

2014 ORGANIZATIONAL MEETING

The Organizational meeting of the South Bristol Town Board was called to order January 5, 2015 at 7:04pm at the Town Hall, 6500 W Gannett Hill Rd., Naples NY 14512.

PRESENT

Barbara Welch, Supervisor
James Bachman, Councilman
Scott Wohlschlegel, Councilman
Robert Cone, Councilman

RECORDING SECRETARY

Judy Voss, Town Clerk

OTHERS

Anne Jacobs, Mattie Bicknell, Howie Jacobson, Tim Buehl, Dick Johnson, Bob & Melanie Eisenberg, Henry Savage, Dan Marshall, Bruce Hunt, et al

Supr. Welch opened the meeting with Roll Call and the Pledge of Allegiance.

RESOLUTION #1-2015

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #1-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #1-2015 INVESTMENT POLICY

I.SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II.OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order

- to conform with all applicable Federal, State and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to obtain a reasonable rate of return (yield).

III.DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investment, transactions dates, and other relevant information and regulate the activities of subordinate employees.

IV.PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of South Bristol to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own

SOUTH BRISTOL TOWN BOARD

ORGANIZATIONAL MEETING

January 5, 2015

affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V.DIVERSIFICATION

It is the policy of the Town of South Bristol to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI.INTERNAL CONTROLS

It is the policy of the Town of South Bristol for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 30 days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII.DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Officer</u>
Cdga. National Bank	Supervisor
Community Bank	Supervisor
Five Star Bank	Supervisor

VIII.COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of South Bristol, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

By a pledge of "eligible securities" with an aggregate "market value" or provided by General Municipal Law §10, equal to the aggregate amount of deposits from the categories designated in appendix A to the policy.

IX.SAFEKEEPING & COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Trust Department or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances be commingled with or become part of the backing for any other deposit or liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may

SOUTH BRISTOL TOWN BOARD

ORGANIZATIONAL MEETING

January 5, 2015

cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X.PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Town of South Bristol authorizes the Supervisor to invest moneys not required for immediate expenditures for terms not to exceed its projected cash flow needs in the following types in investments:

- Special time deposit accounts;
- Certificate of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America; Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State comptroller) by any municipality, school district or district corporation other than the Town of South Bristol;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable or redeemable at the option of the Town of South Bristol within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of South Bristol within two years of the date of purchase.

RESOLUTION #2-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #2 - 2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #2-2015 LEGAL NEWSPAPER & INFORMATIONALS

RESOLVED, the South Bristol Town Board designates the Daily Messenger, Canandaigua, NY as the legal newspaper.

RESOLVED, the South Bristol Town Board designates www.southbristolny.org as the source for information on local government activities.

RESOLUTION #3-2015

On a motion made by Supr. Welch and seconded by Councilman Cone, Resolution #3-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #3-2015 REGULAR TOWN BOARD MEETING DATES

RESOLVED, the South Bristol Town Board designates the second (2nd) Monday of each month, except for October when it will be Tuesday, Oct. 13th, to conduct the regular Town Board meeting. The meeting time will be at 7:00 pm, at the Town Hall, Bristol Springs, NY.

RESOLUTION #4-2014

On a motion made by Councilman Cone and seconded by Councilman Wohlschlegel, Resolution #4-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #4-2015 YEAR END TOWN BOARD MEETING DATE

RESOLVED, the South Bristol Town Board designates December 26, 2015 to conduct a year-end meeting. The meeting time will be 9:00 am, at the Town Hall, Bristol Springs, NY.

Councilman Wohlschlegel noted that the 26th is too soon after Christmas and would like to schedule a different date. Supr. Welch said this can be changed at any time.

RESOLUTION #5-2015

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #5-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #5-2015 MILEAGE RATE

RESOLVED, the South Bristol Town Board rate of fifty seven and a half cents (57.5) per mile for official town business is in keeping with the IRS 2015 Standard Mileage Rate. The Town Board may change the mileage rate at any time during the calendar year 2015 to reflect any adjustments made in the IRS Standard Mileage Rate.

Councilman Bachman said that the rate may change because the lower gas prices and will keep an eye on it.

RESOLUTION #6-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #6 - 2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #6-2015 WAGES – BOARD OF ASSESSMENT REVIEW

RESOLVED, pursuant to the adopted budget for 2015, an hourly rate of twelve dollars per hour (\$12.00) is established for each member of the Assessment Board of Review.

RESOLVED, the above referenced wage scale is applicable to Grievance Day, necessary training and all on sight inspections in the completion of their assigned duties.

RESOLUTION #7-2015

On a motion made by Supr. Welch and seconded by Councilman Cone, Resolution #7-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #7-2015 AGENDA – ABSTRACT OF VOUCHERS

RESOLVED, that the Supervisor shall within five business (5) days preceding any regular scheduled Town Board meeting, have available the agenda for all Town Board members; and be it further

RESOLVED, that the Town Clerk shall have available within five business (5) days preceding any regular scheduled Town Board meeting all vouchers and corresponding vendor invoices for review by all Town Board members.

