

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 2, 2018 by Supervisor Anthony Verno with the Pledge of Allegiance. The following were

PRESENT: Supervisor Anthony Verno
Councilman Gary Orbaker
Councilman Michael Bixby
Councilwomen Nancy Gowan
Councilman Abram Moll

ABSENT: None

Wilma Young; Sun & Record and the Town Clerk were also present.

Public Comment: No one wished to comment.

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

RULES OF ORDER FOR 2018

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 of each month beginning at 7:00 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, 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 to the Town Board. 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 at the time the 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.

Supervisor announced the following committee assignments for the year of 2018:

Councilman Michael Bixby as Deputy Supervisor. The necessary oath of office and bond will be filed.

ECONOMIC DEVELOPMENT –

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

Anthony Verno – (Liaison with - Chamber of Commerce)

FACILITIES –

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

FINANCE –

Anthony Verno – (Budget, Capital Planning, Investment & Insurance Policies, Expenditures, Board Meeting Structure and Follow-up)

Gary Orbaker – (Budget, Investment and Insurance Policies)

PARKS AND RECREATION –

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

Anthony Verno - (Liaison with Apple Blossom Committee, Senior Citizens)

PERSONNEL –

Michael Bixby – (Contractual Relations, Employee Benefits)

PLANNING –

Nancy Gowan – Primary (Liaison with Comprehensive Planning Committee,

PUBLIC SAFETY –

Nancy Gowan – (Liaison with - Fire and Ambulance Service, Health and Safety Committee, Town Court, Animal Control Officer, Emergency Planning)

PUBLIC SERVICES –

Abram Moll – (Operation of Sewer, Water, Energy Conservation, Renewable Energy Projects)

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

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

WHEREAS: Anthony Verno, 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 Sr. 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, Sr. 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 Anthony Verno
Councilman Gary Orbaker
Councilman Michael Bixby
Councilman Nancy Gowan
Councilman Abram Moll

NAYES: None

The Resolution was declared adopted.

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

WHEREAS: It is a requirement of the New York State Department of Audit and Control for governing boards to establish an investment policy to provide a means of communicating intentions and to facilitate adequate accounting and administrative control over execution, accounting and reporting investment transactions.

NOW, THEREFORE, BE IT RESOLVED: That the Town Board hereby adopts the following policy for the investment of Town of Williamson monies:

INVESTMENT POLICY FOR THE TOWN OF WILLIAMSON

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Williamson on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

- The primary objectives of the Town of Williamson's investment activities are, in priority order:
- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Williamson to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Town of Williamson for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 7 days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
Key Bank	\$8,000,000.00	Town Supervisor

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Town of Williamson that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”

2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers with the State at the bank or trust company.

VIII. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Town of Williamson shall be held by the depository or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Town of Williamson, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Town of Williamson, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Town with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the governing board deems necessary.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Town Board of the Town of Williamson authorized the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;

- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York

All investment obligations shall be payable or redeemable at the option of the Town within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Town within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in contract with bondholders or note holders, any moneys of the Town authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Town within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Town transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town. The Town Supervisor shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Town of Williamson shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XI. PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporation pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Town of Williamson will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities, and the agreement may also contain other provisions that the governing board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Town with a perfected interest in the securities.

The Town Supervisor, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held the by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

XII. COURIER SERVICE

The Town Supervisor may, subject to the approval of the Town Board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Town of Williamson and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Town may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Town in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIII. ANNUAL REVIEW AND AMENDMENTS

The Town Board of the Town of Williamson shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XIV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

SCHEDULE A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage Eligible Securities for Collateral

- Obligations issued by the United States of America, and agency thereof, or a United States Government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation
- Obligations partially issued or guaranteed by any agency of the United States of America, at a proportion of Market Value of the obligation that represents the amount of the insurance or guaranty.
- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation that under a specific State statute may be accepted as security for deposit of public moneys.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Anthony Verno
Councilman Gary Orbaker
Councilman Michael Bixby
Councilman Nancy Gowan
Councilman Abram Moll

NAYES: None

The Resolution was declared adopted.

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

WHEREAS: Key Bank is designated an authorized depository of this corporation;
and

NOW, THEREFORE, BE IT RESOLVED: That all drafts, checks, or other

instruments or orders for the payment of money drawn against the account or accounts of this corporation with said depository shall be signed by any one of the following:

- Supervisor – Anthony Verno
- Deputy Supervisor – Michael Bixby

BE IT FURTHER RESOLVED: That said depository is authorized to place to the credit of the account, or any of the accounts, of this corporation, funds, drafts, checks or other property by whomever delivered to said depository or agent thereof for deposit to the accounts of this corporation, endorsed with the name of this corporation, by rubber stamp, facsimile, mechanical, manual, or other signature (and any such endorsement by whomever affixed shall be the endorsement of this corporation), or otherwise endorsed, or unendorsed, provided that if any such item shall bear, or be accompanied by, directions (by whomever made) for deposit to specific account, then such deposit shall be to the credit of such specific account: and

BE IT FURTHER RESOLVED: That said depository is hereby directed to accept, and/or pay and/or apply any draft, check, instrument or order for the payment of money, or any proceeds thereof, drawn on such account or accounts when signed as required by these resolutions by manual, rubber stamp, facsimile, or other mechanical signature (by whomever affixed) without limit as to amount, without inquiry, and without regard to the disposition of any such item or any proceeds thereof. Further, said depository shall not be liable in connection therewith notwithstanding that such item may be payable to the order of a person whose signature appears thereon or of any other officer or officers, agent or agents of this corporation, or such items or any proceeds thereof may be used or disposed of for the personal credit or account of any such person or persons, officer or officers, agent or agents with the depository or otherwise.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Anthony Verno
Councilman Gary Orbaker
Councilman Michael Bixby
Councilman Nancy Gowan
Councilman Abram Moll

NAYES: None

The Resolution was declared adopted.

