVED**, that the Town Clerk, Planning Board Clerk, and Town Justices, shall meet with the Town Board for an annual accounting of money received or disbursed in the year 2022.

**Resolution 1-DD-2022 Insurances**

**WHEREAS**, the Town Board is responsible for the safety of Town property from exposures to liability, damages, and claims

**NOW BE IT RESOLVED**, that the Town Board should secure full and adequate insurance to protect the property of the Town against fire and theft and to protect the Town from the many exposures to liability for tort damages and other claims.

**Resolution 1-EE-2022 Agreement of Expenditures for Highways**

**WHEREAS**, the Town Board and the Highway Superintendent should enter into an agreement relative to the expenditure of Highway money for repairs and improvements of Town Highways

**NOW BE IT RESOLVED**, that the Town Board will review the proposed agreement at the next regular meeting of the Town Board, and

**NOW BE IT FURTHER RESOLVED** that the agreement must be prepared in duplicate, signed by a majority of the Town Board members and the Highway Superintendent. In addition, the agreement must be filed in the Town Clerk’s office and in the Office of the County Superintendent. [Highway Law §284]

**Resolution 1-FF-2022 Procurement Policy**

**WHEREAS**, the Town of Hartwick has established Procurement Policies (1) Purchasing Goods and Services that Require Competitive Bidding [Addendum E], and (2) Purchasing Goods and Services Not Subject to Competitive Bidding [Addendum D].

**NOW BE IT RESOLVED**, all of the Town of Hartwick’s purchasing agents are expected to adhere to the Procurement Policies as set forth in Addendum D and E and the Town Board directive regarding purchases exceeding $250.00 issued at the December 2017 regular Town Board meeting.