

Town of York  
2008 Organizational Meeting  
January 1, 2008  
1 p.m.

Present: Gerald L. Deming, Supervisor, Council Members: Lynn Parnell, David Deuel and Frank Rose Jr.

Absent: Norman Gates

Others: Carl Peter and George Worden Jr.

Supervisor Deming opened the Organizational Meeting at 1:00 p.m.

**GENERAL**

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to designate the Bank of Castile as the Official Depository of the Town of York. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to designate St. John & Baldwin of Nunda, New York as the Towns' official accounting firm. Voted on , Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to designate the Livingston County News as the Official Publication of the Town of York. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel 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, Yes-4, No-0.

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

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to authorize the Supervisor to appoint a Deputy Supervisor. Voted on, Yes-4, No-0.

Supervisor Deming hereby appoints Lynn Parnell as Deputy Supervisor.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel authorizing the Town Clerk to create an additional Deputy Town Clerk position and appoint up to three (3) Deputy Town Clerks, subject to the approval of the Town Board. Voted on, Yes-4, No-0.

I, Christine Harris, do hereby appoint Norma Geary, Patricia Barefoot and Lynn Messana as Deputy Town Clerks.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to approve the Deputy Town Clerks. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to reaffirm Anne Sapienza as Single Assessor, to continue a six year term, expiring September 30, 2013. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to appoint a Clerk to the Assessor. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint Lynne Messina as Clerk to the Assessor. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to create an additional Assistant Assessor position effective January 1, 2008, to be appointed by the Town Board at a later date, for a period of one year, with the term expiring December 31, 2008. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to appoint Christine Harris as Tax Collector. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint Christine Harris as Registrar of Vital Statistics. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to appoint Norma Geary as Deputy Registrar. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2008. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to create an Assistant Zoning/Code Enforcement Officer to be appointed by the Town Board. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to appoint Davies Nagel (unpaid per his request) and Stephen Gates as Co-Town Historians. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to appoint a York/Leicester Youth Director to be named at a later date. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint Norma Geary as Justice Clerk. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to create two (2) Town Constable positions, for a period of one year, term expiring December 31, 2008

and to appoint the following two people as Town Constables: Mary Mayes and Francis Burger. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel setting the mileage allowance for Town Officials using their own vehicle on official town business at \$ .505 per mile. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to approve the following schedule of regular meetings of the York Town Board:

January	10 <sup>th</sup>
February	14 <sup>th</sup> and 28th
March	13 <sup>th</sup> and 27th
April	10 <sup>th</sup> and 24th
May	8 <sup>th</sup> and 22nd
June	12 <sup>th</sup> and 26th
July	10 <sup>th</sup> and 24 <sup>th</sup>
August	14 <sup>th</sup> and 28th
September	11 <sup>th</sup> and 25 <sup>th</sup>
October	9 <sup>th</sup> and 23rd
November	13th
December	11 <sup>th</sup>

Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell that pursuant to Section 12 Town Law, all vouchers for claims against the Town of York may be audited, allowed and paid, after approval by the Town Board. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel authorizing the Supervisor to open all bids. Voted on, Yes-4, No-0.

### **HIGHWAY**

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose authorizing the Highway Superintendent permission to appoint a Clerk to the Highway Superintendent, subject to the approval of the Town Board. Voted on, Yes-4, No-0.

I, George Worden Jr., Highway Superintendent hereby appoint Norma Geary as Clerk to the Highway Superintendent.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to approve the appointment of Norma Geary to the position of Clerk to the Highway Superintendent. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose allowing the Highway Superintendent permission to appoint a Deputy Highway Superintendent. Voted on, Yes-4, No-0.

I, George Worden Jr., Highway Superintendent, hereby appoint Michael Nevin as Deputy Highway Superintendent.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to approve the appointment of Deputy Highway Superintendent as appointed. Voted on, Yes-4, No-0.

### **WATER/SEWER**

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint a Senior Water & Sewage Treatment Plant Operator, for a period of one year, term expiring December 31, 2008. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to appoint Norman Barrett as Senior Water & Sewage Treatment Plant Operator. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel allowing the Public Works Chairperson permission to appoint a Deputy Water/Sewer Superintendent. Voted on, Yes-4, No-.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint Christine Harris as York Water District Clerk. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to appoint Lynne Messana as Water District Billing Clerk. Voted on, Yes-4, No-0.

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to appoint Christine Harris as Sewer District Clerk. Voted on, Yes-4, No-0.

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to appoint Lynne Messana as Sewer District Billing Clerk. Voted on, Yes-4, No.

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to pay the Water/Sewer District Employees as follows: 50% by the Consolidated Water District and 50% by the Sewer Districts. Voted on, Yes-4, No-0.

