

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 4, 2005 by Supervisor James Hoffman with the Pledge of Allegiance. The following were

PRESENT: Supervisor James Hoffman
Councilman Anthony Verno
Councilman Charles R. Monsees
Councilman Gary Orbaker
ABSENT: Councilman G. Elliott Warren

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 2005

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, 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, 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 Orbaker.

That the Chase Manhattan Bank, and 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 2005.

That Mark Plyter be appointed as Animal Control Officer for the year 2005.

That Town Officers and employees be allowed 40.5 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 2005.

That the Supervisor shall be authorized to make payments of all Key Bank charge account bills prior to late charge penalty periods during 2005.

The Town Justices be authorized to attend the Wayne County Magistrates school /dinner meetings and advanced courses of instructions during 2005 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 Art Williams of the firm of Nesbitt and Williams be appointed “Attorney for the Town” for 2005 at an hourly rate not to exceed \$110.00 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 for Sewer Funds;

That Supervisor James D. Hoffman be designated as the voting delegate, at the Annual Business Session of the Association of Towns in New York City in February, 2005.

That Elliott Warren be designated as the Town Board representative to the Park Committee for 2005.

That the Town Hall office hours will be as follows:

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

9:00 a.m. – 4:30 PM: Town Court Clerk (Monday through Thursday)

The motions were carried.

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 2005 with the Town Board fixing the salary at \$700.00 for the year.

The Supervisor announced the following committee assignments for the year of 2005.

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 Monsees, made a motion, seconded by Councilman Verno, that the salaries of
the various elected and appointed personnel of the Town be established for 2005 as follows:

| | |
|---|----------------------|
| Supervisor | \$25,575.00 Annually |
| Account Clerk | 22,094.00 Annually |
| Secretary to the Supervisor | 31,242.00 Annually |
| Town Clerk | 39,547.00 Annually |
| Deputy Town Clerk | 22,535.00 Annually |
| Deputy Town Clerk - Hourly | 7.50 Hourly |
| Clerk to Town Clerk - Hourly | 7.50 Hourly |
| Tax Collector | 1,051.00 Annually |
| Town Justices - 2 each @ | 12,531.00 Annually |
| Court Clerk | 12.14 Hourly |
| Court Clerk, Part-time | 7.50/hour |
| Councilman - 4 each @ | 5,162.00 Annually |
| Highway Superintendent | 48,622.00 Annually |
| Assessor | 25,543.00 Annually |
| Building Inspector/Zoning Officer | 25,543.00 Annually |
| Secretary to the Assessor | 13,165.00 Annually |
| Secretary to the Building Inspector | 8,733.00 Annually |
| Fire Inspector, Part-time | 7.50/hour |
| Dog Control Officer | 8,458.00 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 | \$ 43.60 Per meeting |
| Member - 6 each @ | 33.09 Per meeting |
| Secretary | 7.88/hour |

ZONING BOARD

| | |
|-------------------|-----------------|
| Chairman | 620.00 Annually |
| Member - 4 each @ | 568.00 Annually |
| Secretary | 568.00 Annually |

ASSESSMENT BOARD OF REVIEW

| | |
|--------------------|-----------------|
| Members - 5 each @ | 245.00 Annually |
| Secretary | 7.73/hour |

Elected position salaries may reflect number of years in office.

The motion was carried.

UNION MEMBERS AS PER 2000-2002 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.

| | | |
|---------------------------------|--------|------------|
| <u>Heavy Equipment Operator</u> | | |
| Start | Step 1 | 13.89/hour |
| After 1 year | Step 2 | 16.79/hour |
| After 3 years | Step 3 | 16.89/hour |

| | | |
|---------------------------------|--------|------------|
| <u>Motor Equipment Operator</u> | | |
| Start | Step 1 | 13.70/hour |
| After 1 year | Step 2 | 16.53/hour |
| After 3 years | Step 3 | 16.63/hour |

| | | |
|---------------------------------|--------|------------|
| <u>Light Equipment Operator</u> | | |
| 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

Bids for the purchase of No. 2 fuel oil, diesel fuel and unleaded plus gasoline having been received and opened on December 16, 2004, at 11:00 a.m., at the Town Hall were as follows:

| Name | No. 2 Fuel Oil Diesel Fuel | No. 2 Winterized Gasoline | Unleaded Plus Gasoline |
|---|-------------------------------|------------------------------|-------------------------------------|
| E & V Energy Co. 2719 Erie Drive P.O. Box 1226 Weedsport, New York 13166 | 1.3696 | 1.4056 | 1.2591 (+1¢ per gal for ea. 10%) |
| Nichols Gas & Oil 922 Route 31F P.O. Box 616 Macedon, New York 14502 | 1.3820 | 1.4300 | 1.3250 |
| Suburban Energy Services 3978 Oran Gulf Road Manlius, New York 13104 | 1.6642 | 1.7045 | 1.6052 |

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

WHEREAS: On December 16, 2004, bids were received and opened for No. 2 Fuel Oil, No. 2 Winterized Diesel Fuel, and Unleaded Plus Gasoline, and

WHEREAS: The bids were examined to determine that they are in the best interest of the town, and

NOW, THEREFORE, BE IT RESOLVED: That all bids be rejected as being in the best interest to the town.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman
Councilman Verno
Councilman Orbaker
Councilman Monsees

NAYES: Councilman Warren

The Resolution was declared adopted.

Councilman Orbaker made a motion, seconded by Councilman Verno, to adjourn the Organizational Meeting at 7:10 PM. The motion was carried.

Marlene A. Gulick
Town Clerk

