

MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF THURMAN, NY HELD March 30, 2017 AT THE TOWN HALL, 311 ATHOL ROAD, ATHOL, NEW YORK, COMMENCING AT 6:00P.M....

PRESENT: Mrs. Kathy Templeton, Councilwoman

Mrs. Joan Harris, Councilwoman

Mrs. Cynthia Hyde, Supervisor

ABSENT: Mr. Michael Eddy

RECORDING SECRETARY: Susan E. Staples

The meeting was called to order by **Cynthia Hyde, Supervisor**

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PRIVILEGE OF THE FLOOR

RESOLUTION #69 RESOLUTION TO ADOPT STANDARD OPERATING PROCEDURE FOR STICKERS

On a motion by **Joan Harris Councilwoman**, and seconded by **Kathy Templeton Councilwoman**:

The town board adopts the following as its standard operating procedure for stickers sold for attachment to garbage bags accepted at the landfill.

SOP FOR STICKERS

RECEIVING

- When the Stickers are delivered the person or persons receiving them will need to confirm that the numbers ordered were the numbers received. Each roll will need to be checked: the first roll will start with the first number in the series and the second roll will pick where the first one left off etc. (Example if there are 500 stickers per roll: Roll1 will be 1-500, Roll 2 will be 501-1000 etc) The new inventory needs to be added to the existing main inventory upon receipt to ensure all products are accounted for. The person or persons adding the initial inventory need to initial. (Attached)

- Since the rolls will be small they will be able to be secured in the fireproof cabinet in the Town Clerk's office.

DAILY INVENTORY

- Any sales of stickers will need to be indicated on the inventory sheet and initialed by the person who made the sale. (Sheet will be located in the location that the sales are taking place).
- At the end of the business day the sales will be deducted and the remaining inventory indicated on the sheet should equal the physical inventory in the office. With the stickers being numbered it will be easy to track the sales. For example if the last sticker sold was 211 the next sticker on the roll should be 212.
 - If there is a discrepancy, sales receipts can be checked to see if a sale was not listed on the inventory sheet. By completing an inventory at the end of the day any inaccuracies can be caught and corrected immediately. Receipts issued will need to contain the sticker numbers sold.
 - By completing a daily inventory if product is missing, it will be easy to pinpoint the exact date it went missing and an inquiry can be started immediately to locate and find any missing inventory. If the inventory cannot be located with the stickers being numbered it will be easy to identify the numbers missing and a notice can be sent to the Landfill to not accept any bags with those numbers.

LANDFILL

- When inventory is given to the Landfill a receipt will be filled out to indicate the amount of stickers given and the numbers given. The receipt will be signed by the person receiving the stickers and the person giving them.
- When money is turned in from the Landfill:
 - 1 – The money and/or checks will be counted to confirm that the amount indicated on the sales sheet matches the amount received.
 - 2 – A receipt will be written for the amount received indicating the amount of cash and the amount in checks (with check numbers indicated) received. The receipt will be signed by both the person giving and the person receiving the money.
 - 3 – Monies that are turned in from the Landfill will be deposited on its own deposit slip (with Landfill written on it). A copy of the deposit slip and any checks being deposited will be copied and attached to the sales slip that was turned in with the money.
 - 4 - The sales sheets will also be able to indicate what stickers the money was collected for by indicating what numbers were given for each transaction

DEPOSITS FOR SALES AT THE TOWN HALL

- When deposits are made from the Town Clerk's Office the deposit slip will have Town Clerk written on it along with any copies of checks.
- A report will be run covering the period that the money was collected during. A copy of the deposit slip and copies of any checks will be attached to the report generated. By having the report attached to the deposit slip at a glance you will be able to break down what the money was collected for (stickers, marriage license, dog license, etc.)
- The report will also show any monies collected from the landfill allowing you to ensure that the deposit from the Landfill and Town Clerk add up.

SALES

Motion Carried: 3 Ayes~ Hyde, Templeton, Harris, 0 Nays

Resolution # 70 to purchase garbage bag Tyvek bands

The town board authorizes the purchase of Tyvek Bands from impressive imprints. The stickers will be orange with black imprinting. The stickers will read "Town of Thurman Landfill \$1.00" and will be numbered starting with the number 1. The town board will buy 10,000 for \$750.00.

On a motion by **Joan Harris Councilwoman**, and seconded by **Kathy Templeton Council Woman**.

Motion Carried: 3 Ayes` Hyde, Templeton, Harris, 0 Nays

RESOLUTION #71: On a motion by **Kathy Templeton Councilwoman**, and seconded by **Joan Harris Councilwoman**, the board resolved to implement a standard work day for the positions of **Court Clerk, Deputy Town Clerk, Cleaner and Bookkeeper**.

See Attachment

On a motion by **Kathy Templeton Councilwoman**, seconded by **Joan Harris Councilwoman**:

Motion Carried: 3 Ayes` Hyde, Templeton, Harris, 0 Nays

RESOLUTION #72 RESOLUTION TO APPOINT WARREN COUNTY YOUTH BOARD MEMBER

The town board of the Town of Thurman appoints Joan Harris to be a Warren County Youth Board member representing the Town of Thurman for the year 2017.

On a motion by **Kathy Templeton Councilwoman**, and seconded by **Cynthia Hyde Suprevisor**, the board resolved to appoint **Joan Harris** to the **Warren County Youth Board**:

Motion Carried: 3 Ayes~ Hyde, Templeton, Harris, 0 Nays

RESOLUTION #73: RESOLUTION TO APPROVE FUNDS FOR THE 2017 EASTER PARTY

The town board authorizes a check in the amount of 500.00 to fund the 2017 Easter party. Receipts for all money spent on the Easter Party must be filed with the town clerk and a copy filed with the town supervisor. Any moneys not spent shall be returned to the supervisor's office.

On a motion by **Joan Harris Councilwoman**, and seconded by **Kathy Templeton, Councilwoman**:

Motion Carried: 3 Ayes~ Hyde, Templeton, Harris, 0 Nays

RESOLUTION #74: Resolution to buy fire extinguisher

The town board authorizes the purchase of a five pound ABC fire extinguisher price 51.95 from NY fire and security.

On a motion by **Kathy Templeton Councilwoman**, and seconded by **Joan Harris Councilwoman**:

Motion Carried: 3 Ayes` Hyde, Templeton, Harris, 0 Nays

RESOLUTION #75 RESOLUTION TO AUTHORIZE CASH DRAWER

The town board authorizes the town clerk to have a cash drawer of \$100.00.

On a motion by **Joan Harris Councilwoman**, and seconded by **Kathy Templeton**

Motion Carried: 3 Ayes` Hyde, Templeton, Harris, 0 Nays

Councilwoman, the meeting was adjourned at **6:30**.

Respectfully Submitted:

Susan E. Staples, Town Clerk

March 31, 2017



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day Resolution for Employees* RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of Thurman, Location code 30812, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Court Clerk	8.0
Deputy Town Clerk	6.0
Cleaner	7.0
Bookkeeper	7.25

On this ³⁰~~March~~ day of March, 2017

Sum E. Hopew Date enacted: 3-30-17
(Signature of Clerk)

I, SUZANNE STAREC, clerk of the governing board of the TOWN OF THURMAN
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 30 day of March, 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 3 of such members were present at such meeting and that 3 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my hand and the seal of the
TOWN OF THURMAN
(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

