

**TOWN OF HECTOR  
REGULAR AUDIT MEETING  
May 12, 2020**

**Due to Coronavirus Restrictions, no members of the public are allowed to attend.**

Questions relating to any of the following agenda items may be submitted via email  
no later than 4pm on April 14<sup>th</sup> to: [townclerk@hectorny.us](mailto:townclerk@hectorny.us)

Board members will meet via Zoom in order to comply with social distancing; meeting will be  
recorded and posted on Town Web Site after the meeting.

- 1) Call to order at 7:00pm followed by Pledge of Allegiance
- 2) Approval of Minutes – April 14, 2020 and April 28, 2020
- 3) Approval of Budget Amendments/Journal Entries  
Audit and Approval of Bills to be Paid
- 4) Department Reports

Highway: Superintendent's Report

- o CHIPS Funding?
- o Agreement to Spend Highway Monies (284 Form)

Code Enforcement: Code Officer's Report

Water District: Superintendent's Report

- o Water Extension – Burdett South
- o Cross Connection/Backflow Prevention Regulations

Smith Park: Manager's Report

- o Petty Cash approval \$100

Assessment: Assessor's Report

Zoning Commission: ST Regional Planning contract update

Town Clerk/Tax Collector/Court Clerk: Monthly Report

- Byron request for refund of penalties – updated information
- Dumpster Day – August 29, 2020 confirmed
- Recycling Hours

Supervisor:

- o Committee Reports
- o NYSEG LED Street Light Conversion Program

- 5) Miscellaneous/Correspondence/Other
- 6) Adjourn

**Backup documents are available for viewing at the Town Hall during office hours for free; copies are \$.25 per page.**

## Monthly Town Board Meeting 101

- Approval of minutes of prior meeting(s)
- Budget Summary
  - Fiscal year runs Jan 1 -December 31
  - Budget process begins at the end of September- with approval in November
  - Adoption of Budget sets tax rate for January of the next year
  - Budget codes are standardized statewide
  - Line item changes happen regularly and must be approved by the board

NYS Government Funds by Code

Code	Fund Name	Special districts
A	General Town Wide	SW water district
B	General Part Town	SF fire district
DA	Highway Town Wide	SM ambulance
DB	Highway Part Town	

Town Wide includes all of the Town of Hector *including* the Village of Burdett

Part Town includes all of the Town of Hector *except* the Village of Burdett

- Board approves all bills to be paid monthly
- Department heads give monthly reports
- Other business is discussed as it comes up