

Town of York
2023 Organizational Meeting
January 3, 2023
5:00 p.m.

Present: Gerald L. Deming, Supervisor, Council Members: Amos Smith and Jason Swede

Absent: Norman Gates and Frank Rose Jr.

Others: George Worden Jr., Dustin Geiger, Scott Hulburt, Carl Peter and Kirk Richenberg

Supervisor Deming opened the Organizational Meeting at 5:00 p.m.

12-29-2022 Minutes:

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to approve the minutes of the December 29, 2022 Town Board meeting. Voted on and approved, Yes-3, No-0.

GENERAL

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to designate Tompkins Community Bank as the Official Depository of the Town of York in addition to NY Class. Voted on and approved, Yes-3, No- 0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to designate BBS Accounting LLC of Nunda, New York as the Towns' official accounting firm in addition to bookkeeping and payroll purposes. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to designate the Livingston County News as the Official Publication of the Town of York. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to authorize the Supervisor to appoint a Clerk to the Supervisor, whose duties are to include Special Improvement Districts. Voted on and approved, Yes- 3, No-0.

Supervisor Deming hereby appoints Patricia Barefoot as Clerk to the Supervisor.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to authorize the Supervisor to appoint a Deputy Supervisor. Voted on and approved, Yes-3, No-0.

Supervisor Deming hereby appoints Frank Rose Jr. as Deputy Supervisor.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede authorizing the Town Clerk to create an additional Deputy Town Clerk position, appointing one (1) Deputy

Town Clerk, subject to the approval of the Town Board. Voted on and approved, Yes- 3, No-0.

I, Christine M. Harris, do hereby appoint Patricia Barefoot as Deputy Town Clerk.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the Deputy Town Clerk appointment. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to create an additional Assistant Assessor position effective January 1, 2023, to be appointed by the Town Board at a later date, for a period of one year, with the term expiring December 31, 2023. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint Christine Harris as Tax Collector. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Christine Harris as Registrar of Vital Statistics. Voted on and approved, Yes-3, No- 0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint a Deputy Registrar. Voted on and approved, Yes-3, No-0.

I, Christine M. Harris, appoint Patricia Barefoot as Deputy Registrar.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to approve the Deputy Registrar appointment. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2023. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede for the Supervisor to appoint a Chairman to the Planning Board, term expiring December 31, 2023. Voted on and approved, Yes- 3, No-0.

Supervisor Deming hereby appoints Joe McIlroy as Planning Board Chairman.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith for the Supervisor to appoint a Chairman to the Zoning Board of Appeals, term expiring December 31, 2023. Voted on and approved, Yes- 3, No-0.

Supervisor Deming hereby appoints Dustin Geiger as Chairman of the Zoning Board of Appeals.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Stephen Gates as Town Historian. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint a York/Leicester Youth Director at a later date. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Kimberly Reitz as P/T Justice Clerk. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to create two (2) Town Constable positions, for a period of one year, term expiring December 31, 2023 and to appoint the following two people as Town Constables: Mary Mayes and Francis Burger. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede setting the mileage allowance for Town Officials using their own vehicle on official town business at \$.655 per mile. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the following schedule of regular meetings of the York Town Board 2nd Tues of the month at 7:00 pm:

January	10th
February	7th
March	14th
April	11th
May	9th
June	13th
July	11th
August	8th
September	12th
October	10th
November	14th
December	5th & 28th (Thurs/Year-end close out mtg 5:00 p.m. w/no privileges)

Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede that pursuant to Section 12 Town Law, all vouchers for claims against the Town of York may be audited, allowed and paid, to include authorization on any prepaid or advance payments of audited claims upon approval by the Town Board. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith authorizing the Supervisor to open all bids. Voted on and approved, Yes-3, No-0.

HIGHWAY

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede authorizing the Highway Superintendent permission to appoint a Clerk to the Highway Superintendent, subject to the approval of the Town Board. Voted on and approved, Yes- 3, No-0.