RESOLUTION #8-2015

On a motion made by Councilman Cone and seconded by Councilman Wohlschlegel, Resolution #8-2015 was ACCEPTED. Voting AYE: 3. Voting NAY: 1. Voting AYE: Welch, Bachman and Wohlschlegel. Voting NAY: Cone.

RESOLUTION #8-2015 PAYMENTS WITHOUT PRIOR AUDIT

WHEREAS, the NYS Town Law §118 provides that the Supervisor may pay certain claims and contracts which exceed one (1) year in duration, including fixed salaries, principle of interest on indebtedness, utility, postage, freight expenses, etc. before they are audited; be it

RESOLVED, the Supervisor is authorized to execute such pre-audit indebtedness as may be necessary including any and all insurance premiums and bills where interest or late charges would be incurred by the Town in the event said bills were not paid prior to the next scheduled regular town board meeting. The Town Board shall through its auditing authority have final approval of all such pre-audit claims.

RESOLVED, that all such pre-paid vouchers are to be clearly identified as such in the monthly abstract of vouchers prepared by the Town Clerk.

RESOLUTION #9-2015

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #9-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #9-2015 SUPT. OF HIGHWAY PURCHASE AUTHORIZATION

RESOLVED, the South Bristol Town Board authorizes the Highway Superintendent to make purchases not to exceed three thousand dollars, (\$3,000.00) per purchase for which provision has been made in the annual Highway budget subject to verification of availability of appropriations.

RESOLVED, the Town Board shall through its auditing authority have final approval of all pre-audit claims.

RESOLVED, that all such pre-paid vouchers are to be clearly identified as such in the monthly abstract of vouchers prepared by the Town Clerk.

RESOLUTION #10-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #10-2015 was NOT ACCEPTED. Voting AYE: 2. Voting NAY: 2. Voting AYE: Welch and Bachman. Voting NAY: Wohlschlegel and Cone.

RESOLUTION #10-2015 APPT. ATTORNEY FOR THE TOWN

RESOLVED, the South Bristol Town Board appoints Jeffrey Graff to represent the Town as Attorney for the Town for the year 2015.

DISCUSSION:

Councilman Cone said the attorney should have advised the Board that when we approved the resolutions for the fireworks that the Board essentially put a ban on fireworks. Councilman Cone found it embarrassing and the town attorney should have caught that and is something the Board will have to revisit. Based on that, Councilman Cone is not in support of resolution 10-2015 and the Board should look for another attorney. Councilman Wohlschlegel agreed.

Supr. Welch said the Town needs an attorney as of today and asked if they accepted this resolution then someone on the Board could start the process and look for another attorney.

SOUTH BRISTOL TOWN BOARD

ORGANIZATIONAL MEETING

January 5, 2015

Councilman Cone said this resolution needs to be put back on with another attorney at the next board meeting.

Supr. Welch said the services need to go out to bid and get the data to make the decision; who is going to do that? It is a lengthy process.

Councilman Wohlschlegel agreed that the Town should look for another attorney; the Board could have been advised a lot better on the fireworks issue.

Councilman Cone said he will not approve the resolution and doesn't think the Board is ready to.

Supr. Welch said we are not ready to appoint someone else and by not having him appointed as of tomorrow the Town doesn't have an attorney representing the Town and suggested to pass the resolution and work on the research and putting it out to bid. Supr. Welch said Attorney Graff represents 1/3 of the Towns in Ontario County and there are savings that accrue because of that. We would have to have some process in place for putting this out to bid and making a determination.

Councilman Cone said we need another attorney right now, this month.

Supr. Welch asked if they could offer an amendment to the resolution. Supr. Welch said it is a process; we can't just put someone name in the resolution without the specs, bid, etc.

On a motion made by Supr. Welch and seconded by Councilman Wohlschlegel, Amended Resolution #10-2015 was ACCEPTED. Voting AYE: 3. Voting NAY: 1. Voting AYE: Welch, Bachman and Wohlschlegel. Voting NAY: Cone.

AMENDED RESOLUTION #10-2015 APPT. ATTORNEY FOR THE TOWN

RESOLVED, the South Bristol Town Board appoints Jeffrey Graff to represent the Town as Attorney for the Town. The Town Board reserves the right to go out to bid to determine the best attorney to represent the Town in the coming year.

RESOLUTION #11-2015

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #11-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #11-2015 APPT. DEPUTIES

RESOLVED, the South Bristol Town Board approves the following appointments for 2015:

- Deputy Supervisor – James Bachman
- Deputy Town Clerks – Mary Jane Thompson
- Deputy Highway Supt. – Richard Emmons
- Deputy Tax Collector – Susan M. Hoch

RESOLUTION #12-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #12- 2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #12-2015 WAGES – HOURLY EMPLOYEES

RESOLVED, the following employees' hourly wages shall be:

<u>Highway Fund</u>	<u>YEAR 2015</u>
Gary Leach	\$24.43
Edward Years	\$22.29
John Bluhm	\$21.88

SOUTH BRISTOL TOWN BOARD
ORGANIZATIONAL MEETING
January 5, 2015

Jack Leach	\$21.88
Mark Caves	\$21.08
Jamie Bashford	\$19.56
Richard Emmons	\$21.97
<u>General Fund</u>	<u>YEAR 2015</u>
Mary Jane Thompson	\$14.36
Susan M. Hoch	\$14.36

RESOLUTION #13-2015

On a motion made by Supr. Welch and seconded by Councilman Cone, Resolution #13-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #13-2015 APPT. HISTORIAN

RESOLVED, the South Bristol Town Board appoints John Holtz as Town Historian for 2015 with an annual wage of \$350.00.

