

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 7, 2014 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

Juli Bixby, 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 Orbaker, that the following Rules of Order be adopted for the Town of Williamson.

RULES OF ORDER FOR 2014

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.

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, 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.

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
8:00 AM – 4:30 PM (Monday through Friday)

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.

The Supervisor announced the following appointments and designations:

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

That Mark Plyter be appointed as Animal Control Officer for the year 2014.

That the Town Clerk be appointed as custodian of the Petty Cash accounts as follows, General Fund - \$150.00, Water Fund - \$25.00 and Sewer Fund - \$25.00

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

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, 2014.

That Michael Bixby is designated as the Town Board representative to the Park Committee for 2014.

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

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:

1.0 PURPOSE: (SCOPE)

The Town Board of the Town of Williamson desires to provide the finest public services possible to the residents of the Town, compatible with the least cost to its taxpayers. To achieve this goal all other sources of revenue must be enhanced. Interest earnings offer a large potential alternative source of revenue.

The Town Board desires that excess Town monies, not needed for immediate payment of bills, be invested to earn a safe return as provided for within the Town Law, General Municipal Law and Local Finance Law. The priorities for so investing Town monies shall be (in order of priority):

1.1 LEGAL - To conform with federal, state and local requirements.

1.2 SAFETY - To adequately safeguard the principle.

1.3 LIQUIDITY - To have available appropriate amounts for each payroll, debt service and abstract date.

1.4 YIELD - To obtain the highest market interest rate available (other conditions being equal).

2.0 AUTHORIZED COMMERCIAL BANKS:

The Town Board authorizes the use, as a minimum, of the following commercial banks or trust companies (not savings banks or associations), located and authorized to do business in New York State, for placing investments and specifically prohibits using private brokerage or investment firms (General Municipal Law S11, Local Finance Law 165.00 (b)).

2.1 Key Bank of New York, N.A.

2.2 Chase Manhattan Bank, N.A.

2.3 Any other commercial banks or trust companies meeting the above requirements when bidding conditions warrant.

3.0 AUTHORIZED INVESTMENT INSTRUMENTS:

The Town Board authorizes the following types of investment instruments for investing Town monies not required for immediate expenditure for terms not to exceed its projected cash flow:

3.1 Special time deposit accounts

3.2 Certificates of deposit

3.3 Obligations of the United States of America

3.4 Obligations guaranteed by agencies of the United States of America where principal and interest are guaranteed by the United States of America

3.5 Obligations of the State of New York

3.6 Obligations issued pursuant to LFL S24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Williamson

3.7 Obligations of a public authority (Public Authorities Law, various sections); and obligations of a public housing authority (Public Housing Law, S49) All investment obligations shall be payable or redeemable at the option of the Town of Williamson within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

4.0 DELEGATION OF AUTHORITY FOR INVESTING TOWN MONEY:

The Town Board hereby specifically delegates the authority to make day- to-day investment decisions within the guidelines and limitations of this policy resolution to the:

4.1 Town Supervisor or Chief Fiscal Officer, and/or in his/her absence;

4.2 A qualified person designated by the Supervisor. The above officers and administrators are hereby authorized to utilize the advisory services of municipal consulting firms in planning the timing, amount, maturity, bidding, placement, and reporting on any investments made hereunder.

5.0 F.D.I.C. INSURANCE AND COLLATERALIZATION:

The primary objective of this policy is to enhance the safety and availability of any Town monies invested. Safety is enhanced by F.D.I.C. Insurance for the first \$100,000.00 of total Town deposits with any one specific commercial bank or trust company. Any amounts exceeding the F.D.I.C. Insurance limit, as presently set or subsequently revised, are to be insured by a pledging of appropriate collateral with the institution winning the bid for the investment. Where appropriate, all investments must be bid specifying "with collateral."

6.0 TRANSFER FUNDS:

The Town Board specifically authorizes the designated officials the authority to use electronic transfer of funds, among the approved banking institutions, to assist in

obtaining "federal funds" enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a "wire transfer" and subsequently supported by the confirmation notice to provide an audit trail.

7.0 SAFEKEEPING:

The Town Board specifically authorizes the designated officials the authority to turn over the physical custody of Certificates of Deposit and other evidences of investments for "safekeeping" possession to the winning bank, as provided in Section 11(3) of the General Municipal Law, to facilitate access to funds at maturity and to eliminate having live certificates in the Town Office.

8.0 WRITTEN REPORTS:

All investments shall be documented in written reports to the Town Board, outlining the details of the investment and the bids received thereon. When investments are placed, these reports should be presented monthly.

Roll call vote on the Resolution was as follows:

AYES: Supervisor Hoffman
Councilman Orbaker
Councilman Verno
Councilman Bixby
Councilman Watson

NAYES: None

The Resolution was declared adopted.

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: Suzanne Brennessel, of the Town of Williamson, County of Wayne, New York has been employed as the Senior Account Clerk 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 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 Senior Account Clerk is further conditioned upon 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 Senior Account Clerk, 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

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 Hoffman
Councilman Orbaker
Councilman Verno
Councilman Bixby
Councilman Watson

NAYES: None

The Resolution was declared adopted.

The Supervisor announced the following committee assignments for the year of 2014.

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, &
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 WCSO)
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)

In continuation, Supervisor Hoffman made the following motions, seconded by Councilman
Orbaker.

That the Town Board has reviewed the Town of Williamson Procurement Policy for
the year 2014.

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 2014.

The Town Justices be authorized to attend the Wayne County Magistrates
school/dinner meetings and advanced courses of instructions during 2014 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 be 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 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 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 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; Genesee Finger Lakes Regional Planning Council Regional Local Government Workshops. All actual and necessary expenses are to be a Town charge. The motions were carried.

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 2014 as follows:

Supervisor	\$32,692.00 Annually
Senior Account Clerk	29,715.00 Annually
Secretary to the Supervisor	39,464.00 Annually
Town Clerk	48,977.00 Annually
Deputy Town Clerk	28,466.00 Annually
Deputy Town Clerk - Hourly	11.13 Hourly
Clerk to Town Clerk - Hourly	9.66 Hourly
Tax Collector	1,243.00 Annually
Town Justices - 2 each @	15,751.00 Annually
Court Clerk	15.55 Hourly
Court Clerk - Part-time	10.28 Per Hour
Councilman - 4 each @	5,693.00 Annually
Highway Superintendent	58,023.00 Annually
Assessor	38,604.00 Annually
Building Inspector/Zoning Officer	21,815.00 Annually
Secretary to the Assessor	15,688.00 Annually
Secretary to the Building Inspector	10,460.00 Annually
Fire Inspector, Part-time	8.78 Per hour
Animal Control Officer	11,429.00 Annually
Historian	873.00 Annually
Part Time Office Help (upon entry)	9.21 Per hour
Grounds Keeper - Town Hall & Cemeteries	10.53 Per hour
Snow Removal	10.53 Per hour
Temporary Help	8.98 Per hour
PLANNING BOARD	
Chairman	53.59 Per meeting
Member - 6 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.

Library Personnel – As approved by Library Board

The motion was carried.

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