

Town of York
2010 Organizational Meeting
January 4, 2010
5:00 p.m.

Present: Supervisor Gerald L. Deming, Council Members: Lynn Parnell, Norman Gates, David Deuel, and Frank Rose Jr.

Absent: None
Others: None

Supervisor Deming opened the Organizational Meeting at 5:05 p.m.

GENERAL

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to designate the Bank of Castile as the Official Depository of the Town of York. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates to designate Baldwin Business Services of Nunda, New York as the Towns' official accounting firm. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to designate the Livingston County News as the Official Publication of the Town of York. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to authorize the Supervisor to appoint a Clerk to the Supervisor, whose duties are to include Special Improvement Districts. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Patti Barefoot as Clerk to the Supervisor.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to authorize the Supervisor to appoint a Deputy Supervisor. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Lynn Parnell as Deputy Supervisor.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates authorizing the Town Clerk to create an additional Deputy Town Clerk position, appointing one (1) Deputy Town Clerk, subject to the approval of the Town Board. Voted on and approved, Yes -5, No-0.

I, Christine Harris, do hereby appoint Norma Geary, as Deputy Town Clerk.

RESOLUTION offered by Mr. Gates and seconded by Mr. Rose to approve the Deputy Town Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to reaffirm Anne Sapienza as Single Assessor, to continue a six year term, expiring September 30, 2013. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to appoint a Clerk to the Assessor. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to create an additional Assistant Assessor position effective January 1, 2010, to be appointed by the Town Board at a later date, for a period of one year, with the term expiring December 31, 2010. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Christine Harris as Tax Collector. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to appoint Christine Harris as Registrar of Vital Statistics. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates to appoint Norma Geary as Deputy Registrar. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2010. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Stephen Gates as Town Historian. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to appoint Peter Robinson, as York/Leicester Youth Director. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates to appoint Norma Geary as Justice Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to create two (2) Town Constable positions, for a period of one year, term expiring December 31, 2010 and to appoint the following two people as Town Constables: Mary Mayes and Francis Burger. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose setting the mileage allowance for Town Officials using their own vehicle on official town business at \$.50 per mile. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Gates to approve the following schedule of regular meetings of the York Town Board:

| | |
|-----------|--------------------------|
| January | 14th |
| February | 11th and 25th |
| March | 11th and 25th |
| April | 8th and 22nd |
| May | 13th and 27th |
| June | 10th and 24th |
| July | 8th and 22nd |
| August | 12th and 26th |
| September | 9th and 23rd |
| October | 7th and 21st |
| November | 4 th and 18th |
| December | 2 nd and 16th |

Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates that pursuant to Section 12 Town Law, all vouchers for claims against the Town of York may be audited, allowed and paid, after approval by the Town Board. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell authorizing the Supervisor to open all bids. Voted on and approved, Yes-5, No-0.

HIGHWAY

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose authorizing the Highway Superintendent permission to appoint a Clerk to the Highway Superintendent, subject to the approval of the Town Board. Voted on and approved, Yes-5, No-0.

George Worden Jr., Highway Superintendent appoints Norma Geary as Clerk to the Highway Superintendent.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to approve the appointment of Norma Geary to the position of Clerk to the Highway Superintendent. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates allowing the Highway Superintendent permission to appoint a Deputy Highway Superintendent. Voted on and approved, Yes-5, No-0.

George Worden Jr., Highway Superintendent, appoints Michael Nevin as Deputy Highway Superintendent.

RESOLUTION offered by Mr. Gates and seconded by Mr. Rose to approve the appointment of Deputy Highway Superintendent as appointed. Voted on and approved, Yes-5, No-0.

WATER/SEWER

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint a Senior Water & Sewage Treatment Plant Operator, for a period of one year, term expiring December 31, 2010. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to appoint Norman Barrett as Senior Water & Sewage Treatment Plant Operator. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates allowing the Supervisor permission to appoint a Deputy Water/Sewer Superintendent. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to appoint Christine Harris as York Water District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Lynne Messana as Water District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to appoint Christine Harris as Sewer District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Gates to appoint Lynne Messana as Sewer District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to pay the Water/Sewer District Employees as follows: 50% by the Consolidated Water District and 50% by the Sewer Districts. Voted on and approved, Yes-5, No-0.

SALARIES AND WAGES

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to approve the following salary and wage schedule for 2010. Voted on and approved, Yes-5, No-0.

| | | |
|--------------------------|-------------------|----------|
| Supervisor | \$ 10,000.00/year | Monthly |
| Clerk to the Supervisor | \$ 13.00/hour | Biweekly |
| Town Clerk/Tax Collector | \$ 24,430.00/year | Biweekly |
| Deputy Town Clerk | \$ 6,763.00/year | Biweekly |

