

Town of Freedom  
Reorganization Meeting  
Monday, January 3, 2022

Board Members Present: Josh Aarum, Geoff Milks, John Hill, R. Nick Morgan,  
& Supervisor Dustin Bliss

Other Officials Present: Grievance Board Member Barb George, & Town Attorney Eric Firkel

Others: 5

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Meeting called to order at 7:04p.m.by Supervisor Dustin Bliss

**I. PLEDGE TO THE FLAG: Led by Supervisor Dustin Bliss**

**II. SWEARING IN OF NEWLY ELECTED OFFICIALS: R. Nick Morgan was sworn in by Town Clerk Mindy Holland. At the December 30, 2021, meeting Josh Aarum and Supervisor Dustin Bliss were sworn in.**

**III. REVIEW OF MINUTES:**

**A) Work Session with the Village of Arcade-December 20, 2021**

A motion was made by Geoff Milks to accept the Work Session Meeting Minutes with the Village of Arcade as submitted. Motion Seconded by R. Nick Morgan.

Roll Call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R. Nick Morgan,  
& Supervisor Dustin Bliss

**B) Work Session on Procurement Policy – December 20, 2021**

A motion was made by Geoff Milks to accept the Work Session Meeting Minutes on the Procurement Policy as submitted. Seconded by R. Nick Morgan.

Roll Call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R. Nick Morgan,  
& Supervisor Dustin Bliss

**C) Town Board Meeting – December 20, 2021**

A motion was made by Geoff Milks to accept the Meeting Minutes as submitted. Motion seconded by R. Nick Morgan.

Roll Call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R. Nick Morgan,  
& Supervisor Dustin Bliss

**D) Special Year-End Board Meeting – December 30, 2021.**

A motion was made by John Hill to accept the Meeting Minutes as submitted. Motion was seconded by Geoff Milks.

Roll Call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R. Nick Morgan,  
& Supervisor Dustin Bliss

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**IV. Executive Session Legal and Personnel issues:**

**A motion was made by John Hill to close the Regular Board Meeting and Open and Executive Session at 7:07pm. Seconded by Dustin Bliss.**

**Roll Call:** Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss.

**A motion was made by John Hill to close the Executive Session and open the Regular Board Meeting at 8:15 pm. Seconded by Dustin Bliss.**

**Roll Call:** Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**V. Audit Declaration and Petty Cash and Annual Audit for:**

- A) TAX COLLECTOR - \$200.00-Bank Statements**
- B) TOWN CLERK - \$100.00 -Minute Book- Resolution Book-Bank Statements-Annual Report**
- C) JUSTICE - \$150.00**
- D) HIGHWAY SUPT. - \$200.00**
- E) BUILDING INSPECTOR – 2021 printout of all permits**
- F) SUPERVISOR - \$0 petty cash and Supervisor's Books**

A motion was made by John Hill to accept the annual audit of the records as presented. Motion was seconded by Dustin Bliss.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**V. ASSIGNMENTS:**

- a) Set Monthly Board Meeting Time/Date/Place: 7PM on the Third Monday of the month at the Freedom Town Hall (unless otherwise stated)**
- b) Official Depository: Five Star Bank**
- c) Official Payroll Service: Complete Payroll, Perry, NY -(Please note - This appointment is on performance basis, as our current payroll provider recently merged companies and changed software. Should we have an issue with the turnover, we will need to change this assignment.)**
- d) Spending Limit for Highway Superintendent (\$1,000): Or Change after Procurement Policy**
- e) Hourly Wages: *SEE PAGE 5***

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- f) **Official Newspaper: Arcade Herald**
- g) **Mileage Rate: \$.58**  
-Supervisor Dustin Bliss stated that its up from \$.52, because over the last 10 years the NYS mileage rate has bounced from \$.52 to \$.58, with the increase in the price of gasoline, he decided to take it to the highest level in the last 11 years.
- h) **Town Doctor: Wyoming County Community Health**
- i) **Authorization for Supervisor to Pay Utilities Prior to Meetings (when necessary):**
- j) **Authorization for Supervisor to Invest Town Monies According to Investment Policy: Councilman Geoff Milks stated to his knowledge we don't have an official policy unless someone has seen one. Geoff asked Town Attorney Eric Firkel if this is something the Town should be looking into. Eric stated he recommends reaching out to Matt Keller from Cattaraugus County, he also is an investor advisor. Councilman John Hill wanted to strike Item J. Geoff stated with Board approval until we have an existing investment policy.**
- k) **Appointment of the Association of Towns Delegate-Certificate Of Designation: Supervisor Dustin Bliss will be named the delegate, and Town Clerk Mindy Holland will be the alternate.**
- l) **Agreement for the Expenditure of Highway Moneys: (Signed by Board Members)**

A motion was made by R. Nick Morgan to accept the above assignments. Seconded by Geoff Milks.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**The Board will be having a work session to discuss the Investment Policy and Procurement Policy, on February 15, at 6:00 pm.**