In continuation, Supervisor Verno made the following motion, seconded by Councilman Orbaker.

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

That Anthony Verno is designated as the voting delegate, at the Annual Business Session of the Association of Towns in New York City in February, 2018

That Mark Plyter be appointed as Animal Control Officer for the year January 1, 2018.

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 2018 with the Town Board

fixing the salary at \$931.00 for the year.

That Art Williams of the firm of Nesbitt and Williams be appointed "Attorney for the Town" for 2018 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, 2018.

That the Town Board has reviewed the Town of Williamson Fund Balance Policy for the year January 1, 2018.

That Town Officers and employees be allowed the current rate established by the IRS for the 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 2018.

The motion was carried.

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

The Town Justices be authorized to attend the Wayne County Magistrates school/dinner meetings and advanced courses of instructions during 2018 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.

That Planning and Zoning Board members are authorized to participate in NYSDOS offered training webinars. These webinars will contribute toward the required training hours.

The motion was carried.

Supervisor Verno made the following motion, seconded by Councilman Gowan.

That the Town Hall office hours will be as follows:

Monday through Thursday -	8:00 AM until 5:30 PM
Friday -	8:00 AM until 4:00 PM
Saturday and Sunday -	closed

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

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

Supervisor	\$34,863.00 Annually
Senior Account Clerk	\$39,488.00 Annually
Secretary to the Supervisor	\$42,085.00 Annually
Town Clerk	\$52,229.00 Annually
Deputy Town Clerk	\$33,475.00 Annually
Deputy Town Clerk – Hourly	\$ 12.00 Hourly
Clerk to Town Clerk – Hourly	\$ 12.00 Hourly
Tax Collector	\$ 1,325.00 Annually
Town Justices – 2 each @	\$27,604.00 Annually
Court Clerk	\$ 15.56 Hourly
Court Clerk – Part-time	\$ 12.75 Per Hour
Constables	\$ 21.70 Per Hour
Councilman – 4 each @	\$ 6,071.00 Annually
Highway Superintendent	\$61,876.00 Annually
Assessor	\$41,167.00 Annually
Secretary to the Assessor	\$18,259.00 Annually
Building Inspector/Zoning Officer	\$ 26.01 Per hour
Secretary to the Building Inspector	\$12,173.00 Annually
Code Enforcement Officer, Part-time	\$ 16.23 Per hour
Animal Control Officer	\$12,188.00 Annually

Historian	\$ 931.00 Annually
Part Time Office Help (upon entry)	\$ 12.00 Per hour
Grounds Keeper – Town Hall & Cemeteries	\$ 12.48 Per hour
Snow Removal	\$ 15.61 Per hour

PLANNING BOARD

Chairman	\$ 55.75 Per meeting
Member – 4 each @	\$ 48.65 Per meeting
Secretary	\$ 48.65 Per meeting
Alternates – in attendance only	\$ 10.40 Per hour

ZONING BOARD

Chairman	\$ 66.10 Per meeting
Member – 4 each @	\$ 60.52 Per meeting
Secretary	\$ 60.52 Per meeting
Alternates – in attendance only	\$ 10.40 Per hour

ASSESSMENT BOARD OF REVIEW

Members – 5 each @	\$ 303.04 Annually
Secretary	\$ 303.04 Annually

Drainage Council

Chairman	\$ 50.67 Per meeting
Member – 3 each @	\$ 38.47 Per meeting
Secretary	\$ 38.47 Per meeting

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	\$18.85/hour
After 1 year	Step 2	\$23.06/hour
After 2 years	Step 3	\$23.55/hour
After 3 years	Step 4	\$24.01/hour
After 4 years	Step 5	\$24.63/hour
After 5 years	Step 6	\$25.18/hour
After 10 years	Step 7	\$25.66/hour

Laborer – Part-time	\$12.48/hour
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HIGHWAY DEPT.

Heavy Equipment Operator

Start	Step 1	\$21.11/hour
After 1 year	Step 2	\$25.52/hour
After 3 years	Step 3	\$25.66/hour

Motor Equipment Operator I

Start	Step 1	\$20.83/hour
After 1 year	Step 2	\$25.12/hour
After 3 years	Step 3	\$25.27/hour

Motor Equipment Operator II

Start	Step 1	\$18.71/hour
After 1 year	Step 2	\$22.67/hour
After 2 year	Step 3	\$23.00/hour

Highway Laborer – Part-time	\$12.48/hour
- Part-time snow removal	\$15.61/hour

The motion was carried..

Public Comment: No one wished to comment.

Supervisor Verno made a motion, seconded by Councilman Gowan, to adjourn the meeting at 7:14 PM.

Respectfully submitted,



Marlene A. Gulick, Town Clerk