Resolutions for January 2024 Organizational meeting

**REAPPOINTMENT OF REGISTRAR OF VITAL STATISTICS:**

**I resolve** that Sheila Fiebelkorn be reappointed as Registrar of Vital Statistics.

**REAPPOINTMENT OF DEPUTY REGISTRAR OF VITAL STATISTICS:**

**I resolve** to reappoint Jackie Ellis as Deputy Registrar of Vital Statistics.

**DESIGNATION OF DEPOSITORIES:**

I **resolve** that, pursuant to Section 64 of the Town Law, Cattaraugus County Bank, Little Valley, NY is hereby designated as depository of all monies received by the Supervisor, Town Clerk, Tax Collector, and Town Justice

**OFFICIAL NEWSPAPER:**

I **resolve** that Jamestown Post Journal will be the Town of Leon’s official newspaper.

**SUPERVISOR’S YEARLY REPORT:**

I **resolve** that in lieu of the annual financial report, the Supervisor shall submit to the town clerk, within 60 days after the close of the fiscal year, a copy of his/her report to the State Comptroller, and the town clerk is hereby required to publish a summary of the same within 10 days in the official newspaper.

**MEETING DATES:**

I **resolve** that the regular monthly meetings of the Leon Town Board for 2024 will be held at 7 PM at the Leon Town Hall on the 2nd Wednesday of each month.

**PROCUREMENT POLICY:**

I **resolve** that the Procurement Policies and Procedures of the Town of Leon as adopted January 14, 1992, amended February 09, 1999, and January 10, 2018, are renewed with amendments.

**INVESTMENT POLICY:**

I **resolve** that the Investment Policy of the Town of Leon as amended January 9, 1996, is renewed with no changes.

**PAY PERIODS:**

I **resolve** that pay periods for employees of the Town of Leon are set as follows:

**Bi-Weekly** – Superintendent of Highways and Highway Employees

**Monthly** – Assessor, Code Enforcement Officer, Dog Control Officer, Justice, Supervisor, Town Clerk, Accounting Firm, Budget officer and Cemetery records keeper.

**June/December** – insurance buy out employees and kennel fees.

**March, June, September, December** – Councilpersons

**December** – Historian, Deputy Supervisor, Deputy Highway Superintendent and Registrar

**MILEAGE REIMBURSEMENT RATE:**

I **resolve** that the mileage rate for reimbursement to town officials who use their personal vehicle for town business is set at 67 cents per mile.

**TOWN ATTORNEY:**

I **resolve** that the Attorneys for the Town of Leon will be Robbins and Johnson P.C.

**HARZARD MIDIGATION:**

I **resolve** that the Cattaraugus County Hazard Mitigation Plan be adopted.

**Employee Retirement system:**

I make a Resolution and affidavit of posting for all paid and elected officials, who are members of the retirement system to include.

**Joel Fiebelkorn/Highway Superintendent**, 8-hour workday, term expires 12/31/28, has submitted record of work activities and works 21.67 days per month.

**Sheila Fiebelkorn/Town Clerk**, 8-hour workday, term expires 12/31/25, has submitted record of work activities and works 4.13 days per month.

**Holly Abers/Justice**, 8-hour workday, term expires 12/31/25, has submitted record of work activities and works 3 days per month.