

The regular monthly meeting for the Town of Constable was held on June 13, 2019 at 7:00 pm. Members present were Councilman Patterson, Wilson and Leahy, Councilwoman Lemire, Supervisor Onufer, Town Clerk Prue, and Highway Superintendent Martin. Code Officer Halley was absent.

Guests present were Dalton Patterson, Web Designer/Tech Support, Deb Fleury, Tax Collector, Frank DeFiore, Telegram, Steven Clevett, Helios and Jacob Rockhill, Government Student

A motion was made by Councilman Wilson and seconded by Councilman Leahy to accept the May 9, 2019 Regular meeting minutes, motion carried.

Steven Clevett, Helios gave an extensive presentation regarding possibly having Solar Panels installed at the closed Old Landfill.

TAX COLLECTOR

Tax Collector presented her cash receipt book for the annual audit by all board members present to review. Cash receipt book was reviewed and signed by all board members present. A motion was made by Councilman Wilson, seconded by Councilman Leahy to accept Tax Collector's cash receipt book, motion carried.

Highway

Union negotiations are completed and contract signed by highway employees. A motion was made by Councilman Patterson and seconded by Councilman Wilson to have the Supervisor sign the contract and return to union, motion carried.

A motion was made by Councilwoman Lemire and seconded by Councilman Wilson to Highway Superintendent sign and return the Franklin County Mowing Contract for the summer of 2019, motion carried.

Highway Superintendent Martin reported that work on the Stebbins Road has been progressing well and work has stopped for now and will resume at the end of the summer and he feels it should be completed late 2020.

Mining Report – nothing new to report.

Crosswalk – nothing new to report.

Highway Superintendent Martin gave his fuel usage report for May.

Motion made by Councilman Leahy, seconded by Councilman Wilson to accept the Highway Superintendent's report, motion carried.

A motion was made by Councilman Patterson and seconded by Councilman Leahy for Budget Amendment #3-2019 Highway Fund which reads as follows:

\$106.60 from Account #DA5110.4 General Repairs - Cont. Exp.

\$106.60 to Account #DA5140.4 Brush & Weeds – Cont. Exp.

Motion Carried.

Motion made by Councilman Wilson, seconded by Councilman Leahy to accept the Supervisor's Report - Highway Fund, motion carried.

Highway bills were audited and approved. 65-72

CODE OFFICER

Code Officer Halley was absent and will give his full report at the next monthly meeting.

Supervisor Onufer reported that Code Officer Halley received a memo from OYA Solar concerning the potential plans for energy storage at their planned solar facility located at 1436 State Route 122, Constable, NY. They have requested that this memo, after it is read in its entirety, be entered into the monthly minutes and, when minutes are approved by the board, a copy is to be sent to them.

The memo reads as follows:

The New York State Energy Research and Development Authority (NYSERDA) has determined that Energy Storage is key to New York's Clean Energy Future. To help realize NYSEDA's goal of installing 1500 MW pf Energy Storage by 2025. DG New York Solar CS, LLC, the parent company of the applicant OYA), the original develop, are exploring the potential to add energy storage to the OYA 1436 State Route 122 solar facility after it has been constructed and its operational.

The intent of this letter is to present to the zoning or planning board an overview of what adding Energy Storage to the project would entail, seek feedback and to have the submission of this letter entered into the zoning or planning board minutes so that any future Energy Storage equipment will qualify for NYSEDA funding. We do not wish to re-open the existing Site Plan Approval for the solar project and should the final decision to add Energy Storage be made we will seek a formal amendment of the site place approval at that future date.

The energy storage system will be co-located on the solar project site within the fenced area, already approved under the Site Plan Approval. It will occupy approximately 15,000ft² and will be located next to the project inverters and transformers.

Energy storage offers several benefits to the electrical system and local community.

1. Energy storage reduces fluctuations and improves stability of the power distributing system;
2. Clean. Solar energy can be supplied to the grid when the sun is not shining, and
3. Energy storage will allow the project to capture and supply more energy to the community solar participants than solar alone.

Additional information in the Energy Storage System is attached to this letter. We look forward to discussing this exciting opportunity with you and we would appreciate that letter be entered in the next Zoning or Planning Board Minutes.

Gordie informed Supervisor Onufer that residents have been asking him for burning permits. Gordie said he has contacted the NYS DEC and they said discretion is up to the Town Board on whether to issue burning permits. It was a unanimous decision by all board members present to not issue burning permits.

