

Town of Hinsdale Reorganizational Meeting

January 2, 2024

Resolutions

1-2024: The “*regular*” town board meetings throughout the year of 2024 will be held at 7:00 p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale. ***Exception***, when the second Monday is a National Holiday. On such occasions the regular meeting will be held on the second Tuesday of the month.

2-2024: In the event of future pandemics and to ensure the health and safety of our town employees and the general public, “***Regular and Special Meetings***” may be conducted remotely by utilizing the ZOOM meeting platform.

3-2024: Designating the following banks and trust companies as the depositories where town officials shall deposit all monies coming into their hands. Five Star Bank, Community Bank N.A., and Cattaraugus County Bank.

4-2024: Authorizing Jeffrey VanDeCar, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

5-2024: Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2024 Town, County and Fire District’s property taxes to be held in an interest bearing account.

6-2024: Authorizing the Town Supervisor to invest the Town’s monies as they become available, as allowed under the laws of the State of New York and the Town’s Investment Policy in the approved depositories.

7-2024: Designating the Olean Times Herald as the Town of Hinsdale’s official Newspaper.

8-2024: Establishing the 2024 mileage rate at the Federal rate of \$0.67 (67 Cents) per mile for approved 2024 travel for all town employees. Where this rate will be adjusted with changes in the Federal mileage reimbursement rate which may occur during the year.

9-2024: Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$427,500.00 for the repairs and maintenance of the fifty-four (54) miles of road.

10-2024: Authorizing the Highway Superintendent to purchase tools and equipment with costs less than \$300.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

11-2024: Authorizing the Highway Superintendent to purchase supplies, material and services utilizing the New York State and Cattaraugus County bids. Whereas, purchases from any other sources must follow the purchasing laws of the State of New York and the Town of Hinsdale purchasing policy.

12-2024: Authorizing the Building and Code Enforcement Official to collect all fees for licenses and permits and to turn over all collected fees to the Town Clerk monthly.

13-2024: Requesting the Town Clerk, Town Justice, Code enforcement and Water Collector to meet with the Town Board prior to February 22, 2024 for the purpose of an official review and reconciliation of their financial books and monies they received during 2023.

14-2024: Authorizing that there will be not be a late notice fee for tax collection in March for 2024 Town and County Taxes.

15-2024: Authorizing the Town Tax Collector to bill the Rehabilitation Centers, Inc. for the 2024 PILOT payments.

16-2024: Authorizing the Tax Collector to issue a corrected tax bill to 3165 Route 16 N., LLC for parcels 85.012-1-39.1 and 85.012-1-39.1/3 due to canceled PILOT payment on parcel 85.012-1-39.1/3.

17-2024: Authorizing Jeffrey VanDeCar, Town Supervisor and Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls approved by the Town Supervisor and Town Board.

18-2024: The regular work hours of the Highway Dept. will be scheduled as follows:
Summer Hours – Monday thru Friday 7:00am – 3:30pm (April 4 thru Nov. 6)
Winter Hours – Monday thru Friday 6:00am – 2:30pm (Jan 1 thru April 3 and Nov. 7 thru Dec. 31). The Highway Superintendent may request the Town Board to change the established work hours.

19-2024: The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2023 fiscal year.

20-2024: Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2023 budget.

Position	<u>Annual</u>	
	Compensation	Pay Frequency
Town Supervisor	\$ 8,425.00	Quarterly
Town Councilmen (4)	\$ 2,120.00 (each)	Quarterly
Deputy Town Supervisor	\$ 600.00	Quarterly
Town Justice	\$12,720.00	Quarterly
Town Clerk	\$ 10,200.00	Quarterly
Tax Collector	\$ 3,280.00	Quarterly
Highway Superintendent	\$52,500.00	Bi-Weekly
Budget Officer	\$ 1,535.00	Quarterly
Justice Clerk	\$ 17.75 per hour	Bi-Weekly

Assessor	\$15,900.00	Bi-Weekly
Code Enforcement Officer	\$ 8,850.00	Bi-weekly
Town Historian	\$ 850.00	Quarterly
Bookkeeper	\$10,600.00	Bi-weekly
Dog Control Officer	\$ 4,000.00	Bi-weekly
Deputy Town Clerk	\$ 530.00	Annually
Water Superintendent	\$ 5,725.00	Quarterly
Water Meter Reader	\$ 424.00	Quarterly
Water Collector	\$ 1,750.00	Quarterly
Water Meter Repairs	\$ 25.00 per hour	By Voucher
Sidewalk Plowing	\$ 35.00 per run	By Voucher
Court Officer	\$ 17.75 per hour	Bi-weekly
Registrar of Vital Statistics	Fees Collected	Quarterly
Assessment Board of Review (3)	\$ 150.00 (each)	By Voucher