RESOLUTION #14-2015

On a motion made by Councilman Cone and seconded by Councilman Wohlschlegel, Resolution #14-2014 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #14-2015 FIXED ASSET INVENTORY

RESOLVED; the Town Board authorizes all fixed assets of \$1,000 or more to be permanently recorded and on file in the office of Bookkeeper to the Supervisor.

RESOLUTION #15-2015

On a motion made by Supr. Welch to amend Resolution #15-2015 to reflect an hourly rate of \$14.25 for Bob Germano and seconded by Councilman Cone was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #15-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #15-2015 APPOINTMENTS – PAID EMPLOYEES

RESOLVED, the South Bristol Town Board makes the following appointments for 2015:

ASSESSOR - Valary Muscarella, \$31,206 per year

CODE ENFORCEMENT OFFICER – Phillip Sommer, \$23.06 per hour

BOOKKEEPER –Jane Korbin, \$16.24 per hour

RECYCLING CENTER – Michael Vest and Michael Ball, \$13.12 per hour

TRANSFER STATION OPERATOR – Bob Germano, \$14.25 per hour

OFFICE SPECIALIST I – Debra Minute, \$18.88 per hour

HEALTH OFFICER – Dr. Jeffrey Long at a salary of \$300.00 per calendar year

JUSTICE CLERK – Courtney Bolton, \$14.39 per hour

RESOLUTION #16-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #16-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #16-2015 APPT. BOARD CHAIRMAN

SOUTH BRISTOL TOWN BOARD

ORGANIZATIONAL MEETING

January 5, 2015

RESOLVED, the Town Board appoints the following Board Chairman positions for 2015:

Planning Board – Jim Ely	\$450/YEAR
Zoning Board of Appeals – Thomas Burgie	\$350/YEAR

RESOLUTION #17-2015

On a motion made by Supr. Welch and seconded by Councilman Cone, Resolution #17-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #17-2015 SCHEDULE OF PAID HOLIDAYS

RESOLVED, the Town Board confirms the following days, as outlined in the Employee Handbook, as paid holidays:

New Years Day (January 1.)
Memorial Day (last Monday in May)
Independence Day (July 3.)
Labor Day (first Monday in September.)
Veteran’s Day (November 11.)
Thanksgiving Day (fourth Thursday in November.)
Christmas Day December 25.)

Three floating holidays may be scheduled upon approval of the Department Head.

RESOLUTION #18-2015

On a motion made by Councilman Cone and seconded by Councilman Wohlschlegel, Resolution #18-2015 was ACCEPTED as amended. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #18-2015 ESTABLISHMENT OF PETTY CASH ACCOUNTS

RESOLVED, that Petty Cash Accounts are established for the following offices:

Town Clerk	\$ 50
CEO	\$ 50
Highway Superintendent	\$100

RESOLVED, fiscal responsibility for Petty Cash Accounts is the responsibility of the Department Head.

RESOLUTION #19-2015

On a motion made by Councilman Wohlschlegel and seconded by Councilman Bachman, Resolution #19-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #19-2015 FINANCIAL AUDIT

WHEREAS, Town Law 123 requires the town undertake a financial audit by either the town board or a public accountant; be it

RESOLVED, the town board authorizes the completion of a 2014 financial audit by a public accountant.

RESOLUTION #20-2015

On a motion made by Councilman Bachman and seconded by Supr. Welch, Resolution #20-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #20-2015 PLANNING & ZONING BOARD REAPPOINTMENTS

RESOLVED, reappointments and terms to the Zoning Board is as follows:

SOUTH BRISTOL TOWN BOARD

ORGANIZATIONAL MEETING

January 5, 2015

South Bristol Zoning Board of Appeals
--

Thomas Brahm – term to expire 12/31/19
--

Robert Bacon – term to expire 12/31/19
--

RESOLUTION #21-2015

On a motion made by Supr. Welch and seconded by Councilman Cone, Resolution #21-2015 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Welch, Bachman, Wohlschlegel and Cone.

RESOLUTION #21-2015 APPOINTMENT OF CITIZEN REPRESENTATIVE TO THE HONEOYE LAKE WATERSHED TASK FORCE

RESOLVED, that the Board appoints Anne Jacobs to serve as the Citizen Representative to the HLWTF and receive mileage reimbursement and a stipend of \$25.00 per meeting attended.

Adjourn 7:31pm

Respectfully submitted,

Judy Voss
Town Clerk

DRAFT