### **SALARIES AND WAGES**

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel to approve the following salary and wage schedule for 2008. Voted on, Yes-4, No-0.

Supervisor	\$ 10,000.00/year	Monthly
Clerk to the Supervisor	\$ 12.25/hour	Biweekly
Town Clerk/Tax Collector	\$ 23,480.00/year	Biweekly
Deputy Town Clerk	\$ 5,625.00/year	Biweekly
Registrar of Vital Statistics	\$ 1,326.00/year	Biweekly
Deputy Registrar	(included with Dep. Town Clerk duties assigned to Norma Geary)	
Town Justice, (2)	\$ 7,375.00/year	Monthly
Justice Clerk	\$ 17,400.00/year	Biweekly
Town Board Members (4)	\$ 4,440.00/year	Monthly
Highway Superintendent	\$ 45,000.00/year	Biweekly
Deputy Highway Supt.	\$ 20.61/hour	Biweekly
Clerk to the Highway Supt.	(included with Dep. Town Clerk duties assigned to Norma Geary)	
Highway Employees, Regular (3)	\$ 20.11/hour	Biweekly
Highway Shift Differential	\$ .75/hour	Biweekly
Employees, Part time	\$ 9.50/hour	Biweekly
Sr. Water/Sewage Tr. Pl. Operator	\$ 25,000.00/year	Biweekly
Water & Sewer Plant Employee (Deputy)	\$ 20.61/hour	Biweekly
Water & Sewer Plant Employee (#1)	\$ 20.11/hour	Biweekly
Water & Sewer Plant Employee (#2)	\$ 19.10/hour	Biweekly
Zoning & Code Enforcement Officer	\$ 13,112.00/year	Biweekly
Deputy Zoning/Code Enforce. Officer	\$ 9.50/hour	Biweekly
Assessor	\$ 20,085.00/year	Biweekly
Clerk to the Assessor	\$ 2,060.00/year	Biweekly
Assistant Assessor	\$ 9.50/hour	Biweekly
Water District Clerk	\$ 3,930.00/year	Biweekly
Water District Billing Clerk	\$ 11.25/hour	Biweekly
Sewer District Clerk	\$ 3,930.00/year	Biweekly
Sewer District Billing Clerk	\$ 11.25/hour	Biweekly
Town Hall Custodian	\$ 4,404.00/year	Biweekly
Town Historian (2)	\$ 1,060.00/year	Quarterly
Town Constable	\$ 9.50/hour	Quarterly
Planning Board Members	\$ 25.00/per mtg.	Monthly
Zoning Board of Appeals Members	\$ 25.00/per mtg.	Monthly
Board of Assessment Review Members	\$ 9.50/hour	Monthly

**Supervisor Deming made the following Committee Appointments:**

Public Works:	Frank Rose	(Chair)
Recycling:	Lynn Parnell	(Chair)
Buildings:	David Deuel	(Chair)
Youth:	Lynn Parnell	(Chair)
Emerg. Services:	Norman Gates	(Chair)

Land Preservation &  
Alternate Energy                      David Deuel    (Chair)  
Salary & Negotiations:              G. Deming     (Chair) + 1 Board Member to be appointed

**JUDICIAL:**

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose 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 2008 and approves the temporary assignment of judges from other towns in the Seventh Judicial District to its court as need arises during the year 2008. Voted on, Yes-4, No-0.

**ASSOCIATION OF TOWNS**

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to Designate Town Supervisor, Gerald L. Deming to represent the Town of York at the Annual Business Session of the Association of Towns Conference, of the State of New York, to be held in New York City, on February 17<sup>th</sup> through February 20<sup>th</sup>, 2008, and to cast the vote(s) of the Town of York, pursuant to Section 6 of Article III of the constitution and By-Laws of the Association. Should the Supervisor not attend the Annual Meeting he may designate any Town Board Member attending as alternate. The Town Board must grant permission for any Town Official to attend the Annual Meeting and Training School, such approval to be made during a regularly scheduled Town Board Meeting. Voted on, Yes-4, No-0.

**RECORDS MANAGEMENT**

RESOLUTION offered by Mrs. Parnell and seconded by Mr. Deuel 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, Yes-4, No-0.

**STANDARD WORK HOURS**

RESOLUTION offered by Mr. Deuel and seconded by Mr. Rose to set the standard work hours for each Town of York position for the year 2008 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, Yes-4, No-0.

**ADJOURNMENT**

RESOLUTION offered by Mr. Rose and seconded by Mrs. Parnell to adjourn the Organizational Meeting at 1:28 p.m. Voted on, Yes-4, No-0.

Respectfully Submitted,

Christine M. Harris, Clerk