

**The Organizational Meeting of the Town Board of the Town of Williamson, County of Wayne and State of New York was held in the Town Meeting Room and was called to order at 7:00 PM on Tuesday January 3, 2012 by Supervisor James Hoffman with the Pledge of Allegiance. The following were**

PRESENT: Supervisor James D. Hoffman  
Councilman Gary Orbaker  
Councilman Michael Bixby  
Councilman Anthony Verno  
Councilman Thomas D. Watson

ABSENT: None

Monica Deyo; Times of Wayne Co., Perry Howland; Sun & Record, and the undersigned Town Clerk were also present.

Public Comment: No one wished to comment.

Supervisor Hoffman announced there would not be a Town Board Meeting on January 10<sup>th</sup>, 2012 and the next Town Board Meeting will be January 24<sup>th</sup>, 2012.

Supervisor Hoffman made a motion, seconded by Councilman Orbaker, that the following Rules of Order be adopted for the Town of Williamson.

### **RULES OF ORDER FOR 2012**

**Organizational Meeting:** The Williamson Town Board shall convene by the first Tuesday after the first day of January at 7:00 PM in each calendar year, to make annual designations and appointments.

**Regular Meeting:** Regular meetings of the Williamson Town Board shall occur on the second Tuesday and fourth Tuesday of each month beginning at 7:00 PM for board to audit bills with the formal meeting beginning at 7:30 PM with the pledge of allegiance.

**Special Meetings:** Special meetings shall occur on call of the Town Supervisor or as scheduled by announcement at a regular or special meeting and shall be properly posted as required by the NYS Open Meetings Law.

**Workshop Sessions:** Special meetings for the purpose of conducting study sessions on in-depth review of Town Board matters shall preferably occur on Tuesday evenings not otherwise designated for regular meetings or special meetings. These meetings are public meetings subject to provisions of the Open Meetings Law.

**Open Meetings Compliance:** All meetings of the Williamson Town Board will be posted by the Williamson Town Clerk and announced to the news media in advance as required by the NYS Open Meetings Law. All meetings are public meetings except those portions of the public meetings adjourned into executive session to discuss items outlined by the Open Meetings Law.

**Location of Meetings:** Williamson Town Board Meetings will occur at the Williamson Town Hall, meeting room unless otherwise provided.

**Quorum:** Members present equal to two-thirds of the Williamson Town Board, or three members, shall constitute a quorum necessary to transact any business. If a quorum is not present within 30 minutes of the time of a meeting, the meeting will stand adjourned.

**Chairman of Meetings:** The Williamson Town Supervisor serves as Chairman of meetings of the Williamson Town Board. In the absence of the Town Supervisor, the Deputy Town Supervisor shall serve as Chairman.

**Approval of Minutes:** Minutes of previous meeting(s) shall be approved at the next regular or special meeting. Minutes will be available for public inspection under the NYS Freedom of Information Law by the next regular meeting and within one week of executive sessions. Minutes are unofficial until approved.

**Agenda and Resolutions:** The Williamson Town Supervisor shall organize and distribute the agenda for all regular, special, and workshop sessions. Resolutions and other business items for regular monthly meetings shall be submitted in final form to the Supervisor for duplication and availability no later than Friday noon of the week prior to said regular meeting.

**Agenda Items:** For placement of an item, not previously acted upon in the past two (2) years, the request of one board member is required. If an item has been acted upon in the previous two (2) years then the request would need to be from two (2) board members.

**Motions:** No motion shall be discussed until seconded. Motions may be withdrawn or amended by the members who offered them.

**Payment of Claims:** All claims for payment shall be presented at the scheduled Town Board Meeting. Each claim shall be reviewed and signed by the authorized department head. Claims shall be examined and reviewed by the Town Board and the list of claims shall be signed by each member of the Williamson Town Board present at the meeting where said claim is presented.

**Public Comment:** Meetings of the Williamson Town Board are meetings held in public, not public meetings. Comments from visitors or residents are welcome at the time(s) specified on the agenda. Reasonable time limits may be established by the Chairman for individual comments. Members shall not engage in debate with individuals during public comment time.

**Public Hearings:** Business which requires a public hearing before the Williamson Town Board shall, as often as possible, be scheduled as the first order of business following convening the meeting.

**Record of Votes:** The voting record of each member of the Williamson Town Board shall be maintained in the minutes by recording such votes as aye, nay, absent or abstention as required by the Freedom of Information Law. Arrival and departure times of members, who arrive after the start of the meeting or leave before adjournment will be noted in the minutes, also required by law.

**Amendment of Rules of Order:** These rules of order may be amended by majority vote of the Williamson Town Board after two (2) readings at public meetings.