I, George Worden Jr., Highway Superintendent appoint Patricia Barefoot as Clerk to the Highway Superintendent.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the appointment of Patricia Barefoot to the position of Clerk to the Highway Superintendent. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede allowing the Highway Superintendent permission to appoint a Deputy Highway Superintendent. Voted on and approved, Yes-3, No-0.

I, George Worden Jr., Highway Supt., appoint Thomas Wolfe as Deputy Highway Superintendent.

WATER/SEWER

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint a Supervisor for Water & Sewer Personnel, for a period of one year, term expiring December 31, 2023 Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint George Worden Jr. as the Supervisor of Water & Sewer Personnel. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith allowing the Supervisor permission to appoint a Deputy Water/Sewer Supt. Voted on and approved, Yes-3, No-0.

Supervisor Deming hereby appoints James Hodges as Deputy Water/Sewer Superintendent.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Christine Harris as York Water District Clerk. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint Connie Burger as Water District Billing Clerk. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Christine Harris as Sewer District Clerk. Voted on and approved, Yes-3, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to appoint Connie Burger as Sewer District Billing Clerk. Voted on and approved, Yes- 3, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to pay the Water/Sewer District Employees as follows: 50% by the Consolidated Water District and 50% by the Sewer Districts. Voted on and approved, Yes-3, No-0.

SALARIES AND WAGES

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the following salary and wage schedule for 2023. Voted on, Yes-3, No-0.

Supervisor	10,000.00/year	Monthly
Clerk to the Supervisor	21.00/hour	Biweekly
Town Clerk/Tax Collector	34,000.00/year	Biweekly
Deputy Town Clerk	21.00/hour	Biweekly
Registrar of Vital Statistics	1,734.00/year	Biweekly
Deputy Registrar	21.00/hour	Biweekly
Town Justice, (2)	9,877.00/year	Monthly
Justice Clerk	16.50/hour	Biweekly
Town Board Members (4)	5,725.00/year	Monthly
Highway Superintendent	65,650.00/year	Biweekly
Deputy Highway Supt.	Additional 1.00 /hour	Biweekly
Clerk to the Highway Supt.	21.00/hour	Biweekly
Highway Employee (1)	28.30/hour	Biweekly
Highway Employee (3)	27.30/hour	Biweekly
Highway Shift Differential	.75/hour	Biweekly
P/T Employees (HWY)	15.00/hour	Biweekly
P/T Snow/Ice Removal	20.00/hour	Biweekly
Supervisor/Water & Sewer Personnel	6,950.00/year	Biweekly
Deputy W/S Supt	Additional 1.00/hour	Biweekly
Water & Sewer Plant Employee (1)	28.30/hour	Biweekly
Water Sewer Plant Employee (1)	27.30/hour	Biweekly
Water Sewer Plant Employee (1)	23.23/hour	Biweekly
Water/Sewer Consultant	15.00/hour	Biweekly
Zoning & Code Enforcement Officer	17,040.00/year	Biweekly
Senior Recycling Attendant (2)	17.00/hour	Biweekly
Recycling Attendant	15.00/hour	Biweekly
Assessor	24,500.00/year	Biweekly
Assessor Services addressing	2,500.00/year	Biweekly
Assessor Re-evaluation Clerk	1,500.00/year	Biweekly
Water District Clerk	5,100.00/year	Biweekly
Water District Billing Clerk	17.00/hour	Biweekly
Sewer District Clerk	5,100.00/year	Biweekly
Sewer District Billing Clerk	17.00/hour	Biweekly

Town Hall Custodian	5150.00/year Biweekly
Town Historian (1)	1,400.00/year Quarterly
Town Constable	15.00/hour Quarterly
Planning/Zoning Secretary	15.50 hour Quarterly
Planning Board Members	40.00/per mtg.
Zoning Board of Appeals Members	40.00/per mtg.
Board of Assessment Review Members	20.00/hour

