

The Regular Meeting of the Town Board of the Town of Williamson was held in the Town Complex Court Room located at 6380 Route 21, Suite II, called to order at 7:00 PM on Tuesday, January 9, 2018 by Supervisor Verno with the Pledge of Allegiance. The following were

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

ABSENT: None

The Board reviewed bills for approval of payment:

Barry VanNostrand; Town Justice, Kurt Allman; Highway Superintendent, Juli Bixby, Caleb Taft, Kevin Taft, Wilma Young; Sun & Record and the undersigned Town Clerk was also present.

Caleb Taft present his Eagle Scout Project to the Board. His project is to replace the "Welcome to Williamson" sign up by the school on Route 21 coming into Williamson. Caleb has met with Tom Alexander, the Inspector/Zoning Officer and with someone from the state for permission and permits needed for the project. He presented preliminary drawings and is open to any other suggestions. Caleb is planning on meeting with the Board again when the final plan is ready.

Public Comment: Barry VanNostrand; Town Justice, presented a Bible that was donated to the Town by the Williamson Fellowship of Churches that is incased in a wooden window box to be used for swearing in ceremonies or any other official procedures. He explained the wooden window box was made by some Wayne Central students in their shop class. Honorable Barry VanNostrand stated tonight's Swearing in Ceremony was the second time the Bible had been used and both elected officials signed it. He is looking for locking hardware for the box so that it may be displayed in the Courtroom.

Supervisor Verno made a motion, seconded by Councilman Bixby, to accept the Consent Agenda containing the following items:

- a. previous minutes: December 12, 2017
- b. annual reports from Town Clerk, Tax Receiver, Registrar of Vital Statistics, Town Justices
- c. accept the Town Clerk's monthly report
- d. monthly departmental reports
- e. to accept the encumbrances, accruals, and accounts payables:

**General Fund:**

Encumbrances:	\$1,443.02
Accounts Payable:	\$2,449.58
Accrued Payroll:	\$2,201.14

**Highway Fund:**

Encumbrances:	\$46,000.00
Accounts Payable:	\$28,607.04
Accrued Payroll:	\$10,895.51

**Water Fund:**

Encumbrances: \$317.03  
Accounts Payable: \$12,914.70  
Accrued Payroll: \$9,442.69

**Sewer Fund:**

Accounts Payable: \$4,991.19  
Accrued Payroll: \$2,086.29

The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Gowan, to renew the operating license for 2018 for Whispering Woods Manufactured Home Park. The permit is renewable annually upon inspection and approval by the building inspector, which has been received. The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Bixby, to renew the operating license for 2018 for Applewood Estates Manufactured Home Park. The permit is renewable annually upon inspection and approval by the building inspector, which has been received. The motion was carried.

Councilman Bixby made a motion, seconded by Councilman Moll, to authorize the Building Inspector to attend a meeting regarding the Lake Ontario flooding, to be held at the Greece Department of Public Works (DPW) at 647 Long Pond Road, Rochester, NY 14612 Special Police Conference Room. The cost for the meeting is \$25 .00 with all other actual and necessary expenses a Town charge. The motion was carried.

Supervisor Verno made a motion, seconded by Councilman Orbaker, to authorize the Town Supervisor to sign a Tax Collector software support agreement with Williamson Law Book Co. The agreement will be in effect from January 1, 2018 through December 31, 2018 at a cost of \$525.00. The motion was carried.

----- (FYI – This is the same cost as last year) -----

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

WHEREAS: Elected and appointed officials are required by the New York State Retirement System to establish hours worked per week and days per month,

NOW, THEREFORE BE IT RESOLVED: The Town of Williamson/Location code 30142 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 4	No Time Calendar Submitted
<b>Appointed Officials</b>							
Sole Assessor	Dawn VanPatten	7.5	1/15/14-9/30/19	N	30.04		

Councilman Bixby made a motion, seconded by Councilman Orbaker to table the resolution to a later date in order to verify the numbers. The motion was carried.

Councilman Bixby made a motion, seconded by Councilman Gowan, to accept and adopt as part of the Personnel Policy the "Vendor Refund and Rebate Policy". The Policy will become effective upon passing of this motion. The motion was carried

\*\*\*\*\*

**TOWN OF WILLIAMSON  
VENDOR REFUND AND REBATE POLICY**

**POLICY**

No Town of Williamson employee may use their public position or office to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated. Violating this policy can lead to disciplinary action, up to and including discharge.