A motion was made by Councilman Patterson and seconded by Councilwoman Lemire to accept the partial Code Officer Report, motion carried.

Rec Park

Park Cleanup went well and a lot was accomplished. The Salt System is being worked on and the park is on schedule to open July 1.

TECHNICAL SUPPORT

Dalton reported that the Website is up and running and the address is "Town of Constable.com".

It was agreed by all board members present to have the new town hall be wireless for all the computers and printers, copiers and fax.

A motion was made by Councilwoman Lemire and seconded by Councilman Wilson to accept Dalton's report, motion carried.

Assessors

Supervisor Onufer reported that he contacted the Town Attorney to start the process of changing the assessors from 3 to 1 assessor and that he has been in contact with the board of elections finding out what the specifications are for changing the number of assessors from 3 to 1.

CAPITAL PROJECTS

Supervisor Onufer reported that the \$373,000.00 funds have been received and have been transferred to the US Class Account, Capital Projects.

Supervisor Onufer reported that as of Monday, 5 Contractors have gotten the plans for the new town hall. The bid opening will be on Thursday, June 20th at 4:00 pm and the bid will be awarded on Monday June 24th at 6:00 pm in the Town Hall.

Motion made by Councilman Wilson, seconded by Councilman Leahy to accept the Supervisor's Report – Capital Projects Fund, motion carried.

Bills were audited and approved. 3-5

TOWN CLERK

Motion made by Councilwoman Lemire, seconded by Councilman Leahy, to accept the Town Clerk's Report, motion carried.

Town Justice

Supervisor Onufer reported Justice Wisnesky turned in \$333.00 for April 2019, a voucher was received in the amount of \$318.00 which was sent to the Justice Court Fund with the town keeping \$15.00. Justice Wisnesky turned in \$699.00 for May and no voucher has been received yet.

HUD

No new projects at this time.

Supervisor

At the regular meeting of the Town Board of the Town of Constable a motion was made by Councilman Leahy and seconded by Councilman Wilson for Resolution #7-2019, establishing a Code of Ethics for the Town of Constable, motion carried.

Whereas, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of Interest, and

Whereas, section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district and fire district to adopt a code of ethics that sets forth for the guidance of its officers and employees standard of conduct reasonably expected of them and

Whereas, section 806 General Municipal Law also authorized the governing body of any other municipality to adopt such a code of ethics, and

Whereas, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclose of interest in legislation before the local governing body, holding of investments in conflict with official duties, private

employment in conflict with official duties, future employment, and such other standards as may be deemed advisable.

Now, Therefore, Be It Resolved that the Town Board of the Town of Constable, New York hereby adopts a code of ethics to read as follows:

Code of Ethics: Supervisor Onufer sent all board members an email with regards to adopting the Code of Ethics Policy, a motion was made by Councilman Leahy and seconded by Councilman Wilson to accept the Code of Ethics Policy, motion carried. The Code of Ethics reads as follows:

Section 1. Purpose

Officers and employees of the Town of Constable hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Constable Town Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions

- (a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.
- (b) "Code" means this code of ethics.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provisions or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest to any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- (d) "Municipality" means Constable. The word "municipality" refers to the municipality.
- (e) "Municipal officer or employee" means a paid or unpaid officer or employee of the Town of Constable, including, but not limited to, the members of any municipal board.
- (f) "Relative" means a spouse, parent, step-parent, sibling, step-sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officers or employee.

Section 3. Applicability

This code of ethics applies to the officers and employees of the Town of Constable, and shall supersede any prior municipal code of ethics. The provision of this code of ethics shall apply in addition to all applicable State and Local Laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Constable.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or

Official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization to which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

Section 6. Recusal and abstention

- (a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty.
 - (1) If the power or duty that is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) If the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
 - (3) If the power or duty that is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:
 - (1) Adoption of the municipality's annual budget:
 - (2) Any matters requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) All municipal officers or employees;
 - (ii) All resident or taxpayers of the municipality or an area of the municipality; or
 - (iii) The general public: or

- (3) Any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter.
 - (1) Which comes before a board when a majority of the board's membership would otherwise be prohibited from acting by section 6 of this code;
 - (2) Which comes before a municipal officer when the officer would be prohibited from action by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