The motion was carried.

In continuation, Supervisor Hoffman made the following motions, seconded by Councilman Verno.

That the Chase Manhattan Bank, the Key Bank of New York, N.A., Williamson branches, be designated as the official depository for Town funds, using the same investment policy as it was adopted January 3, 1995.

That the Town Board has reviewed the Town of Williamson Procurement Policy for the year January 1, 2012.

That Mark Plyter is appointed as Animal Control Officer for the year January 1, 2012.

That Town Officers and employees be allowed 55.5 cents per mile for use of their personal automobiles while on Town business.

That the Supervisor shall be authorized to make payments of all electric, telephone, postal service expense bills, and bank wire transfers prior to penalty periods during 2012.

That Art Williams of the firm of Nesbitt and Williams be appointed "Attorney for the Town" for an hourly rate not to exceed \$165.00 per hour.

The Town Justices be authorized to attend the Wayne County Magistrates school/dinner meetings and advanced courses of instructions during 2012 and all actual and necessary expenses are to be a Town charge.

That the Town Justices and the Court Clerks are authorized to attend the NYS Magistrates Association and Court Clerk's Association Annual Conference and training conferences. All actual and necessary expenses are to be a Town charge.

That the Town Supervisor and water and sewer employees be authorized to attend the Finger Lakes Water Works Conference and all actual and necessary expenses are to be a Town charge. No more than three employees are to attend at any given meeting, with no effect to the work schedule.

That water and sewer employees be authorized to attend the NY Rural Water Association and the Genesee Valley Chapter conferences. All actual and necessary expenses are to be a Town Charge. No more than two employees are to attend at any given time and with no effect to the work schedule.

That the Town Assessor is authorized to attend the NYSAA Annual Assessor's Conference. All actual and necessary expenses are to be a Town charge.

That the Town Building Inspector is authorized to attend the FLBOA Annual Education Conference. All actual and necessary expenses are to be a Town charge.

That the Superintendent of Highways is authorized to attend the NYS Association of Town Superintendent of Highways, Inc. Annual Conference. All actual and necessary expenses are to be a Town charge.

That the Superintendent of Highways is authorized to attend the NYS Association of Town's Annual School for Highway Superintendents. All actual and necessary expenses are to be a Town charge.

That the Town Clerk is authorized to attend the NYS Town Clerk's Association Annual Conference. All actual and necessary expenses are to be a Town charge.

That the Town Clerk and Deputy Clerk are authorized to attend NYS Association of Tax Receiver's and Collectors annual conference. All actual and necessary expenses are to be a Town charge.

That the Town Clerk is authorized to attend the Town Clerk Association meetings and all actual and necessary expenses are to be a Town charge.

That the Account Clerk and Clerk to Supervisor are authorized to attend the Bookkeepers Association meetings and all actual and necessary expenses are to be a Town charge.

That Planning and Zoning Board members are authorized to attend the NYS Association of Town Planning and Zoning Schools. All actual and necessary expenses are to be a Town charge.

That the Sun & Record and the Times of Wayne County be designated as the official newspapers for publication of legal notices and advertising.

That the Town Clerk be appointed as custodian of the Petty Cash accounts as follows, General Fund - \$125.00, Water Fund - \$25.00 and Sewer Fund - \$25.00

That James Hoffman is designated as the voting delegate, at the Annual Business Session of the Association of Towns in New York City in February, 2012.

That Michael Bixby is designated as the Town Board representative to the Park Committee for 2012.

That the Town Hall office hours will be as follows:

8:00 AM – 6:00 PM: Town Clerk (Monday - Thursday)

8:00 AM – 4:30 PM (Friday)

8:00 AM – 4:30 PM: Town Supervisor, Account Clerk, Assessor,  
Building/Safety Inspector (Monday through Friday)

9:00 AM – 4:30 PM: Town Court Clerk (Monday through Thursday)

9:00 AM – 4:30 PM: (Friday)

That the Town Clerk is authorized to advertise closing of the Town Offices for designated Holidays. The motions were carried.

The Supervisor announced the following appointments:

Councilman Anthony Verno as Deputy Supervisor. The necessary oath of office and bond will be filed.

Chester Peters as Town Historian for the year of 2012 with the Town Board fixing the salary at \$845.00 for the year.

-----

The Supervisor announced the following committee assignments for the year of 2012.

