

**TOWN OF HECTOR
BURDETT, NEW YORK
REGULAR AUDIT MEETING
January 12, 2016**

- 1) Call to order at 7:00pm followed by Pledge of Allegiance
- 2) Approval of Minutes – December 8 and December 30, 2015
- 3) Approval of Journal Entries
Audit and Approval of Bills to be Paid
- 4) 15 Minute Public Comment Period
- 5) Schuyler County Public Health – Elizabeth Watson
- 6) Department Reports
 - Code Enforcement: Officer's Report
 - Highway: Superintendent's Report
 - Water District: Superintendent's Report
 - Smith Park: Manager's Report
 - Supervisor: Authorize Basic Accounting School March 15-17, Canandaigua, NY
 - o Committee Reports: Set meeting dates
 - o Mileage Re-imbursement Rates
 - Historian: Authorize 2016 Conference – Sept. 15-17, Syracuse, NY
- 7) Computer Software Contract – Town Clerk/Tax Collection
- 8) Annual Financial Audit Meeting – January 21, 2016
- 9) Town Hall & Highway Garage – LED Light recall
- 10) Miscellaneous/Correspondence
- 11) Others/Etc.
- 12) Adjourn

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

Resolution Adopting Rules of Order of the Town Board of the Town of Hector
Adopted January 5, 2016

Whereas, Town Law, §63 provides that the Town Board may determine the rules of its procedure; Now, Therefore Be It Resolved that the following Rules of Order be and the same are hereby adopted pursuant to Town Law, §63:

Rules of Order of the Town Board of the Town of Hector

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: approval of minutes, journal entries, auditing of bills, reception of petitions and other communications addressed to the Town Board, reports of officers and departments, reports of committees, and introduction of resolutions and motions.
3. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
4. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
5. No member shall speak more than once on any questions until every member choosing to speak shall have spoken.
6. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
7. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
8. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
9. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.
10. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
11. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.