- (a) No municipal officer or employee may acquire the following investments;
 - (1) Investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
 - (2) Investments that would otherwise impair the person's independence of judgement in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a municipal officer or employee from acquiring any other investments of the following assets:
 - (1) Real property located within the municipality and used as his or her personal residence; or
 - (2) Less than five percent of the stock of a publicly traded corporation; or
 - (3) Bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment is conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) Can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code:
- (b) Can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) Violates section 805-a(1)© or (d) of the General Municipal Law; or
- (d) Requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

- (a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

- (b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.
- (c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

- (a) Representing himself or herself, or his or her spouse or minor children before the municipality; or
- (b) Asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources

- (a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to. Municipal personal and the municipality's money, vehicles, equipment, materials, supplies or other property.
- (b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) Any use of municipal resources authorized by law or municipal policy;
 - (2) The use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
 - (3) The occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and change in work schedule.
- (c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interest in Contracts.

- (a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required By Section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

- (a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for, or within the municipality or a municipal board.
- (b) No municipal officer or an employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

- (a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift or money, service or other thing of value.
- (b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts

- (a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No municipal officer or employee may directly or indirectly solicit any gift.
- (c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
 - (1) The gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - (2) The gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
 - (3) The gift is intended as a reward for any official action on the part of the office or employee.
- (d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or

employee during the twelve-month period preceding the receipt of the most recent gift.

- (e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.
- (3) A gift to a municipal officer or employee is presumed to be intended as a reward for the official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during proceeding twelve months.
- (f) This section does not prohibit any other gift, including.
 - (1) Gifts made to the municipality;
 - (2) Gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;
 - (3) Gifts given on special occasions such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) Unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, nots pads, and calendars;
 - (5) Awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or
 - (6) Meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

- (a) There is hereby established a board of ethics for the municipality. The board of ethics shall consist of three members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such board of ethics shall be appointed by the Constable Town Board, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics.
- (b) The board of ethics shall render advisory opinions to the officers and employees of the Town of Constable with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics shall may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon request to the drafting and adoption of a code of ethics, or amendments thereto, upon request of the Constable Town Board.

Section 19. Posting and distribution

- (a) The Constable Town Supervisor must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.
- (b) The Constable Town Supervisor must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Town of Constable.
- (c) Every municipal officer or employee who received a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgements must be filed with the Town Clerk of the Town of Constable who must maintain such acknowledgments as a public record.
- (d) The failure to post this code or amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of this code or amendment to the code.

Section 20. Effective date.

This code takes effect ten days after the resolution accepting the code is filed as provided in section 806 of the General Municipal Law.

State of New York

ss:

County of Franklin

I, the undersigned Clerk of the Town of Constable, Franklin County, New York,
Do Hereby Certify:

THAT I have compared the annexed extract of the minutes of the meeting of the Constable Town Board, including the resolution contained therein, held on the 13th Day of June, 2019, with the original thereof on file in my office, and that the same is a true and correct transcript there from and of the whole of said original so far as the same relates to the subject matters therein referred to.

I, Further Certify that all members of said Board had due notice of said meeting.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of Constable this 13th Day of June, 2019

Supervisor Onufer reported receipt of a check in the amount of \$4,696.20 for the mortgage tax for the time period of October 1, 2018 – March 31, 2019.

Supervisor Onufer reported that he has sent, via email, a copy of the proposed Information Technology (IT) Policies & Procedures to each board member, for their review.

TOWN OF CONSTABLE
INFORMATION TECHNOLOGY POLICY & ROCEDURES

CHAPTER: Internal Administration –Records
STANDARD: Computer Use, Security & Access NUMBER:
DATE ISSUED: DATE EFFECTIVE:
DATE REVISED: DATE REEVALUATED:

NOTES:

POLICY: Employees of THE TOWN OF CONSTABLE shall follow established policies and guidelines governing the use and access of information contained within all technologies. Employees will comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the facility from computer virus infections, **and limit Internet use to official business only.**

PROCEDURES:

- A. Authorization and Use: The Company's computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, limit their transactions and activities to necessary assigned responsibilities. Security clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the facility computer system is grounds for disciplinary action, and or criminal prosecution.

All computers should be left on Monday – Friday and shut down at end of business Friday. This allows for deployment of updates, patches and scans by our IT Department each night. Please be aware of any exceptions that may be in place by contacting Administration.

