

**Town of Gaines
Special Town Board Meeting
November 24, 2014**

The meeting was called to order at 6:30pm with the Pledge to the Flag.

Present: Supervisor Culhane, Councilwoman Smith, and Councilman Syck.

Others present: Mary Jo Syck

A discussion regarding the revised credit card policy from First Niagara Bank.

A motion by Councilman Syck, seconded by Councilman Smith to accept the revisions.
All ayes without oppositioin.

Resolved the following credit card policy is effective immediately. Furthermore it is recognized that use of a credit card is a form of borrowing and the total credit card limit is \$2,500, with specific limits as follows: Town Supervisor up to \$2,500. The Supervisor will maintain control of the credit card by it being locked up and secured at all times.

CREDIT /DEBIT CARD POLICY

PURPOSE:

To establish criteria for the use of credit cards and purchase cards issued on behalf of the Town of Gaines in the course of performing Town of Gaines business.

BACKGROUND:

The Town of Gaines recognizes that the Supervisor is required or may be permitted to make expenditures of funds in the course of performing his/her functions in Town of Gaines business, including travel. The use of credit cards is beneficial to the Town of Gaines, and enables the Town of Gaines to be more effective and more efficient. Statements provide detailed purchase histories and other important record keeping and time saving information.

PROCEDURES

Business Credit Cards. The individual to whom the card is issued is responsible for the card and its proper use. The Town of Gaines board will have final approval authority on credit card issuance. The Supervisor will be responsible for verifying reconciliation of all credit card usage and charges pursuant to this policy and the Town of Gaines's travel policy.

The credit card is to be used for approved, official Town of Gaines business only. A single Credit card will be issued for exclusive use by the Town Supervisor with a credit limit of

\$2,500. There is hereby established a limit for any expenditure for Town of Gaines business as follows, and as subsequently amended by resolution of the Town of Gaines:

Meals: Limited to the amount permitted by IRS regulation 1542, except with specific permission of the Board.

Travel: Lodging, parking, tickets purchased are all permitted, but the amounts shall be authorized in advance.

Equipment and supplies purchases: Permitted up to an amount established by a resolution established in advance of such purchase.

The credit card will not be used in lieu of the normal purchasing procedures of the Town of Gaines.

Personal use of Town of Gaines credit cards is strictly prohibited. In the event that personal charges which cannot be conveniently separated from appropriate Town of Gaines charges are placed on a Town of Gaines Credit Card, such charges must be reported to the Town of Gaines on the monthly reconciliation report and reimbursed to the Town of Gaines immediately.

Sales taxes shall not be paid when possible. Sales Tax Exempt forms or the municipal exemption letter shall be utilized for every purchase whenever accepted by a vendor.

Reconciliation

Credit card activity must be reconciled as follows:

The Cardholder will submit original receipts and documentation describing each transaction. Any purchase lacking an original receipt shall not be reimbursed unless acceptable proof is submitted.

Receipts and documentation should be completed and the card returned to the Town of Gaines not later than four (4) days after use or return from the trip or visit. In the event of a lost or missing receipt, the Town of Gaines official must complete a statement explaining the absence of the documentation and confirming that the expenses were legitimately incurred in the conduct of municipal business.

The person making the purchase shall certify to the Board that the item purchased has been received or the service purchased has been rendered and that no part of the payment outstanding has been satisfied.

No interest or late payment charges shall be incurred by the Town of Gaines.

A discussion regarding a resolution to re-levy the unpaid water charges to the owners of the property assessed on their County taxes.

A motion by Councilman Smith, seconded by Councilman Syck to accept the resolution for the re-levy the unpaid water charges. All ayes without opposition.

RESOLUTION NO.

RESOLUTION OF THE GAINES TOWN BOARD AUTHORIZING RE-ASSESSED WATER & MOWING CHARGES TO BE ADDED TO 2015 PROPERTY TAX BILLS

At a Special Meeting of the Gaines Town Board was held on November 24,2014

RESOLVED that the following unpaid charges for public water usage and zoning violation mowing services be re-assessed and added to the January 2015 town/county property tax bills; and it is

FURTHER RESOLVED, that pursuant to Town of Clarendon Water District Rules and Regulations, Section 31, Late Payment Penalty and Unpaid Bills, an additional \$75 penalty shall be included in the re-assessed water charges; as follows:

Re-Assessed Water: Charges for accounts including unpaid water usage from at least April 2014 billings and/or prior billings with an account balance due totaling over \$5:

51.1-1-3	Gaines Water District No 1; Account #12100 Account Balance \$ 113.18 Add'l Penalty \$75.00 Property Located at 2613 Oak Orchard Rd. Last Known Owner: Emillios Elvoris 2613 Oak Orchard Rd. Albion, NY 14411	\$188.18
40.-3-18	Gaines Water District No. 2; 1 Account #14240 Account Balance \$ 52.80 Add'l Penalty \$ 75.00 Property Located at 14681 Ridge Rd. Last Known Owner: Steven Strapp 14681 Ridge Rd. Albion, NY 14411	\$127.80
61.-1-55	Gaines Water District#Account#2036 Account Balance \$ 70.39 Add'l Penalty \$ 75.00 Property Located at 3209 Eagle Harbor Rd. Last Known Owner: Martin Torres 3209 Eagle Harbor Rd. Albion, NY 14411	\$145.39

60.4-1-1	Gaines Water District No. 2; Account #20450 Account Balance \$ 75.08 Add'l Penalty \$ 75.00 Property Located at 13323 Eagle Harbor Rd. Last Known Owner: Carrie Cusker 13323 Eagle Harbor Rd. Albion, NY 14411	\$150.08
38.-3-24.2	Gaines Water District No5; Account #51860 Account Balance \$ 107.55 Add'l Penalty \$ 75.00 Property Located at 2415 Kenyonville Rd. Last Known Owner: Patricia Prentice 2415 Kenyonville Rd. Albion, NY 14411	\$182.55
41.-1-16	Gaines Water District No. 5; Account #54580 Account Balance \$ 49.23 Add'l Penalty \$ 75.00 Property Located at 15479 Ridge Rd Last Known Owner: Albert Burch 15479 Ridge Rd Kent, NY 14477	\$124.23
52.-1-15	Gaines Water District No7; Account #70151 Account Balance \$ 70.40 Add'l Penalty \$ 75.00 Property Located at 2714 Lattin Rd Last Known Owner: Darryl Mackay 2714 Lattin Rd Albion, NY 14411	\$145.40

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to supply a copy of this Resolution to the Clarendon Sole Assessor and the Orleans County Real Property Office.

The revised management letter for the Court Audit was given to the board members for their information .

A discussion regarding the broken front door. Mr. Joe Baker assessed the problems and also made some suggestions. He will discuss this further with Councilman Syck and is awaiting the part to repair the panic bar. We definitely need a new door.

A discussion regarding the interviews for Codes Enforcement Officer. There is a discussion with the Supervisor of Albion regarding a temporary payment arrangement to utilize Mr. Dan Strong

for his services. He has been more than accommodating helping us out. There is further consideration needed regarding the hiring of a new Codes Enforcement Officer. A motion by Councilman Syck, seconded by Councilwoman Smith to adjourn at 6:47pm. All ayes without opposition.

Respectfully submitted,

Carol E. Culhane