

The following items concern the organization of the Town of Grand Island for the coming year. Unless otherwise noted, all individuals are from Grand Island. At the end, I will entertain a motion to adopt these items as presented:

1. To hereby appoint the law firm of **Hodgson Russ, LLP, Peter C. Godfrey, Esq. of Counsel**, as attorneys for the Town of Grand Island for the year 2013.
2. To adopt the resolution regarding method of assessment for consolidated water districts, method of assessment for Town lighting districts, and method of assessment for consolidated sewer districts as attached.
3. To designate the firm of **Bonadio Group** as Audit Counselors for the Town of Grand Island for the year 2013.
4. To designate **Supervisor Mary S. Cooke** as **Budget Officer** for the Town of Grand Island for the year 2013.
5. To approve the continued service of **Douglas Learman** as Code Enforcement Officer, and the continued service of **Dan Linenfelser** and **Jacqueline McGinty**, as Inspectors for purposes of Section 125 of the Town Code. Nothing contained in this resolution shall change any Civil Service Appointment or term of employment for any of these individuals.
6. To appoint **Supervisor Mary S. Cooke** as the **Liaison and Police Commissioner of the Grand Island Police Department** for the year 2013.
7. To reappoint **Nicole Gerber** of Grand Island as the **Deputy Emergency Services Coordinator** for a one-year term expiring **December 31, 2013**.
8. To set the mileage at **\$.565 per mile** to be allowed Town Officials when performing duties for the Town of Grand Island during 2013 as per IRS guidelines.
9. To designate the **Island Dispatch** as the official newspaper for the Town of Grand Island for the year 2013.
10. To designate the **Manufacturers and Traders Trust Company, MBIA CLASS, JP Morgan Chase Bank, Citizens Bank, and First Niagara Commercial Bank** as depositories for the Town of Grand Island for the year 2013, in which the Supervisor and Town Clerk shall deposit all monies coming into their hands by virtue of their office, and furthermore, that the Town Clerk be directed to deposit tax monies in the Manufacturers and Traders Trust Company, Grand Island office, said tax money to be remitted to the Supervisor at least once each week. Water, Wastewater and General receipts are to be remitted to the Supervisor daily. All other funds of the Clerk are to be deposited with the Supervisor no later than the 15th of the following

month. Said depositories are hereby requested, authorized, and directed to honor checks, drafts or other orders for the payment of money drawn in the name of the Town of Grand Island, including those payable to the individual order of any person or persons thereof, when bearing or purporting to bear the facsimile signature of Mary S. Cooke, Supervisor of the Town of Grand Island; and the Manufacturers and Traders Trust Company, MBIA CLASS, JP Morgan Chase Bank, Citizens Bank, and First Niagara Commercial Bank shall be entitled to honor and to charge the Town of Grand Island for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile specimen duly certified to or filed with the Manufacturers and Traders Trust Company, MBIA CLASS, JP Morgan Chase Bank, Citizens Bank, and First Niagara Commercial Bank by the Town Clerk of the Town of Grand Island.

11. To adopt the Town of Grand Island **Fee Schedule** and attached proposed amendments as submitted by the Department Heads, for the year 2013.
12. To designate **Town Attorney Peter C. Godfrey and Town Accountant Pam Barton** as Harassment Complaint Officers for 2013 as required by Human Resources Policy & Procedures #4.
13. To adopt the attached investment policy for 2013.
14. To authorize the payment to the NYS Office of the Comptroller, Justice Court Fund, upon receipt of the monthly invoice from their office. The Town Justice Court turns over the funds collected by their office by the tenth of the month following the month the funds are paid to them. The NYS Office of the Comptroller then bills the Town for the State and County share of these funds within the following week. Sending our payment to the State upon receipt of their invoice will avoid any delays caused by our audit date and ensure that the State and County receive their funds in a more timely fashion.
15. To authorize all town offices to be closed in observance of the following holidays:

Monday, January 21, 2013	Martin Luther King Day
Monday, February 18, 2013	President's Day
Friday, March 29, 2013	Good Friday (1/2 day)
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day
Monday, November 11, 2013	Veteran's Day
Thursday, November 28, 2013	Thanksgiving
Friday, November 29, 2013	Day after Thanksgiving

Tuesday, December 24, 2013	Christmas Eve
Wednesday, December 25, 2013	Christmas Day
Tuesday, December 31, 2013	New Year's Eve (1/2 day)
Wednesday, January 1, 2014	New Year's Day

16. To authorize the Supervisor to bond Town Personnel under the existing \$250,000 blanket bond for 2013.
17. To authorize the Supervisor to set the payroll date as every other Thursday, commencing January 3, 2013.
18. To authorize petty cash funds as follows for the year 2013:

Town Clerk:	\$700.00
Sewer & Water Department	\$150.00
Town Justices	\$200.00
Highway Department	\$125.00
Recreation Department	\$100.00
19. To adopt the attached Procurement Policy for 2013.
20. To adopt the attached salary schedule for the year 2013.
21. To schedule Town Board meetings to be held on the first and third Monday of each month at 8:00 p.m. A regular meeting that falls on a holiday shall be held on Tuesday of that week. Workshop meetings will be held on the first and third Monday of each month at 6:30 p.m., or Tuesday if the Monday is a holiday. The Town Clerk is directed to post notice of all regular and workshop meetings.
22. To authorize payment to the designated utility and health insurance companies upon receipt of their monthly statements.
23. To appoint the following personnel as Town representatives at UNYMWCP (Upstate NY Municipal Workers' Compensation Plan) Director's meetings for the year 2013.

Director	Pamela J. Barton
Alternate Director	Mary S. Cooke
Facilitator	Joseph Donlon

24. To authorize the Supervisor to renew the Town's memberships with the following associations for the year 2013:

Association of Erie County Governments  
NYS Government Finance Officers Association  
State Association of Municipal Purchasing Officers (SAMPO)  
New York Planning Federation  
Association of Towns of New York State

25. To authorize attendance at the New York State Association of Towns meeting in New York City by certain Department Heads and/or Elected Officials with the necessary funds in their 2013 budget.
26. To request a 30-day extension for filing the Town of Grand Island's NYS AUD (Annual Update Document) for Fiscal Year 2012.
27. To audit, on the first and third Monday of each month, or the following Tuesday if a holiday falls on that Monday, bills drawn against the following Funds: Capital, Capital Reserve, Fire, General, Highway, Lighting Districts, Refuse, and Sewer and Water.
28. Town Hall office hours for 2013 are as follows:  
January 1 to December 31 – Monday-Friday 8:30 a.m. to 5:00 p.m.  
Closed on all designated Town Holidays  
Special Hours for Tax Collection to be determined by the Town Clerk