Supervisor Deming made the following Committee Appointments:

Public Works:	Frank Rose (Chair) required min. 2 mtg/yr
Recycling:	Jerry Deming (Chair)
Buildings:	Amos Smith (Chair)
Youth:	Jason Swede (Chair)
Emergency. Services:	Norman Gates (Chair)
Land Preservation & Alternate Energy	Amos Smith (Chair)
Salary & Negotiations:	Jerry Deming (Chair) + 1 Board Member
Festival/Town Promotions	Jason Swede (Chair)

EMPLOYEE HANDBOOK REVIEW:

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede per NYS Comptroller's Office a recommendation to review the Town of York employee handbook annually for the purpose of ensuring government compliance as well as fostering a positive work environment and employee relations. Upon viewing, voted on and approved, Yes-3, No-0.

JUDICIAL:

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith that the Town Board of York, New York, County of Livingston, hereby consents to the temporary assignment of its justices to preside in other town courts in the Seventh Judicial District as need arises during the year 2023. Voted on and approved, Yes-3, No-0.

RECORDS MANAGEMENT

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede that the Retention and Disposition Schedule for New York Local Government Records (LGS-01) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for municipal government records, is hereby adopted for use by all Town officers in disposing of municipal government therein, and it is FURTHER RESOLVED that:

- a. The Town Clerk is hereby designated as the Town's Records Management Officer (RMO) and shall direct the Town's Records Management Program;
- b. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention period prescription therein; and,
- c. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

Voted on and approved, Yes-3, No-0.

BOARD APPOINTMENTS FOR JANUARY 1, 2023

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to offer public advertisement for appointed positions due to upcoming term expirations. (Planning Board, Zoning Board of Appeals, Board of Assessment Review)

Voted on and approved, Yes-3, No-0.

POLICY ON PUBLIC ADDRESSING THE BOARD:

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede stating Town Law that it is the Supervisor's responsibility to set the agenda in addition to a meeting policy.

WHEREAS, the privilege must be scheduled in advance through the Town Office by 4 pm Friday prior to the scheduled Town Board meeting date, as well as any handouts that will be part of the privileges of the floor, for that upcoming meeting.

WHEREAS, anyone wishing to address the Board will be granted 5 minutes as long as it corresponds to the item printed on the agenda at hand for which they have requested the privilege to comment. Voted on and approved, Yes-3, No-0.

PROCUREMENT POLICY:

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the existing Procurement Policy of the Town of York. Voted on and approved, Yes-3, No-0.

STANDARD WORK HOURS

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to set the standard work hours for each Town of York position for the year 2023 as required by New York State, as follows:

<u>Position</u>	<u>Standard Hours</u>
Clerk to the Supervisor	6
Deputy Town Clerk	6
M.E.O.	8
Town Clerk	6
Water/Sewer Operator	8
Recycling Attendant	6
Laborer Part Time	6
Water District Clerk	6
Clerk Part Time	6
Supervisor	6
Town Board	6
Justice	6
Water/Sewer Operator Director	8
Clerk to the Town Justice	6
Sewer District Clerk	6
Custodian	6
Zoning Office Part Time	6
Assessor	6
Highway Superintendent	8
Historian	6
Recreation Aid	6

Voted on and approved, Yes-3, No-0.

PETTY CASH AUDIT

RESOLUTION offered by Mr. Swede and seconded by Mr. Smith to approve the Water and Town Clerk Petty cash audit submitted by Clerk Harris. Voted on and approved, Yes-3, No-0.

** The audit was conducted prior to the start of the Organizational Meeting by Supervisor Deming.

ADJOURNMENT

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to adjourn the Organizational Meeting at 5:15 p.m. Voted on and approved, Yes-3, No-0.

Respectfully Submitted,
Christine M. Harris
Christine M. Harris, Clerk