**DEFINITION**

Rebate is defined as a return of all or part of an amount given in payment for product, whether in the form of money, "free" merchandise, future benefits based on purchases made, or any other rebate program. Examples of rebates include but are not limited to cash, prepaid cards, credit toward future purchases, free goods (including food and beverages) and coupons.

**REBATES**

For the purpose of this policy, rebates associated with Town purchases in the form of money or property are considered items of value that individuals may not personally acquire as a result of their position.

If a purchase qualifies for a rebate the instructions on the rebate form must be followed including any legal requirements.

**PROCESS FOR OBTAINING AND REDEEMING REBATES**

1. All rebates should be made payable to the Town of Williamson and sent to the Town's address, 6380 Route 21, Suite 2, Williamson, NY 14589. Rebate checks or reimbursements should be given to the Account Clerk to be deposited back into the fund and expense code from which the original purchase was made.
2. Documentation showing that a rebate was applied for must be kept with the originating purchase documents to show that the rebate was earned and who applied for it.

3. Rebates in the form of gift certificates, gift cards, property, or prepaid cards must be given to the Account Clerk to be recorded. They will then be returned to the department head for future use. The department head is responsible for the safekeeping of the rebate item.
4. Documentation must be submitted with the invoice/voucher when a rebate is used towards a purchase.

When making purchases, departments may not solicit rebates from vendors. Rebates are incentives offered by a vendor to provide additional consideration or compensation to encourage the purchase of goods and/or services from that vendor.

\* \* \* \* \*

Councilman Gowan made a motion, seconded by Councilman Moll, to request the Supervisor to give permission for the temporary assignment of justices from other city/village/town courts in the Seventh Judicial District to our court as need arises during the year of 2018. The motion was carried

Councilman Gowan made a motion, seconded by Councilman Orbaker, to authorize the Town Supervisor to sign a contract with Empire Wrecking Co. for the demolition of the property at 6283 Route 21, Williamson. The cost for the demolition will be \$28,000.00. The motion was carried

Councilman Gowan made a motion, seconded by Councilman Bixby, to authorize the Town Supervisor to sign the agreement with Barton and Loguidice for monitoring at the previous landfill site on Pound Road. The cost for the fourth quarter inspection will be \$5,800.00. The motion was carried

Councilman Orbaker made a motion, seconded by Councilman Gowan, to authorize the Superintendent of Highways attendance at the NYS Association of Town Superintendents of Highways, Inc. annual Advocacy Day for Local Roads and Bridges meeting in Albany, New York on March 6 & 7, 2018. All actual and necessary expenses are to be a Town charge. The motion was carried.

Public Comment: No one wished to comment.

Supervisor Verno announced that Dawn VanPatten, Assessor has received the “Excellence in Equity” award in 2017 on behalf of the Town of Williamson from the NYS Department of Taxation and Finance – Office of Real Property Tax Services. This award is given for its efforts to provide property owners with fair and equitable assessment on the 2017 tax roll.

Supervisor Verno asked for Board members to audit the books for the Justice, Town Clerk and Account Clerk. This audit is done annually by a couple of Board members. The audits this year will be done by Councilman Orbaker, Councilman Bixby and Councilman Moll.

The following bills were audited and paid on December 29, 2017:

Abstract Number: # 22  
Voucher #s: 17-1237 – 17-1288

GENERAL FUND	\$ 5,915.45
HIGHWAY	\$ 31,127.34
WATER	\$ 14,261.09
SEWER	\$ 10,268.48
LIGHTING DIST.	\$ 3,615.89
GRAND TOTAL:	<u>\$ 65,188.25</u>

Supervisor Verno made a motion, seconded by Councilman Bixby, to pay the following bills as audited:

Abstract Number: # 1  
Voucher #s: 18-1 – 18-50

GENERAL FUND	\$ 27,940.56
HIGHWAY	\$ 123,994.10
WATER	\$ 36,293.24
SEWER	\$ 9,831.26
DRAINAGE	\$ 91.00
GRAND TOTAL:	<u>\$ 198,150.16</u>

The motion was carried.

Supervisor Verno made a motion, seconded by Councilman Moll, to adjourn the meeting at 7:20 PM. The motion was carried.

Respectfully Submitted,



Marlene A. Gulick  
Williamson Town Clerk