

**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 6, 2015 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

Town Clerk was 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 2015**

*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 p.m. for board to audit bills with the formal meeting beginning at 7:30 p.m. 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, Court 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.

---

**The Supervisor announced the following committee assignments for the year of 2015.**

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

**ECONOMIC DEVELOPMENT –**

Gary Orbaker – (Liaison with - Business Improvement District, Farm Bureau)

James D. Hoffman – (Liaison with - 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.)

Gary Orbaker – (Budget, Investment and Insurance Policies)

**PARKS AND RECREATION –**

Mike Bixby – (Liaison with - Park, Trails, Recreation Committee)

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

**PERSONNEL –**

Anthony Verno – (Contractual Relations, Employee Benefits)

Michael Bixby – (Contractual Relations)

**PLANNING –**

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

Tony Verno – (Emergency Planning)

**PUBLIC SAFETY –**

Gary Orbaker – (Liaison with - Fire and Ambulance Service, Health and Safety Committee, Town Court, and Animal Control Officer)

**PUBLIC SERVICES –**

Anthony Verno – (Operation of Sewer, Water, Energy Conservation and Renewable Energy Projects)

Gary Orbaker – (Operation of Highway, Public Works Projects, Sidewalks and Drainage Council)

**Resolution:**

Supervisor Hoffman presented the following Resolution and moved its adoption. It was seconded by Councilman Verno.

WHEREAS: James D. Hoffman, of the Town of Williamson, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Williamson, and  
WHEREAS: Marlene Gulick, of the Town of Williamson, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Williamson, and  
WHEREAS: Marlene Gulick, of the Town of Williamson, County of Wayne, New York, has been appointed to the Office of Tax Collector of the Town of Williamson, and  
WHEREAS: Deborah Stritzel, of the Town of Williamson, County of Wayne, New York, has been elected to the office of Town Justice of the Town of Williamson, and

WHEREAS: Barry VanNostrand, of the Town of Williamson, County of Wayne, New York has been elected to the office of Town Justice of the Town of Williamson, and

WHEREAS: Kurt Allman of the Town of Williamson, County of Wayne, New York has been elected to the Office of Superintendent of Highways of the Town of Williamson,

NOW, THEREFORE, BE IT RESOLVED: We as respective officers above, do hereby undertake with the Town of Williamson that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law, and

This undertaking of the Town Supervisor and the Account Clerk is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor, and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk, and

This undertaking of the Deputy Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk, and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector, and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices, and

This undertaking of the Court Clerks is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Court Clerks, and

This undertaking of the Sr. Account Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Sr. Account Clerk, and

The Town does and shall maintain insurance coverage, presently with NGM Insurance Company in the sum of \$500,000 for the Tax Collector, Town Supervisor, Town Clerk, Deputy Town Clerk, Account Clerk, and \$50,000 for the Justices and Court Clerks to indemnify against losses through the failure of the officers, clerks and

employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks, and employees covered there under.

Roll call vote on the Resolution was as follows:

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

NAYES: None

The Resolution was declared adopted.

**In continuation, Supervisor Hoffman made the following motion, 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 6, 2009.

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

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, 2015.

That Mark Plyter be appointed as Animal Control Officer for the year January 1, 2015.

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

Perry Howland as Town Historian for the year of 2015 with the Town Board fixing the salary at \$895.00 for the year.

That Art Williams of the firm of Nesbitt and Williams be appointed "Attorney for the Town" for 2015 at an hourly rate not to exceed \$175.00 per hour.

That the Town Board has reviewed the Town of Williamson Procurement Policy for the year January 1, 2015.

That the Town Board has reviewed the Town of Williamson Fund Balance Policy for the year January 1, 2015.

That Town Officers and employees be allowed 56 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 2015.

---

**Supervisor Hoffman made a motion to approve attendance at the following meetings, it was seconded by Councilman Verno.**

The Town Justices be authorized to attend the Wayne County Magistrates school/dinner meetings and advanced courses of instructions during 2015 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 are authorized to attend the Finger Lakes Water Works Conference and training classes with all actual and necessary expenses as 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, American Water Works Association and the Genesee Valley Chapter conferences and training classes. 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 Wayne County Assessor Association meetings and the NYSAA Annual Conference. All actual and necessary expenses are to be a Town charge.

That the Town Building Inspector is authorized to attend the FLBOA monthly meetings and the 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 and 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 and the Town Clerk Association meetings. All actual and necessary expenses are to be a Town charge.

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

That the Senior 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 and the Genesee Finger Lakes Regional Planning Council Regional Local Government Workshops. All actual and necessary expenses are to be a Town charge.

The motion was carried.

---

**Supervisor Hoffman made the following motion, seconded by Councilman Bixby.**

That the Town Hall office hours will be as follows:

Town Clerk 8:00 AM – 6:00 PM (Monday through Thursday)  
8:00 AM – 4:30 PM (Friday)

Town Supervisor, Account Clerk, Assessor, Building/Safety Inspector Offices  
8:00 AM – 4:30 PM (Monday through Friday)  
closed for lunches 12:00 PM to 1:00 PM

Court Clerk 9:00 AM – 4:30 PM (Monday through Thursday)  
9:00 AM – 2:00 PM (Friday)

That the Town Clerk is authorized to advertise closing of the Town Offices for designated Holidays.

The motion was carried.