| | | |
|-------------------------------------|--|---------------|
| Registrar of Vital Statistics | \$ 1,380.00/year | Biweekly |
| Deputy Registrar | (included with Dep. Town Clerk duties assigned to Norma Geary) | |
| Town Justice, (2) | \$ 7,675.00/year | Monthly |
| Justice Clerk | \$ 18,100.00/year | Biweekly |
| Town Board Members (4) | \$ 4,529.00/year | Monthly |
| Highway Superintendent | \$ 51,000.00/year | Biweekly |
| Deputy Highway Supt. | \$ 21.83/hour | Biweekly |
| Clerk to the Highway Supt. | (included with Dep. Town Clerk duties assigned to Norma Geary) | |
| Highway Employees, Regular (3) | \$ 21.33/hour | Biweekly |
| Highway Shift Differential | \$.75/hour | Biweekly |
| Employees, Part time | \$ 10.00/hour | Biweekly |
| Sr. Water/Sewage Tr. Pl. Operator | \$ 25,500.00/year | Biweekly |
| Water & Sewer Plant Employee (3) | \$ 21.33/hour | Biweekly |
| Zoning & Code Enforcement Officer | \$ 13,640.00/year | Biweekly |
| Deputy Zoning/Code Enforce. Officer | \$ 10.00/hour | Biweekly |
| Senior Recycling Attendant | \$11.00/hour | Biweekly |
| Assessor | \$ 20,900.00/year | Biweekly |
| Assistant Assessor | \$ 10.00/hour | Biweekly |
| Water District Clerk | \$ 4,000.00/year | Biweekly |
| Water District Billing Clerk | \$ 11.75/hour | Biweekly |
| Sewer District Clerk | \$ 4,080.00/year | Biweekly |
| Sewer District Billing Clerk | \$ 11.75/hour | Biweekly |
| Town Hall Custodian | \$ 4,590.00/year | Biweekly |
| Town Historian (1) | \$ 1,080.00/year | Semi Annually |
| Town Constable | \$ 10.00/hour | Quarterly |
| Planning/Zoning Secretary | \$ 30.00/per meeting | |
| Planning Board Members | \$ 25.00/per mtg. | Monthly |
| Zoning Board of Appeals Members | \$ 25.00/per mtg. | Monthly |
| Board of Assessment Review Members | \$ 10.00/hour | Monthly |

Supervisor Deming made the following Committee Appointments:

- Public Works: Frank Rose (Chair) required min. 2 mtg/yr
- Recycling: Jerry Deming (Chair)
- Buildings: David Deuel (Chair) required min. 2 mtg/yr
- Youth: Lynn Parnell (Chair) required min. 2 mtg./yr
- Emerg. Services: Norm Gates (Chair) required min. 2 mtg./yr

Land Preservation &
Alternate Energy

David Deuel (Chair) required min.2 mtg./yr

Salary & Negotiations:

Jerry Deming (Chair) + 1 Board Member to be
appointed

JUDICIAL:

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel that the Town Board of York, New York, County of Livingston, hereby consents to the temporary assignment of its justices to preside in other town courts in the Seventh Judicial District as need arises during the year 2010 and approves the temporary assignment of judges from other towns in the Seventh Judicial District to its court as need arises during the year 2010. Voted on and approved, Yes-5, No-0

ASSOCIATION OF TOWNS

RESOLUTION offered by Mr. Deuel and seconded by Mrs. Parnell to Designate Town Supervisor, Gerald L. Deming to represent the Town of York at the Annual Business Session of the Association of Towns Conference, of the State of New York, to be held in New York City, on February 14th through February 17th, 2010, and to cast the vote(s) of the Town of York, pursuant to Section 6 of Article III of the constitution and By-Laws of the Association. Should the Supervisor not attend the Annual Meeting he may designate any Town Board Member attending as an alternate. The Town Board must grant permission for any Town Official to attend the Annual Meeting and Training School, such approval to be made during a regularly scheduled Town Board Meeting. Voted on and approved, Yes-5, No-0.

RECORDS MANAGEMENT

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell that the Records Retention and Disposition Schedule MU-1 issued pursuant to Article 7-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for municipal government records, is hereby adopted for use by all Town Officers in disposing of municipal government records listed therein, and it is FURTHER RESOLVED that in accordance with Article 7-A:

- a. The Town Clerk is hereby designated as the Town's Records Management Officer (RMO) and shall direct the Town's Records Management Program;
- b. Only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention period prescription therein; and,
- c. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

Voted on and approved, Yes-5, No-0.

BOARD APPOINTMENTS FOR 2010

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to offer public advertisement for appointed positions due to upcoming term expirations.

(Planning Board, Zoning Board of Appeals, Board of Assessment Review)

Voted on and approved, Yes-5, No-0.

STANDARD WORK HOURS

RESOLUTION offered by Mr. Rose and seconded by Mr. Deuel to set the standard work hours for each Town of York position for the year 2010 as required by New York State, as follows:

| <u>Position</u> | <u>Standard Hours</u> |
|-------------------------------|------------------------------|
| Clerk to the Supervisor | 6 |
| Deputy Town Clerk | 6 |
| M.E.O. | 8 |
| Town Clerk | 6 |
| Water/Sewer Operator | 8 |
| Recycling Attendant | 6 |
| Laborer Part Time | 6 |
| Water District Clerk | 6 |
| Clerk Part Time | 6 |
| Supervisor | 6 |
| Town Board | 6 |
| Justice | 6 |
| Water/Sewer Operator Director | 8 |
| Clerk to the Town Justice | 6 |
| Sewer District Clerk | 6 |
| Custodian | 6 |
| Zoning Office Part Time | 6 |
| Assessor | 6 |
| Highway Superintendent | 8 |
| Historian | 6 |
| Recreation Aid | 6 |

Voted on and approved, Yes-5, No-0.

ADJOURNMENT

RESOLUTION offered by Mr. Gates and seconded by Mr. Rose to adjourn the Organizational Meeting at 5:25 p.m. Voted on and approved, Yes-5, No-0.

Respectfully Submitted

Christine M. Harris, Clerk