

TOWN OF MANSFIELD
REGULAR & ANNUAL ORGANZATIONAL MEETING
JANUARY 16, 2023
7:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Changes to the Agenda

4. Minutes of Last Meeting
 - a. Additions and/or corrections
 - b. Motion made by _____, second by _____ to approve.

5. Motion made by _____, second by _____ to approve the following appointments:
 - a. Deputy Supervisor - Andy Pascarella
 - b. Bookkeeper to the Supervisor - TBD
 - c. Working Highway Supervisor - _____
 - d. Deputy Town Clerks - Dale Baldwin and Leonard Horning
 - e. Deputy Tax Collectors - Dale Baldwin, Leonard Horning
 - f. Town Registrar of Vital Statistics - Betty Jane Horning
 - g. Deputy Registrar - Dale Baldwin
 - h. Dog Control Officer - Samatha Smith
 - i. Building Custodian - William Leek
 - j. Code Enforcement Officer / Building Inspector - Gary Brecker
 - k. Town Assessor - Cattaraugus County
 - l. Town Legal Council - Brady & Swenson
 - m. Town Board Meetings - third Monday of each month at 7p.m.
 - n. Town Depository Banks to be Cattaraugus County Bank, M&T Bank, and Bank of Cattaraugus
 - o. Town Supervisor is authorized to conduct Town Business, pay all salaries as budgeted, utility claims, health insurance claims, postage, express freight charges, to transfer funds as necessary and 65 cents per mile when personal vehicles are used to conduct Town business.

6. Highway Employees, Health Insurance, Planning Board Stipend. Motion made by _____, second by _____ to approve the following:
 - a. The Town agrees to pay \$1,250.00 toward the Health Insurance deductible for highway employees and Highway Superintendent. The highway employees and Highway Superintendent are responsible for any deductibles or co-pays over \$1,250.00. The Health Insurance contribution by the Town was frozen in 2010, in the amount of the Town's contribution, plus 50 percent of any increase in premium. The Highway Superintendent and highway employees

are responsible for 50 percent of any increases in excess of the 2010 contribution.

- b. For Planning Board members, a stipend in the amount of \$35.00 per meeting attended, and for the Planning Board Chairman, \$45.00 per meeting attended.
7. Job Openings, Paid Holidays, Sick Leave, Vacation & Bereavement Days, New Years Day for 2023. Motion by _____, second by _____ to approve the following;
- a. Employment Openings - When hiring employees all job openings are to be advertised and the Highway Superintendent shall give preference to Town residents over non-residents, if equally qualified.
 - b. Paid Holidays
 - January 2, New Years Day
 - April 7, Good Friday
 - May 29, Memorial Day
 - July 4, Independence Day
 - September 4, Labor Day
 - November 10, Veterans' Day
 - November 23, 24, Thanksgiving Day
 - December 25, 26 Christmas Day
 - c. If Town highway employees are called in on any of the above-mentioned holidays, they are to receive time and a half for hours worked, time and a half for hours over 40 actually worked. There is a minimum of four-hour call out pay that does not count as over time. Sick days are not to be considered workdays, but holidays are considered time worked. 2.16 hours of sick leave will be granted to highway employees for each two-week pay period worked. Highway employees shall be permitted to accumulate up to 240 hours of sick leave. For any illness over three days a doctor's excuse must be turned in. One roving holiday is granted subject to the approval of the Highway Superintendent, all employees are to take the same day off.
 - d. Vacation Pay will be based on eight (8) hour days and shall be granted as follows:
 - One year of service, 6 days
 - Two years of service, 7 days
 - Three years of service, 8 days
 - Four years of service, 9 days
 - Five years of service, 10 days
 - Ten years of service, 15 days
 - Thirty years of service, 20 days
 - Vacation time will be granted in the next calendar year after the service level has been reached
 - Vacation to be taken with the permission of the Highway Superintendent

- e. Bereavement Days - It is the intent to grant Highway employees time off with pay for the funeral and necessary legal business at the discretion of the Highway Superintendent. Bereavement days are to be 8-hour days. Up to three (3) bereavement days per year will be granted with pay per death for immediate family, being spouse, mother, father, son, daughter, sister, mother-in-law, father-in-law, and grandparents. Less than three (3) days per death may be granted if a weekend or holiday is involved. For spouse's grandparents, one (1) bereavement day is granted.
8. Investment and Procurement Policies. Motion made by _____, second by _____ to approve the Town's Investment and Procurement Policies for the year 2023.
9. Town's Official Newspaper. Motion made by _____, second by _____ to continue to utilize The Villager as the Town's official paper.
10. Authorized Activities for 2023. Motion made by _____, second by _____ to approve activities by the Youth Group, Halloween, Christmas, Easter parties, and Senior Citizen Organization.
11. Scrap Metal Policy. Motion made by _____, second by _____ to approve the Scrap Metal Policy for 2023, whereby all proceeds are to be paid by check, payable to the Town of Mansfield.
12. Highway Superintendent Report
13. Town Clerk's and Supervisor's Monthly Reports
14. Audit of Financial Accounts. Motion by _____, second by _____ to acknowledge and approve the Supervisor's financial reports.
15. Audit of Bills. Motion by _____, second by _____ that the Board authorize payment of the general and highway bills submitted for payment as follows:
- General Fund Voucher numbers _____ to _____, in the amount of \$ _____
Highway Fund Voucher numbers _____ to _____, in the amount of \$ _____
16. General Discussion
17. Motion by _____, second by _____ to adjourn meeting.