

Present: Supervisor Manchin; Councilors Michael Hickey, Timothy McCarthy. Councilor Gary Ross
Town Clerk Christine Shaw, Deputy Clerk Louise Herbert
Elwin Fisher, Highway Superintendent
Code Enforcement Officer Gail Swistak
Tug Hill Representatives Paul Baxter
Ken Parrotte, town bookkeeper
Attorney James Dwyer

Supervisor Manchin opened the meeting at 7 PM leading those present with the pledge to the flag. Then Councilor Ross moved to go into executive session to discuss the litigation regarding Mr. Hobbs. Councilor McCarthy seconded the motion with unanimous approval of all the board members present. The board moved into executive session at 7:03 PM. The board returned at 7:52 PM at which time Supervisor Manchin reopened the Organizational meeting.

Mr. Ross moved to accept the following budget transfers and amendments, Mr. McCarthy seconded the motion.

General Fund Budget transfers

From Contingency Acct #A1990.4.....\$3,503	to	A1355.4 Assessor C.E.....\$ 87.
		A1440.4 Engineer C.E.....\$1070.
		A1620.4 Building C.E.....\$ 54.
		A1650.4 Central Comm.
		System C.E.....\$ 330.
		A3510.4 Dog Control C.E.....\$ 398.
		A3620.4 Safety Inspect. C.E.....\$ 394.
		A4020.4 Reg. Vital Statistics.....\$ 121.
		A5010.4 Supt. Highways C.E.....\$ 388.
		A7110.4 Park C.E.....\$ 661.

Highway Fund Budget Amendment

Raise Highway Budget by \$77,305, which is increased revenue from snow plowing. Budget total to be \$685,016
This revenue to increase the following accounts

DA5142.4.....\$11,068
DA5148.4..... 6,720
DA9010.8..... 11,034
DA9030.81..... 1,200
DA9030.82..... 300
DA9060.8..... 3,506
DA5148.1..... 43,477

Highway Fund transfers

From DA5110.1.....\$7,841	to	DA5120.4.....\$ 199
		DA5130.1.....\$ 360
		DA5130.4.....\$7282
From DA5110.4.....\$4,150	to	DA5130.4.....\$4150
From DA5112.4.....\$21,182	to	DA5130.4.....\$ 7666
		DA5142.1.....\$13484
From DA5130.2.....\$5,063	to	DA5142.4.....\$5063

Big Bay Sewer Fund Amendment

Increase the budget by \$23,238, which is a loan taken from the West Side Water District Fund, to be repaid in 2004

This revenue to increase the following accounts

SS8130.2.....\$ 12
SS8130.4..... 18,179
SS9030.81..... 256
SS9030.82..... 130

The board will address appointments at the January meeting due to a division of the board on a couple appointments.

Mr. Ross moved to approve the 2004 Procedures.

Procedures for 2004:

Regular Board meetings will be held at 8:00PM at the Town Hall on the second Wednesday of each month.

Due to possible interest or penalty charges, insurance and utility bills will be paid prior to auditing when necessary.

Reasonable mileage compensation will be paid at \$.30 per mile to Town Officials traveling on ordinary Town Business while using their own vehicles. Mileage to be recorded with odometer readings starting at the Town Hall and ending at the Town Hall, with the purpose of each trip recorded.

Reading of the minutes of previous meetings to be dispensed with unless requested by a Town Board Member.

Town Clerk will make a roll call vote of the Board members for votes on all issues.

All fees for Subdivision and Commercial Site Plan Review are to be paid to the Town Clerk, and applications filed with the Town Clerk prior to review by the Planning Board, as is already specifically stated in the respective laws.

No purchases over \$500 without prior approval of the Town Board. Exceptions are: purchases required for maintaining proper operation of the Sewer District, and purchases required to operate and maintain Highway Department vehicles and equipment, and to carry out designated highway construction and maintenance projects for the year.

There will be no smoking in the Town Hall or Court House.

Vouchers are to be submitted to the Town Clerk by the Friday prior to the first Board meeting of each month for auditing and payment with that months bills. This may be waived by the Town Clerk in special circumstances at her discretion.

Dog enumeration will be done as approved by the town board under the supervision of the dog control officer.

All Town employees paid monthly will be paid on the second payroll of each month that the BI-weekly employees are paid.

Copies of Town records to be charged at \$.25 per page unless authorized by the Town Board.

The following Town Officers will submit to the Town Board by the first meeting in March of 2004, an annual financial statement and any other financial records requested by the board for auditing by the Town Board:

Town Supervisor

Town Clerk

Town Justice

The board shall audit the books for accuracy and each board member shall then sign and date to indicate the audit has been conducted. Completion of the audit shall be reported at the next Board meeting.

Mr. McCarthy seconded the motion with unanimous approval of the board.

Mr. Ross moved to approve the Town of West Monroe's Investment Policy. Mr. McCarthy seconded the motion with unanimous approval of the board. The investment policy has been in effect since 1991 or so.

A RESOLUTION ESTABLISHING AN INVESTMENT POLICY FOR THE TOWN OF WEST MONROE

The objectives of the Investment Policy of the Town of West Monroe are to minimize risk; to insure a maximum rate of return

Therefore, be it resolved, in accordance with this policy, that the Supervisor is hereby authorized to invest idle Town funds including proceeds of obligations and reserve funds in:

- 1. Pass Book and Money Market Savings Accounts, maintained in the Town designated bank or any other bank authorized to do business in the State of New York duly approved by the Town Board, with interest credited from day of deposit to day of withdrawal.*
- 2. Certificates of Deposits issued by the Towns designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town board.*
- 3. Repurchase agreements with designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town Board.*

Be it Further Resolved, that the supervisor shall maintain a current record of investments, and the Town Board shall review and approve the annual investment report, if practical, at one of the January meetings, and that the interest earned follows the principal and is credited to the account from which it was derived.

Be it Further Resolved, that Certificates of Deposits, Pass Book and Money Market Savings Accounts shall be fully secured by the Federal Deposit Insurance Corporation and that certification of securities over and above Federal Deposit Insurance coverage shall be in the form of a letter from said bank to the supervisor and the amounts shall be equal to or exceed Certificates of Deposits or Saving Accounts by the Town of West Monroe, and the Supervisor shall be notified in writing of any periodic changes in the amount of securities pledged.

Mr. Manchin mentioned that SOVAC will be having their installation banquet and invited the board. Mr. Hickey will attend to represent the board.

Mr. Ken Parrotte explained that in the WSWD Fund, one of the things that came out of the audit is the suggestion that separate accounts should be created for Capital Cost and operating expenses. Mr. Hickey moved to revise the WSWD budget to incorporate separate lines for the capital cost expense and operating expenses. Mr. McCarthy seconded the motion with unanimous approval of the board members.

Gail Swistak submitted her year end report for the Code Enforcement Office.

The meeting was adjourned at 8:05PM