

**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 5, 2010 by Supervisor James Hoffman with the Pledge of Allegiance. The following were**

PRESENT: Supervisor James Hoffman  
Councilman Anthony Verno  
Councilman Gary Orbaker  
Councilman Michael Bixby

ABSENT: Councilman Thomas D. Watson

Mabel Najarro, Brandon Combs, Morgan Ebert, Wilma Young; Sun & Record and the undersigned Town Clerk were also present.

Public Comment: No one wished to comment.

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

### **RULES OF ORDER FOR**

**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.

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

**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 Thursday 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 Chair 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, naye, 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, 2010.

That Mark Plyter be appointed as Animal Control Officer for the year January 1, 2010.

That Town Officers and employees be allowed 50 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 2010.

That Art Williams of the firm of Nesbitt and Williams be appointed "Attorney for the Town" for 2010 at an hourly rate not to exceed \$145.00 per hour.

The Town Justices be authorized to attend the Wayne County Magistrates school/dinner meetings and advanced courses of instructions during 2010 and all actual and necessary expenses are to be a Town charge.

That the Court Clerk is authorized to attend the NYS Magistrates Association and Court Clerk's association Annual Conference. 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 two water employees be authorized to attend the AWWA annual conference. All actual and necessary expenses are to be a Town Charge.

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 Highway Superintendent 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 Highway Superintendent 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 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 Marlene Gulick be appointed as custodian of Petty Cash - General Fund; Water Fund and for Sewer Funds;

That James Hoffman be designated as the voting delegate, at the Annual Business Session of the Association of Towns in New York City in February, 2010.

That Michael Bixby be designated as the Town Board representative to the Park Committee for 2010.

That the Town Hall office hours will be as follows:

8:00 AM – 4:30 PM Monday through Friday - Town Supervisor, Account Clerk,  
Assessor, Building/Safety Inspector  
8:00AM. – 6:00 PM Monday – Thursday: Town Clerk’s Office  
8:00 AM – 4:30 PM Friday  
9:00 AM – 4:30 PM Monday – Thursday: Town Court Clerk

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

The Supervisor presented the following Resolution and moved its adoption. Seconded by Councilman Verno.

WHEREAS: The position of Senior Account Clerk was established on December 8, 2009 to become effective on January 1, 2010, with Suzanne Brennessel being appointed to that position, and  
WHEREAS: Line item A1220.130 needs to be added to the budget with a budget amount of \$27,602.00,  
NOW THEREFORE BE IT RESOLVED: That the amount budgeted for an Account Clerk of \$25,652.00 be transferred into A1220.130 and the balance needed of \$1,950.00 be transferred from the General Fund, Fund Balance.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman  
Councilman Orbaker  
Councilman Bixby  
Councilman Verno

NAYES: None

The Resolution was declared adopted.

The Supervisor presented the following Resolution and moved its adoption. Seconded by Councilman Orbaker.

WHEREAS: The Town Board passed a motion on December 21, 2009 to hire Concord Insurance Agency to provide the insurance for the Town of Williamson, and  
WHEREAS: The Town upon further review of the coverage by the Town Board determined that the amount of and type of coverage was not the best coverage desired by the Town of Williamson,  
NOW THEREFORE BE IT RESOLVED: That the Town Board does hereby rescind the motion of December 21, 2009 hiring Concord Insurance Agency.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman  
Councilman Orbaker  
Councilman Bixby  
Councilman Verno

NAYES: None

The Resolution was declared adopted.

The Supervisor presented the following Resolution and moved its adoption. Seconded by Councilman Bixby.

WHEREAS: the Town of Williamson carries insurance to protect the Town's property and assets from any incidents which could happen within the Town, and  
WHEREAS: the Town requested quotes from various Insurance Carriers, which were reviewed extensively to ensure that they provided the needed coverage against any losses by the Town of Williamson,  
NOW THEREFORE BE IT RESOLVED: that the Town of Williamson renew the current Insurance Policy through Ely & Leene Agency, Trident Insurance as being the best coverage for the Town of Williamson.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman  
Councilman Orbaker  
Councilman Bixby  
Councilman Verno

NAYES: None

The Resolution was declared adopted.

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 2010 with the Town Board fixing the salary at \$821.00 for the year.

