

**TOWN OF HECTOR
BURDETT, NEW YORK
Year-end AUDIT MEETING
2017 Re-Organizational Meeting
December 29, 2016**

- 1) Call to order at **2:00pm** followed by Pledge of Allegiance
- 2) Approval of Minutes – December 13, 2016 postponed to January meeting
- 3) Approval of Journal Entries/Budget Amendments
Preliminary Accounts Payable List
Audit and Approval of Bills to be Paid
- 4) 15 Minute Public Comment Period
- 5) David Sidle – Insurance Quotes
- 6) Department Reports
 - Highway: Superintendent's Report
 - Appoint New Hire
 - Appoint Deputy Highway Superintendent
 - Highway Inventory
 - Emergency Authorization to rent Equipment and purchase food
 - Water District: Superintendent's Report
 - Code Enforcement: Officer's Report
 - Appoint David G. Patterson as Code Officer for 2017
 - ABC New Application – The Elf in the Oak Cafe
- 7) Authorize Tax Collector's Petty Cash Fund
- 8) Appoint Attorney for the Town for 2017
- 9) Appoint Chatfield Engineers as Town Engineer for 2017
- 10) Appoint Town Historian – Sandra Bradford
- 11) Designate Time and Place of Monthly Town Board Meetings for 2017
- 12) Designation of depository for Town Funds
- 13) Designate Official Paper for the Town
- 14) Authorize Supervisor to pay bills prior to audit as necessary
- 15) Municipal Certificate of Need & Mecklenburg Ambulance Rates
- 16) Miscellaneous/Correspondence
- 17) Others/Etc.
- 18) Adjourn

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