

Town of York  
2016 Organizational Meeting  
January 2, 2016  
11:00 am

Present: Supervisor Gerald L. Deming, Council Members: Lynn Parnell, Norman Gates, Amos Smith and Frank Rose Jr.

Absent: None

Others: Andrea Rose, Carl Peter, Henry Fuller and George Worden Jr. (Highway Supt.)

Supervisor Deming opened the Organizational Meeting at 11:05 a.m.

**GENERAL**

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to designate the Bank of Castile as the Official Depository of the Town of York. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to designate Baldwin Business Services of Nunda, New York as the Towns' official accounting firm in addition to bookkeeping and payroll purposes. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to designate the Livingston County News as the Official Publication of the Town of York. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to authorize the Supervisor to appoint a Clerk to the Supervisor, whose duties are to include Special Improvement Districts. Voted on and approved, Yes-5, No-0.

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

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to authorize the Supervisor to appoint a Deputy Supervisor. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Lynn Parnell as Deputy Supervisor.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates 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-5, No-0.

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

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to approve the Deputy Town Clerk .Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to reaffirm Gregg Torrey as Single Assessor, to continue a six year term, expiring September 30, 2019. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to create an additional Assistant Assessor position effective January 1, 2016, to be appointed by the Town Board at a later date, for a period of one year, with the term expiring December 31, 2016. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to appoint Christine Harris as Tax Collector. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to appoint Christine Harris as Registrar of Vital Statistics. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Patricia Barefoot as Deputy Registrar. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2016. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to appoint Stephen Gates as Town Historian. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to appoint Peter Robinson as York/Leicester Youth Director. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Norma Geary as P/T Justice Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to create two (2) Town Constable positions, for a period of one year, term expiring December 31, 2016 and to appoint the following two people as Town Constables: Mary Mayes and Francis Burger. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates setting the mileage allowance for Town Officials using their own vehicle on official town business at \$ .54 per mile. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to approve the following schedule of regular meetings of the York Town Board:

January	14th
February	11th
March	10th
April	14th
May	12th
June	9th
July	14th
August	11th
September	8th
October	13th
November	10th
December	8 <sup>th</sup> & 28 <sup>th</sup> (Wednesday)

Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose 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-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith authorizing the Supervisor to open all bids. Voted on and approved, Yes-5, No-0.

**HIGHWAY**

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates 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-5, No-0.

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

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to approve the appointment of Patricia Barefoot to the position of Clerk to the Highway Superintendent. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose allowing the Highway Superintendent permission to appoint a Deputy Highway Superintendent. Voted on and approved, Yes-5, No-0.

I, George Worden Jr., Highway Superintendent hereby appoint Ronald Copeland as Deputy Highway Superintendent.

RESOLUTION offered by Mr. Gates and seconded by Mr. Rose to approve the appointment of Ronald Copeland to the position of Deputy Highway Superintendent. Voted on and approved, Yes-5, No-0.

### **WATER/SEWER**

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint a Supervisor for Water & Sewer Personnel, for a period of one year, term expiring December 31, 2016. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to appoint George Worden as the Supervisor of Water & Sewer Personnel. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell allowing the Supervisor permission to appoint a Deputy Water/Sewer Supt. Voted on and approved, Yes-5, No-0.

Supervisor Deming stated a Deputy Water & Sewer Superintendent may be appointed at a later date.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose to appoint Christine Harris as York Water District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint Lynne Messana as Water District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to appoint Christine Harris as Sewer District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell to appoint Lynne Messana as Sewer District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose 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-5, No-0.

### **SALARIES AND WAGES**

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to approve the following salary and wage schedule for 2016. Voted on, Yes-5, No-0.

