

**Resolution No. 01**  
**Outline of Annual Town Business Practices**

**Whereas**, the Town of Santa Clara at the Organizational Meeting must designate the following:

- Dog Control Officer and Shelter Service: By contract with Tri-Lakes Humane Society
- Official Newspaper: Adirondack Daily Enterprise
- Official Depositories: Community Bank NA and New York Cooperative Liquid Assets Securities System (NYCLASS)
- Payroll/Bookkeeping Services – Richard Meagher
- Town Attorney – Miller, Mannix, Schachner & Hafner, LLC
- Mileage Reimbursement: Per Federal Guidelines
- Meeting Schedule: Usually, the second Thursday of each month at 6:00 P.M. (subject to Change)
- Return Check Fee: \$20.00
- Town Supervisor may sign by signature stamp and in the absence of the Supervisor the Deputy Supervisor may sign by signature stamp

**Therefore, be it resolved**, that the Town Board on a motion by Marcel Webb, seconded by Andrew McGill approved the designations.

ADOPTED Ayes 5 Capalbo, McGill, Reynolds, Bevilacqua, Webb  
Nays 0  
Absent 0