## **VI. APPOINTMENTS**

**A) Appointments:** (All appointments are for 1 year –ending December 31, 2022, unless otherwise noted.)

- 1. **Deputy Supervisor \$4,000/ Annual:** John Hill
- 2. **Deputy Clerks/Collectors (\$14.50/Hr) (3)** Sherry Bernard, Jessica Dart, & Lisa Reynolds.
- 3. **Deputy to Highway Superintendent (additional \$.80/Hr):** Ryan Phetteplace
- 4. **Clerk to the Court (\$10,100.00annual salary):** Gillian Koerner
- 5. **Constables (\$75.00 per duty on court night and \$25.00 per hour to service papers):** Robert Harrington

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6. **Dog Control Officer** (\$4,100 annual salary): Don Howe will be interim, the position will be posted in the Arcade Herald, and accepting applications.  
-**Supervisor Dustin Bliss stated that** 30 days for people to submit application, there will be a committee of two board members to interview applicants. John and Geoff were decided to be on the committee. Applications need to be in by the 8<sup>th</sup> of February. The ad will be for two weeks in the Arcade Herald and the Pennysaver.
7. **Bookkeeper/Accountant** (\$15,500 annual salary): Jessica Dart
8. **Town Historian** (\$1000 annual salary): Lorna Spencer
9. **Deputy Town Historian** (\$600): Sherry Bernard
10. **Town Attorney**: Eric Finkel
11. **Town Prosecutor** (\$250.00 per month): Robert Kutzuba
12. **Building Custodian** (\$14.50/hr): Jack Lawrence
13. **Planning Board Member: (\$500 per member), No openings till January 2023**
14. **Building Code Enforcement Official: (\$14,250.00 annual salary)** Appointed thru 2022: Patrick Cumming

A motion was made by R. Nick Morgan to accept the above appointments. Seconded by Josh Aarum.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**VII. COMMITTEE ASSIGNMENTS:**

- A) **Building Committee (2):**  
1.R. Nick Morgan      2. Geoff Milks
- B) **Highway Committee (2)**  
1. Dustin Bliss      2. John Hill
- C) **Insurance Committee (2):**  
1. Dustin Bliss      2. Mindy Holland
- D) **Parks & Recreation Committee (2):**  
1. Josh Aarum      2. R. Nick Morgan
- E) **Liaison to the Planning Board (1): John Hill**

A motion was made by Dustin Bliss to accept the above committee appointments. Second by R. Nick Morgan.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**VIII. POLICY UPDATES:**

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- A. Sexual Harassment Policy :
- B. Emergency Plan :
- C. Pandemic Plan :

Town Clerk Mindy Holland made updates. The official copy of each policy will be in the Town Clerks office.

Dustin Bliss made a motion to accept the Sexual Harassment Policy, Emergency Plan, and the Pandemic Plan. Seconded by John Hill.

Roll Call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**IX. Public Comment:**

**NO Public Comment**

**X. APPROVAL OF VOUCHERS:**

General #1 to #6, Amt. \$66,087.26, Yrly Amt. \$66,087.26.

Motion made by Dustin Bliss to accept the General vouchers as written. Seconded by John Hill.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

Highway #1 to #2, Amt. \$18,173.42, Yrly Amt. \$18,173.42.

Motion made by Dustin Bliss to accept the Highway vouchers as written. Seconded by John Hill.

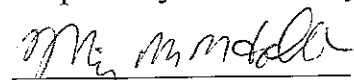
Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

**XI. ADJOURNMENT:**

Dustin Bliss made the motion to adjourn the meeting at 8:44 p.m. Seconded by R.Nick Morgan.

Roll call: Ayes-5, Josh Aarum, Geoff Milks, John Hill, R.Nick Morgan,  
& Supervisor Dustin Bliss

Respectfully Submitted By



Freedom Town Clerk

01/04/2022

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2022

PAY SCALES FOR APPOINTED POSITIONS

GENERAL GOVERNMENT

	2017	2018	2019	2020	2021	2022
CLERK ASSISTANTS	11.75	12.25	12.75	13.25	14.00	14.50
CUSTODIAN	11.75	12.25	12.75	13.25	14.00	14.50

ALL APPOINTED POSITIONS PAID FROM BUDGETED PERSONAL SERVICES ACCOUNTS WILL BE PAID ON ANNUAL SALARY PER BUDGETED AMOUNTS.

**PAY SCALES**

HIGHWAY DEPARTMENT

	2017	2018	2019	2020	2021	2022
TERRY SMITH -	19.93	20.42	21.02	21.64	22.39	22.95
MARK MORGAN -	19.49	19.98	20.58	21.20	21.95	22.51
R. PHETTEPLACE	19.30	19.79	20.39	21.01	21.76	22.32
MARK POWELL					20.00	20.56

2022 - \$0.56 INCREASE ACROSS THE BOARD (2.5%)

- DEPUTY HIGHWAY SUPERINTENDENT – ADDITIONAL \$0.80/HOUR
- SECOND SHIFT (WINTER) DIFFERENTIAL **ADDITIONAL \$100.00/WEEK**