Supervisor	\$ 10,000.00/year	Monthly
Clerk to the Supervisor	\$ 14.70/hour	Biweekly
Town Clerk/Tax Collector	\$ 26,840.00/year	Biweekly
Deputy Town Clerk	\$ 14.70/hour	Biweekly
Registrar of Vital Statistics	\$ 1,515.00/year	Biweekly
Deputy Registrar	\$ 14.70/hour	Biweekly
Town Justice, (2)	\$ 8,432.50/year	Monthly
Justice Clerk	\$ 15,225/year	Biweekly
Town Board Members (4)	\$ 4,878.00/year	Monthly
Highway Superintendent	\$ 56,010.00/year	Biweekly
Deputy Highway Supt.	\$ .50 /hour	Biweekly
Clerk to the Highway Supt.	\$ 14.70/hour	Biweekly
Highway Employees, Regular (3)	\$ 23.31 /hour	Biweekly
Highway Employee (1)	\$ 20.31/hour	Biweekly
Highway Employee (1)	\$ 18.66/hour	Jan 5
Highway Shift Differential	\$ .75/hour	Biweekly
P/T Employees (including HWY)	\$ 10.00/hour	Biweekly
P/T Snow/Ice Removal	\$ 13.00/hour	
Supervisor/Water & Sewer Personnel	\$ 6,305.00/year	Biweekly
Water & Sewer Plant Employee (2)	\$ 23.31/hour	Biweekly
Water/Sewer Consultant	\$ 15.00/hour	Biweekly
Zoning & Code Enforcement Officer	\$ 14,690.00/year	Biweekly
Senior Recycling Attendant	\$ 11.00/hour	Biweekly
Assessor	\$ 20,700.00/year	Biweekly
Assistant Assessor	\$ 10.00/hour	Biweekly
Water District Clerk	\$ 4,483.00/year	Biweekly
Water District Billing Clerk	\$ 13.00/hour	Biweekly
Sewer District Clerk	\$ 4,483.00/year	Biweekly
Sewer District Billing Clerk	\$ 13.00/hour	Biweekly
Town Hall Custodian	\$ 4,845.00/year	Biweekly
Town Historian (1)	\$ 1,185.00/year	Quarterly
Town Constable	\$ 10.00/hour	Quarterly
Planning/Zoning Secretary	\$ 30.00/per mtg.	
Planning Board Members	\$ 25.00/per mtg.	
Zoning Board of Appeals Members	\$ 25.00/per mtg.	
Board of Assessment Review Members	\$ 10.00/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: Lynn Parnell (Chair)

Emergency. Services: Norman Gates (Chair)

Land Preservation &  
Alternate Energy Amos Smith (Chair)

Salary & Negotiations: Jerry Deming (Chair) + 1 Board Member

Festival/Town Promotions Lynn Parnell (Chair)

**EMPLOYEE HANDBOOK REVIEW:**

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose, 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-5, No-0.

**JUDICIAL:**

RESOLUTION offered by Mr. Rose 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 2016. Voted on and approved, Yes-5, No-0.

**RECORDS MANAGEMENT**

RESOLUTION offered by Mr. Smith and seconded by Mr. Smith that the Records Retention and Disposition Schedule MU-1 issued pursuant to Article 7-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 records listed therein, and it is FURTHER RESOLVED that in accordance with Article 7-A:

- 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 Records Retention and Disposition Schedule MU-1 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-5, No-0.

**BOARD APPOINTMENTS FOR JANUARY 1, 2016**

RESOLUTION offered by Mr. Gates and seconded by Mrs. Parnell 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-5, No-0.

**POLICY ON PUBLIC ADDRESSING THE BOARD:**

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Rose 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 Supervisor, if handouts are part of the privilege of the floor, handouts must be given no later than noon on the day of the scheduled meeting.

WHEREAS, anyone wishing to address the Board will be granted **15** 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-5, No-0.

**PROCUREMENT POLICY:**

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates, after review of the existing Procurement Policy for the Town of York, it is approved once again for the year 2016. Voted on and approved, Yes-5, No-0.

**STANDARD WORK HOURS**

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to set the standard work hours for each Town of York position for the year 2016 as required by New York State, as follows:

<b><u>Position</u></b>	<b><u>Standard Hours</u></b>
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-5, No-0.

**ADJOURNMENT**

RESOLUTION offered by Mr. Smith and seconded by Mr. Gates to adjourn the Organizational Meeting at 11:25 a.m. Voted on and approved, Yes-5, No-0.

Respectfully Submitted,

Christine M. Harris, Clerk