ECONOMIC DEVELOPMENT – Gary Orbaker – (Liaison with - Business Improvement District, Farm Bureau, Chamber of Commerce)

FACILITIES - Mike Bixby – (Buildings & Grounds Maintenance, Cemeteries, Assessor's Office, Code Enforcement, Building Projects, Library Liaison)

FINANCE – James D. Hoffman – (Budget, Capital Planning, Investment & Insurance Policies, Expenditures, Board Meeting Structure and Follow-up,)

PARKS AND RECREATION – Mike Bixby – (Liaison with - Park, Trails, Recreation and Youth Committees,

Jim Hoffman - (Liaison with Apple Blossom Committee, Liaison with Senior Citizens)

PERSONNEL – Anthony Verno – (Contractual Relations, Employee Benefits)

Gary Orbaker – (Contractual Relations)

PLANNING – Tom Watson – (Liaison with Comprehensive Planning Committee, Planning Board, Zoning Board, Emergency Planning, and WCSD)

PUBLIC SAFETY – Gary Orbaker – (Liaison with - Fire and Ambulance Service, Health and Safety Committee, Court Operations, Drainage Council and Animal Control Officer)  
 PUBLIC SERVICES – Anthony Verno – (Operation of Highway, Sewer, Water, Energy, Sidewalks)

Supervisor Hoffman made a motion, seconded by Councilman Verno that the salaries of the various elected and appointed personnel of the Town be established as follows:

Supervisor	31,285.00 Annually
Account Clerk	28,436.00 Annually
Secretary to the Supervisor	37,766.00 Annually
Town Clerk	46,869.00 Annually
Deputy Town Clerk	27,241.00 Annually
Deputy Town Clerk - Hourly	10.65 Hourly
Clerk to Town Clerk - Hourly	9.25 Hourly
Tax Collector	1,204.00 Annually
Town Justices - 2 each @	15,487.50 Annually
Court Clerk	14.88 Hourly
Court Clerk - Part-time	9.84 Per Hour
Councilman - 4 each @	5,693.00 Annually
Highway Superintendent	57,053.00 Annually
Assessor	30,877.00 Annually
Building Inspector/Zoning Officer	30,877.00 Annually
Secretary to the Assessor	15,198.00 Annually
Secretary to the Building Inspector	10,133.00 Annually
Fire Inspector, Part-time	8.40 Per hour
Animal Control Officer	11,072.00 Annually
Historian	845.00 Annually
Part Time Office Help (upon entry)	8.93 Per hour
Grounds Keeper - Town Hall & Cemeteries	10.20 Per hour
Snow Removal	10.20 Per hour
Temporary Help	8.70 Per hour
<b>PLANNING BOARD</b>	
Chairman	52.69 Per meeting
Member - 6 each @	45.98 Per meeting
Secretary	9.51 Per hour
<b>ZONING BOARD</b>	
Chairman	749.66 Annually
Member - 4 each @	686.39 Annually
Secretary	686.39 Annually
<b>ASSESSMENT BOARD OF REVIEW</b>	
Members - 5 each @	286.40 Annually
Secretary	9.02 Per hour
<b>Drainage Council</b>	
Chairman	47.90 Per meeting
Member - 3 each @	36.36 Per meeting
Secretary	8.93 Per hour

Elected position salaries may reflect number of years in office.

Library Personnel – As approved by Library Board

\*\*\*\*\*

UNION MEMBERS AS PER 2009 - January 1, 2013 CONTRACT  
WATER DEPT.

Start	Step 1	16.57/hour
After 1 year	Step 2	20.28/hour
After 2 years	Step 3	20.72/hour
After 3 years	Step 4	21.12/hour
After 4 years	Step 5	21.66/hour
After 5 years	Step 6	22.15/hour
After 10 years	Step 7	22.56/hour
Laborer – Part-time		10.20/hour

HIGHWAY DEPT.

Heavy Equipment Operator

Start	Step 1	18.55/hour
After 1 year	Step 2	22.44/hour
After 3 years	Step 3	22.56/hour

Motor Equipment Operator

Start	Step 1	18.31/hour
After 1 year	Step 2	22.10/hour
After 3 years	Step 3	22.22/hour

Light Equipment Operator

Start	Step 1	16.46/hour
After 1 year	Step 2	19.93/hour
After 2 year	Step 3	20.23/hour

Highway Laborer – Part-time

10.40/hour

The motion was carried.

Public Comment: Perry Howland questioned where the extra funds were coming from for the added responsibilities of the Highway Superintendent and when he was going to take those on. The Board agreed there would be a transition period because he is new and needs to learn his primary job as Highway Superintendent.

Supervisor Hoffman made a motion, seconded by Councilman Orbaker, to adjourn the Organizational Meeting at 7:15 PM. The motion was carried.

Respectfully submitted,

Marlene A. Gulick  
Town Clerk