

Organizational Meeting
Minutes
January 3, 2022

Although Open Meetings Law give the public the right to attend town board meetings, and to listen to town board deliberations, the public does not have the right to speak at town board meetings except as provided by the rules created and adopted by the town board as follows: citizens will be recognized on the agenda under 'Recognition of Citizens Present". At no time, is the board to be interrupted.

Persons present	Supervisor Dianne Freiner, Councilman Jeramie Hurlbut, Councilman William Mammosser, Councilman Richard Butler, Highway Superintendent Glenn Odell, Clerk Stephanie Miller
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Call to order	7:12PM
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Pledge to the flag Swearing In:	Stephanie Miller, Town Clerk, Dianne Freiner, Town Supervisor Jeramie Hurlbut, Town Councilman William Mammosser, Town Councilman
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Preferred Agenda
Requiring One Roll Call Vote

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| 1. Pay frequencies for town officers | Yearly: Historian, Assessor, Board of Assessment Review
Monthly: Supervisor, Council members, Justice, Justice
Clerk
Bi-Weekly: CEO (Codes Enforcement Officer) , Highway
Superintendent, Highway Employees, Town Clerk/Tax
Collector |
| 2. Budget Officer | Appoint Supervisor, Dianne Freiner |
| 3. Deputy Supervisor | Appoint Rick Butler |
| 4. Designate depository- | Community Bank Primary/Five Star Bank Secondary |
| 5. Designate Official Newspaper | The Spectator/Evening Tribune - Hornell |
| 6. Designate Meeting Night | Second Thursday of the month |
| 7. Idle town funds | Approve and authorize Supervisor Dianne Freiner to invest
idle town funds. |
| 8. Town Bookkeeper, Payroll | Appoint Baldwin Services at \$6,500 per year |
| 9. Prepayment of bills | Approve the pre-payment of bills when necessary to avoid
service charges |

10.Mileage rate of reimbursement	Approve mileage reimbursement rate per IRS allowance at 56 cents per mile.
11.Certification of claims	Authorize that all claims against the Town are paid by voucher.
12.Code Enforcement Officer	Appoint Shawn Grasby
13.Town Historian	Appoint Holley Spencer
14.Dog Control Officer	Appoint John Owens
15.Highway State Bid	Authorize the Highway Superintendent to purchase material from the state and county bids.
16.Town Attorney	Appoint Dwight Kanyuck of Knauf Shaw in Rochester NY
17.Records Management	Appoint Town Clerk - Stephanie Miller
18.Appoint Registrar	Stephanie Miller
19.Appoint Town Hall Custodian	Stephanie Miller @ 15.00 per hour (upon move into new offices)
20.Approve Assessment Review Board	Karla Orgek, Larene Lang @ 100.00
21.Highway Employee Wages	Per Teamster's Union contract
22.Handicap Parking Permits	Approve the Town Clerk to issue free handicap parking permits.
23.Petty Cash	Approve the Town Hall to have a petty cash fund of \$100
24.Sole Assessor	Appoint Russell Heslin
25.Deputy Superintendent	Appoint Jason Elderkin
26.Deputy Registrar	Appoint Dianne Freiner
27.Highway Superintendent Procurement Policy	The Highway Superintendent may spend as per the Town Procurement Policy \$2,500
28.Highway Inventory Policy	The Highway Superintendent is to submit a complete inventory of all equipment & tools on September 30th
29.Signing of Abstracts	Authorize the signing of Audited Abstract claims by the Town Board members

One Motion to approve preferred agenda – Motion: Councilman William Mammosser
Second: Richard Butler

Direct Duties of Highway Superintendent

Shall perform all major mechanical repairs on highway equipment as required. Shall direct and assist with the work of the hourly crew for the hours necessary to maintain Town highways to the satisfaction of the Town Board. Shall keep records as required by law and as designated by the Town Board for the purpose of proper distribution of funds. Shall maintain all equipment and buildings so as not to incur any unnecessary expense to the Town. Vacation, personal days, sick days and funeral leave per union contract and town law. The Superintendent shall notify the Supervisor when absent.

Establishment of Committees

Highway – Councilman Jeramie Hurlbut
IT – Councilman William Mammosser
Public Relations – Richard Butler

Fixation of Salaries:

Supervisor \$6,000

Council members - \$1,400 per member (\$5,600)

Town Clerk \$9,000

Justice \$5,500

Justice Clerk \$2,500

Historian \$500

Highway Superintendent

Assessor \$9,050.00

Planning Board

Karla Ras, Barb Manhart

Association of Towns Meeting: None attending

Recognition of Citizens Present

No citizens present

Cemetery meeting scheduled for January 17 at 6:00pm

Executive Session started at 8:30pm,
Personnel reasons

Executive Session ended 8:50pm, Motion made to raise Highway Superintendent Glenn Odell's salary to \$51500 annually

Motion: Councilman Jeramie Hurlbut

Seconded: William Mammosser