

**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 January 6, 2004 by Supervisor James Hoffman with the Pledge of Allegiance. The following were**

PRESENT: Supervisor James Hoffman  
Councilman Anthony Verno  
Councilman G. Elliott Warren  
Councilman Gary Orbaker

ABSENT: Councilman Charles R. Monsees

Public Comment: No one wished to comment.

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

**RULES OF ORDER FOR 2004**

Organizational Meeting: The Williamson Town Board shall convene by the first Tuesday after the first day of January at 7:00 p.m. 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 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 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, 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, and the Key Bank of New York, N.A., both Williamson branches be designated as the official depository for Town funds, using the same investment policy as it was adopted January 3, 1995.

That Mark Plyter be appointed as Animal Control Officer for the year 2004.

That Town Officers and employees be allowed 37.5 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 2004.

That the Supervisor shall be authorized to make payments of all Key Bank charge account bills prior to late charge penalty periods during 2004.

The Town Justices be authorized to attend the Wayne County Magistrates school/dinner meetings and advanced courses of instructions during 2004 and the 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 meeting. The actual and necessary expenses are to be a town charge.

That Arthur Williams of the firm of Nesbitt and Williams be appointed “Attorney for the Town” for 2004 at an hourly rate not to exceed \$90.00 per hour.

That water and sewer employees be authorized to attend the Finger Lakes Water Works Conference and the actual and necessary expenses are to be a Town charge. No more than three employees are to attend at any given meeting and 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. The 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. The actual and necessary expenses are to be a town charge.

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

That the Account Clerk is authorized Annual Town Management & Finance School. The 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. The actual and necessary expenses are to be a town charge.

That the Sun & Record be designated as the official newspaper for publication of legal notices and advertising.

That Marlene Gulick be appointed as custodian of Petty Cash - General Fund; Water Fund and Sewer Funds.

That the person to be designated as the voting delegate, at the Annual Business Session of the Association of Towns in New York City in February, 2004 be decided at the next meeting.

That Elliott Warren be designated as the Town Board representative to the Park Committee for 2004.

That the Town Hall office hours will be as follows:

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

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

The motions were carried as amended.

The Supervisor announced the following appointments:

Councilman Chuck Monsees as Deputy Supervisor. The necessary oath of office and bond will be filed.

Chester Peters as Town Historian for the year of 2004 with the Town Board fixing the salary at \$700.00 for the year.

The Supervisor announced the following committee assignments for the year of 2004.

ECONOMIC DEVELOPMENT – Gary Orbaker – (Liaison for -Business Improvement District, Farm, Business, Commerce)

FINANCE – James D. Hoffman – (Budget, Investment, Insurance, Expenditure, Board Meeting Structure and Follow-up)

PARKS AND RECREATION – Elliott Warren – (Liaison for - Park, Recreation, Youth, Senior Program, Park Development, Cemeteries, Monuments, Apple Blossom Committee)

PERSONNEL AND FACILITIES – Charles Monsees – (Contractual Relations, Employee Benefits, Building Projects, Library Liaison)  
Elliott Warren – (Buildings & Grounds Maintenance)

PLANNING – Anthony Verno – (Liaison for -Master Planning Committee, Planning Board, Zoning Board, Assessment)

PUBLIC SAFETY – Gary Orbaker – (Liaison for - Fire and Ambulance Service, Health and Building Inspection, Emergency Planning, Law Enforcement, Court Operations, Drainage)

PUBLIC SERVICES - Anthony Verno – (Operation of Highway, Sewer, Water, Animal Control, energy, sidewalks)

Councilman Verno made a motion, seconded by Councilman Warren, that the salaries of the various elected and appointed personnel of the Town be established for 2004 as follows:

Supervisor	\$24,830.00 Annually
Account Clerk	30,332.00 Annually
Secretary to the Supervisor	30,332.00 Annually
Town Clerk	38,395.00 Annually
Deputy Town Clerk	21,879.00 Annually
Deputy Town Clerk - Hourly	11.99 Hourly
Clerk to Town Clerk - Hourly	7.90 Hourly
Tax Collector	1,020.00 Annually
Town Justices - 2 each @	12,165.50 Annually
Court Clerk	11.79 Hourly
Court Clerk, Part-time	7.50/hour
Councilman - 4 each @	5,011.25 Annually
Highway Superintendent	47,206.00 Annually
Assessor	24,799.00 Annually
Building Inspector/Zoning Officer	24,799.00 Annually
Secretary to the Assessor	12,782.00 Annually
Secretary to the Building Inspector	8,479.00 Annually
Fire Inspector, Part-time	7.50/hour
Dog Control Officer	8,212.00 Annually
Historian	700.00 Annually
Part Time Office Help (upon entry)	7.50/hour
Grounds Keeper - Town Hall & Cemeteries	7.50/hour
Temporary Help	7.50/hour

**PLANNING BOARD**

Chairman	42.33 Per meeting
Member - 6 each @	32.13 Per meeting
Secretary	7.65/hour

**ZONING BOARD**

Chairman	602.00 Annually
Member - 4 each @	551.00 Annually
Secretary	551.00 Annually

**ASSESSMENT BOARD OF REVIEW**

Members - 5 each @	238.00 Annually
Secretary	7.50/hour

Elected position salaries may reflect number of years in office.

**UNION MEMBERS AS PER 2000-2002 EXPIRED CONTRACT**

**WATER DEPT.**

Start	Step 1	12.40/hour
After 1 year	Step 2	15.18/hour
After 2 years	Step 3	15.50/hour
After 3 years	Step 4	15.80/hour
After 4 years	Step 5	16.21/hour
After 5 years	Step 6	16.57/hour
After 10 years	Step 7	16.89/hour
Laborer – Part-time		7.50/hour

**HIGHWAY DEPT.**

*Heavy Equipment Operator*

Start	Step 1	13.89/hour
After 1 year	Step 2	16.79/hour
After 3 years	Step 3	16.89/hour

*Motor Equipment Operator*

Start	Step 1	13.70/hour
After 1 year	Step 2	16.53/hour
After 3 years	Step 3	16.63/hour

*Light Equipment Operator*

Start	Step 1	12.32/hour
After 1 year	Step 2	14.91/hour
After 2 year	Step 3	15.13/hour
Highway Laborer – Part-time		8.50/hour

The motion was carried.

Public Comment: Wilma Young reported to The Board that the Apple Blossom Committee has agreed to pay up to \$1,000 for legal advice regarding insurance coverage to operate the Apple Blossom Festival, be covered under the Town's insurance policy. Supervisor Hoffman agreed to forward the information onto the Attorney.

Councilman Orbaker made a motion, seconded by Councilman Verno, to adjourn the Organizational Meeting at 7:25 PM. The motion was carried.

Marlene A. Gulick  
Town Clerk