

**TOWN OF HECTOR
BURDETT, NEW YORK
Year-end AUDIT MEETING
2019 Re-organizational Meeting
December 28, 2018**

- 1) Call to order at **2:00pm** followed by Pledge of Allegiance
- 2) Approval of Minutes – December minutes will be held until January 2019
- 3) Approval of Journal Entries/Budget Amendments
Preliminary Accounts Payable/Encumber List
Audit and Approval of Bills to be Paid
- 4) 15 Minute Public Comment Period
- 5) Department Reports
 - Highway: Superintendent's Report
 - Authorization to Rent Equipment, etc.
 - Highway Equipment Inventory
 - Water District: Superintendent's Report
 - Appoint MRB Group as Water District Engineers
 - Code Enforcement: Officer's Report
 - Appoint David Patterson as Assistant Code Enforcement Officer 2019
 - Smith Park:
 - Status – South Bath House
 - Assessment:
 - Town Clerk/Tax Collector
 - Authorize Tax Collector's Petty Cash Fund
 - Zoning Commission
 - Supervisor:
 - Committee Reports/Assignments
 - Authorize payments prior to audit
 - Appoint Attorney for the Town
 - Historian & Deputy Appointments
 - Designate Monthly Meeting Time & Place
 - Designate Depository for Town Funds
 - Designate Official Paper for the Town
- 6) Miscellaneous/Correspondence
- 7) Others/Etc.
- 8) Adjourn