All computers will have a user password of which is provided to Administrative staff at time of creation. When employees leaves his/her computer unattended they are to lock or log out to ensure unapproved access is not obtained.

- B. Use of Information: Much of the information obtained through the Company computer systems is confidential, restricted, or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from the computer systems is accountable for the appropriate and correct use of the information.

Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a need to know. If you have doubt about your authorization to access certain data, check with your supervisor, before accessing the information. These records normally include *internal affairs, personnel, and client/customer data files*.

- C. Responsibility: Employees who use any technology including computer systems are accountable for proper operation. The computer system administrator or administrative designee may track all work, file modifications, Internet surfing, email use and any other action taken on any technology owned by company and/or while on company owned property accessing company managed connectivity. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence. Employees violating this policy are subject to disciplinary action up to and including termination; as well as any criminal or civil penalties, allowed by law.
- D. Software Guidelines: In compliance with software piracy laws, no software may be removed from the premises or copied for personal use. No software may be brought into the Company or downloaded and installed into Company owned computers without the express written permission of the Administration or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through Administration or designee. If approved, the software will be purchased and registered to the Company. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use Company owned computers.

- E. Internet and E-mail Guidelines: Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered Company property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of Company computer systems, software, or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter the e-mail system(s) and review, copy, delete, or disclose any message.
 2. Passwords will be used to gain access to the e-mail system and will be changed frequently.
 3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
 4. No information protected by copyright laws, including software, will be sent, or copied via e-mail.
 5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.
 6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
 7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing, or defamatory nature.
 8. Email links will not be clicked unless there is explicit expectations from sender.
 9. Email attachments will not be downloaded unless from an authorized sender and you are expecting that attachment.
 10. Accessing personal email or social networking sites are prohibited while using technology including but not limited to computers, tablets, cell phones, etc.
- F. Laptop, Flash Drive, or other mobile data device Guidelines: Laptop computers, flash drives, compact disk and mobile data devices are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when laptops or portable media are carried outside of the office:
1. Always carry the laptop in its specially padded carrying case.
 2. When traveling by air, always carry the laptop, flash drive, or other mobile data device on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
 3. Always hand-carry the laptop, flash drive, or other mobile data device when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
 4. Always make sure that there is no disk, CD or DVD in any of the drives.
 5. If you carry a laptop, flash drive, or other mobile data device home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances is Company owned property to be left at your residence while you are at work without the express permission of Administration.
 6. Laptop, flash drive, or other mobile data device computers may be assigned individually or signed out at the discretion of Administrative staff.
 7. USB, flash or other portable media should never leave your possession or be stored in an unsecure area.
 8. All individuals with the authority to carry a laptop or media are solely responsible for that equipment. If information is compromised, it could lead to discipline actions including termination, as well as any criminal or civil penalties allowed by law.

By signing below, I have read and understand the above policy and agree to the terms.

Employee Signature

Shared Services – nothing new to report.

NYSEG new Street Lights, the board decided they wanted white lights.

Broadband – nothing new to report.

Sexual Harassment training will be held on June 26, 2019 at 6:30, pm in the Town Hall or Adult Center, if extra room is necessary.

Savings statement for May 2019 was reviewed by all board members present.

Trial Balance for May 2019 was reviewed by all board members present.

Supervisor's Report, General Fund presented and reviewed by all board members present, a motion was made by Councilwoman Lemire, seconded by Councilman Wilson to accept, motion carried.

A motion was made by Councilwoman Lemire and seconded by Councilman Wilson for Budget Amendment #3-2019 General Fund which reads as follows:

\$107.47 from Account #A1220.4 Supervisor – Cont. Exp.
\$1529.00 from Account #A1910.4 Fire Dept. – Cancer Ins.

\$107.47 to Account #A1110.4 Justice – Cont. Exp.
\$1529.00 to Account #A5132.2 Garage – Equipment

Motion carried.

General bills were audited and approved. 88-109

Councilman Leahy asked the board if something could be done about the gun fire on the Henry Road happening off and on every day and night time also. He said it is a very dangerous situation that needs to be addressed. Supervisor Onufer to check with the town attorney and Councilman Leahy to check with the Franklin County District Attorney to see what can be done legally.

Motion to adjourn was made by Councilwoman Lemire at 10:20 P.M., seconded by Councilman Leahy, motion carried.