

TOWN OF POMPEY BOARD MINUTES

A Special Meeting of the Town Board of the Town of Pompey was held on July 18, 2013. In attendance: Supervisor Carole Marsh; Councilors Carl Dennis, Greg Herlihy, Victor LaFrenz, Craig Smithgall; Highway Superintendent Tom Purcell; Town Clerk Ann Christmas and Town Attorney Jeff Brown. There were also 10 residents in attendance.

Supervisor Marsh called the meeting to order at 6 p.m. followed by a moment of silence for our service men and women.

Public Comment

John Shaheen stated that he had attended the meeting about hamlet development in Pompey Hill. He thought it was well received and there was a reasonable turnout.

No one else wished to speak.

R-149-13 Made by Dennis, seconded by Herlihy to approve the payment of General Fund Abstract Nos. 245-266, totaling \$15,725.05; Highway Fund Abstract Nos. 112-113, totaling \$582.82; Special District Abstract Nos. 28-29, totaling \$396.72; Trust & Agency Abstract No. 12, totaling \$180.95. All in favor. Motion carried.

Councilor LaFrenz thanked everyone who attended the meeting in Pompey Hill. It was the first meeting of what he considers Phase 2 of the Master Plan where people get involved in the rezoning/redevelopment of their hamlets. He thanked the Master Plan Committee who was involved with this.

Bookkeeper Chartrand reported that he had attended a meeting at Pomco about the new health care laws.

Councilor Herlihy reported that there are some Planning and Zoning Board members that are in need of the mandated yearly training. He would like to look into having someone perform the training here at the Town Hall. Supervisor Marsh suggested that we ask other towns to be involved.

R-150-13 Made by Herlihy, seconded by Marsh to arrange to have the Planning and Zoning Board members trained by an appropriate individual at the Town Hall. We will ask other neighboring Towns to join us. All in favor. Motion carried.

Councilor Herlihy also stated that he had spoken to Lisa Hahn who did a lot of the work on our internal review and she sent him an engagement letter to do an exit interview with the staff. They estimate the cost to be between \$1,500.00-\$2,000.00 and perhaps it will come in lower.

R-151-13 Made by Herlihy, seconded by Smithgall to authorize Testone, Marshall and Discenza to do an exit interview on all of the changes made since the internal review at a cost not to exceed \$2,000.00. All in favor. Motion carried.

Councilor Smithgall stated that he thought he had made a motion at the July 1st meeting abolishing the Master Plan Committee but has since found out that he didn't.

R-152-13 Made by Smithgall, seconded by Herlihy that the existing Master Plan Committee is hereby abolished effective immediately.

Discussion before the vote was taken. Councilor LaFrenz questioned why a committee that has done a good job is being abolished. He feels that there have been outstanding results. He thinks it is shortsighted.

Councilor Herlihy stated that he feels that we have a passed plan and as a member of the Master Plan Committee he feels that any future issues are Town Board issues.

Councilor Smithgall stated that he feels that no committee should last forever. That there is nothing saying that there won't be a Master Plan Committee in the future but it will be when the Town Board wants to update it. He and Supervisor Marsh were on the 2002 Master Plan Committee. He purposely stayed away from this Master Plan because he felt that different people with different ideas should be able to have their say. He feels that people in the future, who will also be very talented, will want to step up and say they want to have some input on this. He can't believe that only people on the current Master Plan can address things.

Roll call vote:

Councilor Smithgall:	Yes
Councilor Dennis:	Yes
Councilor Herlihy:	Yes
Councilor LaFrenz:	No
Supervisor Marsh:	Yes

Motion carried.

R-153-13 Made by Smithgall, seconded by Dennis that the Town Board is not intending on holding any meetings or public hearings in the near future involving the recently completed and adopted Master Plan. While anyone is certainly free to hold such hearings or meetings, the Town Board wishes to make clear that such events are not being held on behalf of the Town Board.

Roll call vote:

Councilor Smithgall:	Yes
Councilor Dennis:	Yes
Councilor Herlihy:	Yes
Councilor LaFrenz:	No
Supervisor Marsh:	Yes

Motion carried.

Several residents began speaking. Attorney Brown informed them that this was not a public hearing but strictly a Town Board decision.

R-154-13 Made by Smithgall, seconded by Herlihy to above the following transfer:

General Fund:

From:	8020.2	Planning	Master Plan	\$10,000.00
To:	A1991.4	Contingent	Contractual	\$10,000.00

Roll call vote:

Councilor Smithgall:	Yes
Councilor Dennis:	Yes
Councilor Herlihy:	Yes
Councilor LaFrenz:	No
Supervisor Marsh:	Yes

Motion carried.

R-155-13 Made by Dennis, seconded by Herlihy to adopt the following

Credit Card Usage Policy

In order to protect the assets of the Town of Pompey, the Town Board hereby adopts the following policy regarding the usage of credit cards.

Purpose

The Town of Pompey recognizes that credit cards are an essential requirement in the ordinary course of business in today's world. On certain occasions, the Town of Pompey will need to transact vital business as a credit card transaction. For those occasions, (including but not limited to: travel and trips, and when transacting business where the Town does not have an account) the Town has established credit and authorizes the permitted use of the credit cards, issued in the name of the Town of Pompey.

This policy outlines the restrictions and limitation for the use of credit cards. It is in the best interest of the Town of Pompey to have a clear, understandable policy setting forth the process the procedures for the use of credit.

The Town recognizes that credit cards must be carefully controlled. The Town has issued credit in the name of the Town of Pompey and distributed cards for employees use. The Department head for each department is charged with the responsibility for governing the distribution of the credit cards and ensuring that this policy is adhered to.

RULES AND REGULATIONS

As with all purchases made on behalf of the Town of Pompey, the Rules and Regulations detailed in the Town's Procurement Policy must be followed. The use of credit cards is limited to expenses incurred in the performance of an employee's job function. The use of credit cards for personal expenses is strictly prohibited. Any violation of this policy shall result in employee discipline up to and including

termination. Credit card purchases may only be made at businesses where the Town does not already have an in- house account. Inquiries should be made prior to the final transaction to determine if the vendor will accept a Town voucher. If a purchase can be made on a voucher, then the credit card should not be used.

The Town is exempt for all sales tax.

Purchases not supported with proper documentation will not be accepted until full and complete documentation is provided. (Original receipts must be turned in to process the claim.) The Town Clerk will not process any claim without proper documentation. Repeated instances of inadequate documentation may result in employee discipline up to and including termination.

All in favor. Motion carried.

R-156-13 Made by Dennis, seconded by Smithgall to adjourn at 6:20 p.m. All in favor. Motion carried.

Respectfully submitted,

Ann Christmas
Pompey Town Clerk