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

|                                     |                      |
|-------------------------------------|----------------------|
| Supervisor                          | \$33,509.00 Annually |
| Senior Account Clerk                | \$30,458.00 Annually |
| Secretary to the Supervisor         | \$40,451.00 Annually |
| Town Clerk                          | \$50,201.00 Annually |
| Deputy Town Clerk                   | \$29,178.00 Annually |
| Deputy Town Clerk - Hourly          | \$ 11.41 Hourly      |
| Clerk to Town Clerk - Hourly        | \$ 9.90 Hourly       |
| Tax Collector                       | \$ 1,274.00 Annually |
| Town Justices - 2 each @            | \$16,145.00 Annually |
| Court Clerk                         | \$ 15.94 Hourly      |
| Court Clerk - Part-time             | \$ 10.54 Per Hour    |
| Constables                          | \$ 20.85 Per Hour    |
| Councilman - 4 each @               | \$ 5,835.25 Annually |
| Highway Superintendent              | \$59,474.00 Annually |
| Assessor                            | \$39,569.00 Annually |
| Secretary to the Assessor           | \$16,080.00 Annually |
| Building Inspector/Zoning Officer   | \$22,360.00 Annually |
| Secretary to the Building Inspector | \$10,722.00 Annually |
| Fire Inspector, Part-time           | \$ 8.85 Per hour     |

|   |                      |
|---|----------------------|
| Animal Control Officer                  | \$11,715.00 Annually |
| Historian                               | \$ 895.00 Annually   |
| Part Time Office Help (upon entry)      | \$ 9.44 Per hour     |
| Grounds Keeper - Town Hall & Cemeteries | \$ 12.00 Per hour    |
| Snow Removal                            | \$ 15.00 Per hour    |
| Temporary Help                          | \$ 12.00 Per hour    |

PLANNING BOARD

|                   |                      |
|-------------------|----------------------|
| Chairman          | \$ 53.59 Per meeting |
| Member - 4 each @ | \$ 46.76 Per meeting |
| Secretary         | \$ 9.67 Per hour     |

ZONING BOARD

|                   |                      |
|-------------------|----------------------|
| Chairman          | \$ 63.53 Per meeting |
| Member - 4 each @ | \$ 58.17 Per meeting |
| Secretary         | \$ 9.67 Per hour     |

ASSESSMENT BOARD OF REVIEW

|                    |                    |
|--------------------|--------------------|
| Members - 5 each @ | \$ 291.27 Annually |
| Secretary          | \$ 9.67 Per hour   |

Drainage Council

|                   |                      |
|-------------------|----------------------|
| Chairman          | \$ 48.71 Per meeting |
| Member - 3 each @ | \$ 36.98 Per meeting |
| Secretary         | \$ 9.67 Per hour     |

Elected position salaries may reflect number of years in office.

UNION MEMBERS AS PER January 1, 2014 - December 31, 2018 CONTRACT

WATER / SEWER DEPARTMENTS

|                |        |              |
|----------------|--------|--------------|
| Start          | Step 1 | \$17.68/hour |
| After 1 year   | Step 2 | \$21.63/hour |
| After 2 years  | Step 3 | \$22.09/hour |
| After 3 years  | Step 4 | \$22.52/hour |
| After 4 years  | Step 5 | \$23.11/hour |
| After 5 years  | Step 6 | \$23.62/hour |
| After 10 years | Step 7 | \$24.07/hour |

Laborer – Part-time \$12.00/hour

HIGHWAY DEPT.

Heavy Equipment Operator

|               |        |              |
|---------------|--------|--------------|
| Start         | Step 1 | \$19.79/hour |
| After 1 year  | Step 2 | \$23.93/hour |
| After 3 years | Step 3 | \$24.07/hour |

Motor Equipment Operator

|               |        |              |
|---------------|--------|--------------|
| Start         | Step 1 | \$19.53/hour |
| After 1 year  | Step 2 | \$23.57/hour |
| After 3 years | Step 3 | \$23.69/hour |

|                             |        |              |
|-----------------------------|--------|--------------|
| Light Equipment Operator    |        |              |
| Start                       | Step 1 | \$17.55/hour |
| After 1 year                | Step 2 | \$21.26/hour |
| After 2 year                | Step 3 | \$21.57/hour |
| Highway Laborer – Part-time |        | \$12.00/hour |

The motion was carried.

Councilman Orbaker presented the following Resolution and moved its adoption. It was seconded by Councilman Verno.

WHEREAS: A resolution was passed at the December 9, 2014 Town Board meeting to hold a public hearing regarding a public nuisance, and

WHEREAS: The law requires a letter of notification be sent to the property owners at 4185 Ridge Road Tax ID#66117-09-059556,

WHEREAS: The letter was not timely mailed pursuant to Chapter 135 Section 7E,

NOW, THEREFORE, BE IT RESOLVE: That the resolution is rescinded, and

BE IT FURTHER RESOLVED: The Town Clerk is ordered to advertise in the official Town papers the week of January 11, 2015 that the Public Hearing has been rescheduled to January 27, 2015 at 7:30 PM.

Roll call vote on the Resolution was as follows:

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

NAYES: None

The Resolution was declared adopted.

Public Comment: No one wished to comment

Councilman Verno made a motion, seconded by Councilman Watson, to adjourn the Organizational Meeting at 7:18 PM. The motion was carried.

Respectfully submitted,



Marlene A. Gulick  
Town Clerk