

TOWN BOARD  
TOWN OF GREENPORT  
COLUMBIA COUNTY, NEW YORK

RESOLUTION NO. 51 2017      DATE: June 7, 2017

INTRODUCED BY: Councilman Clayton Clark  
SECONDED BY: Councilman Guy Apicella

WHEREAS, the Town Board of the Town of Greenport seeks to implement policies and procedures for the sale of Town garbage bags.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Greenport does hereby adopt the "Sale of Garbage Bags Policy," which is attached hereto and made a part hereof.

APPROVED:

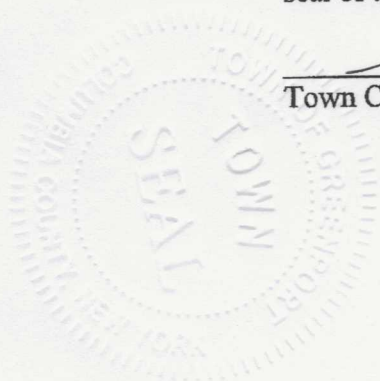
Edna M. King  
Town Board

STATE OF NEW YORK    )  
COUNTY OF COLUMBIA ) SS:

This is to certify that I, the undersigned Town Clerk of the Town of Greenport, County of Columbia, have compared the foregoing copy of resolution with the original and original minutes thereof, now remaining on file of records in my office, and that the same is a true and correct transcript therefrom and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the said Town and County, this 7<sup>th</sup> day of June, 2017.

Sharon Zempler  
Town Clerk of the Town of Greenport, Columbia County, NY



TOWN BOARD  
TOWN OF GREENPORT  
COLUMBIA COUNTY, NEW YORK

**SALE OF GARBAGE BAGS POLICY**

Pursuant to Resolution No. 57-2017, the Town Board of the Town of Greenport hereby establishes the following policies and procedures for the sale of garbage bags/stickers:

1. **Secure Storage of Garbage Bags/Stickers.** The Town Clerk shall ensure that all garbage bags/stickers are securely stored and safeguarded to prevent theft. The Town Clerk may maintain a small inventory of garbage bags/stickers in her office for daily sale. The cases of unsold garbage bags/stickers, and any unsold garbage bags/stickers in the Town Clerk's office at the end of each day, must be stored in a secure location.
2. **Inventory and Reconciliation.** The Town Clerk shall maintain an inventory of all Town and County garbage bags/stickers purchased by the Town, sold, and on hand. The Town Clerk shall reconcile the physical quantity of all garbage bags/stickers to the inventory record on a monthly basis. A month's beginning inventory less the month's ending inventory should be equal to the sales for the month. Other factors, such as purchases made to replenish the inventory and adjustments for damaged garbage bags/stickers, should be considered in calculating the number sold. The Town Clerk must investigate and promptly bring to the attention of the Town Board any discrepancies discovered in the reconciliation process.
3. **Receipts.** For all garbage bags/stickers sold, the Town Clerk must issue press-numbered duplicate receipts that indicate the payer, date, purpose, and type of payment received. One copy of the duplicate receipt should be provided to the payer and the other retained by the Town Clerk.
4. **Collections and Reconciliation.** The Town Clerk shall maintain a daily cash report with corresponding duplicate receipts for garbage bags/stickers sold and reconcile collections on a daily basis. The Town Clerk must investigate and promptly bring to the attention of the Town Board any discrepancies discovered in the reconciliation process.
5. **Deposits and Reconciliation.** The Town Clerk shall ensure that all money received from garbage bag/sticker sales is timely deposited. The Greenport Police Department shall be responsible for transporting the collections and depositing the money. The Town Clerk shall monthly reconcile the daily cash report with deposits made. The Town Clerk must investigate and promptly bring to the attention of the Town Board any discrepancies discovered in the reconciliation process.
6. **Audit by Town Board.** The Town Clerk shall provide the inventory and information contained in the daily cash report to the Town Board on an annual basis for an audit.
7. **Delegation of Duties.** Pursuant to Town Law § 130[10], the Town Clerk may delegate any responsibilities hereunder to the Deputy Town Clerk.