The Supervisor announced the following committee assignments for the year of 2010:

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

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 WCSO)

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 Bixby, that the salaries of the various elected and appointed personnel of the Town be established for 2010 as follows:

|   |                      |
|---|----------------------|
| Supervisor                              | \$30,975.00 Annually |
| Senior Account Clerk                    | 27,602.00 Annually   |
| Account Clerk                           | 0.00 Annually        |
| Secretary to the Supervisor             | 36,659.00 Annually   |
| Town Clerk                              | 46,405.00 Annually   |
| Deputy Town Clerk                       | 26,442.00 Annually   |
| Deputy Town Clerk - Hourly              | 10.33 Hourly         |
| Clerk to Town Clerk - Hourly            | 8.98 Hourly          |
| Tax Collector                           | 1,192.00 Annually    |
| Town Justices - 2 each @                | 15,487.50 Annually   |
| Court Clerk                             | 14.44 Hourly         |
| Councilman - 4 each @                   | 5,693.00 Annually    |
| Highway Superintendent                  | 57,053.00 Annually   |
| Assessor                                | 29,972.00 Annually   |
| Building Inspector/Zoning Officer       | 29,972.00 Annually   |
| Secretary to the Assessor               | 14,753.00 Annually   |
| Secretary to the Building Inspector     | 9,836.00 Annually    |
| Fire Inspector, Part-time               | 8.16/hour            |
| Dog Control Officer                     | 10,747.00 Annually   |
| Historian                               | 821.00 Annually      |
| Part Time Office Help (upon entry)      | 8.67/hour            |
| Grounds Keeper - Town Hall & Cemeteries | 8.79/hour            |
| Snow Removal                            | 9.88/hour            |
| Temporary Help                          | 8.45/hour            |

PLANNING BOARD

|                   |                   |
|-------------------|-------------------|
| Chair             | 51.15 Per meeting |
| Member - 6 each @ | 44.63 Per meeting |
| Secretary         | 9.24/hour         |

ZONING BOARD

|                   |                 |
|-------------------|-----------------|
| Chair             | 727.69 Annually |
| Member - 4 each @ | 666.27 Annually |
| Secretary         | 666.27 Annually |

ASSESSMENT BOARD OF REVIEW

|                    |                 |
|--------------------|-----------------|
| Members - 5 each @ | 277.94 Annually |
| Secretary          | 8.76/hour       |

Drainage Council

|        |           |
|--------|-----------|
| Chair  | 46.50/mtg |
| Member | 35.30/mtg |

Elected position salaries may reflect number of years in office.

LIBRARY PERSONELL

3.25% increase as approved the Town Board

2.5% increase as approved by the Library Board

**UNION MEMBERS AS PER 2010 - January 1, 2013 CONTRACT**

WATER UTILITIES:

|                     |        |            |
|---------------------|--------|------------|
| Start               | Step 1 | 15.89/hour |
| After 1 year        | Step 2 | 19.45/hour |
| After 2 years       | Step 3 | 19.87/hour |
| After 3 years       | Step 4 | 20.25/hour |
| After 4 years       | Step 5 | 20.77/hour |
| After 5 years       | Step 6 | 21.24/hour |
| After 10 years      | Step 7 | 21.64/hour |
| Laborer – Part-time |        | 9.16/hour  |

HIGHWAY DEPT.

Heavy Equipment Operator

|               |        |            |
|---------------|--------|------------|
| Start         | Step 1 | 17.79/hour |
| After 1 year  | Step 2 | 21.52/hour |
| After 3 years | Step 3 | 21.64/hour |

Motor Equipment Operator

|               |        |            |
|---------------|--------|------------|
| Start         | Step 1 | 17.56/hour |
| After 1 year  | Step 2 | 21.19/hour |
| After 3 years | Step 3 | 21.31/hour |

Light Equipment Operator

|              |        |            |
|--------------|--------|------------|
| Start        | Step 1 | 15.79/hour |
| After 1 year | Step 2 | 19.11/hour |
| After 2 year | Step 3 | 19.40/hour |

Highway Laborer – Part-time 10.10/hour

The motion was carried.

Public Comment: No one wished to comment.

Councilman Verno made a motion, seconded by Councilman Orbaker, to enter into Executive Session to discuss personnel matters at 7:12 PM. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Bixby, to return to Open Session at 7:31 PM. The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Verno, to adjourn the Organizational Meeting at 7:32 PM. The motion was carried.

Respectfully submitted,

Marlene A. Gulick  
Town Clerk