

**TOWN OF EAST BLOOMFIELD
P. O. BOX 85
99 MAIN STREET
EAST BLOOMFIELD, NEW YORK 14443
(585) 657 7700**

2014 ORGANIZATIONAL MEETING AGENDA

January 13, 2014 7:00 PM

7:00 PM Pledge of Allegiance

Organizational Meeting

1. Resolution 2014-001 for General Appointments and Actions - attached
2. Resolution 2014-002 to Adopt Agreement for the Expenditure of Highway Monies under Section 284 of the NYS Highway Law - attached
3. Resolution 2014-003 to Set Salaries and Pay Rates for 2014 - attached
4. Resolution 2014-004 to Set Water and Sewer Rates for 2014 - attached
5. Resolution 2014-005 for Deputy Positions and Special Boards Appointments - attached
6. Town Board Committee Appointments - attached (no Board action required)
7. Adjournment

Dianne Crowley
Supervisor

RESOLUTION 2014-001 FOR GENERAL APPOINTMENTS AND ACTIONS

WHEREAS, the Board of the Town of East Bloomfield is required annually to adopt its plan for functional support appointments and actions; now, therefore,

BE IT RESOLVED, that the Board of the Town of East Bloomfield hereby:

1. Authorizes the Highway Superintendent to:
 - a. Bid diesel fuel and gasoline
 - b. Utilize bids under New York State, Ontario County, other NYS Counties and/or other NYS municipalities for the following:
 - i. salt
 - ii. equipment
 - iii. stone or bituminous materials
 - iv. supplies and services
 - v. any of the above items required for designated 2014 highway projects
 - c. Bid sand for control of snow and ice
 - d. Bid culvert pipe
 - e. Purchase snow fence
 - f. Purchase tires and miscellaneous tools for emergency purposes without further Board approval, provided cost does not exceed the limit set by law or approved 2014 budget.
2. Appoints Canandaigua National Bank and Trust Co., Five Star Bank, Chase Bank and the Bank of Castile as Town depositories and Canandaigua National Bank as recipient of Town/County Taxes.
3. Appoints the "Daily Messenger" as Town newspaper
4. Pays the Supervisor, Budget Officer, Town Board members, Highway Superintendent, Town Clerk, Town Justices, Tax Collector, Assessor, Deputy Town Clerk, Library Director, Code Enforcement Officer, Planning and Zoning Secretary, Supervisor's Bookkeeper, Assessor's Assistant, Highway Employees, Court Clerks, Custodian and Library Clerks bi-weekly.
5. Pays the Health Officer, Town Historian, Planning Board, Zoning Board of Appeals and Board of Assessment Review annually.
6. Pays the IRS rate for mileage, currently \$.565, for official Town travel.
7. Authorizes the duly elected Supervisor, Dianne Crowley, to sign checks on the Town of East Bloomfield's Checking and Savings accounts and, in the absence of the Supervisor, authorizes the Deputy Supervisor to sign checks on the Town of East Bloomfield's Checking and Savings accounts.
8. Authorizes the Supervisor to purchase Certificates of Deposit with surplus funds.
9. Authorizes the Supervisor to invest excess funds temporarily in day to day interest accounts and /or Money Market accounts as authorized by law and the Town's Investment Policy.
10. Appoints Dianne Crowley as Budget Officer
11. Appoints Dianne Crowley, Supervisor, as Fair Housing Officer
12. Appoints Margaret Gochenauer as Court Clerk and Kristina Crowley as alternate

13. Appoints David E. Anderson and Russ Kenyon as Attorneys for the Town
14. Appoints Chatfield Engineers and Thornton Engineering as Engineers for the Town
15. Appoints Town Clerk as Records Management Officer
16. Appoints the East Bloomfield Historical Society as Town Historian
17. Approves the Town Clerk's appointment as Registrars of Vital Statistics
18. Approves the Supervisor's appointment of Patricia Conklin as Bookkeeper to the Supervisor
19. Authorizes the Supervisor to publish a notice that a copy of the annual Town Financial Report is on file in the Town Clerk's office, in lieu of publishing a summary of such report.
20. Sets the public hearing on the Tax Cap Override Local Law #1-2013 for January 27, 2014.
21. Designates Veterans Park, 6910 State Routes 5 & 20, as the permanent official Polling Place for Election Districts 1, 2 and 3.
22. Schedules regular Town Board meetings the second and fourth Monday of each month at 7:30 PM, except the May 26th meeting will be held on Tuesday, May 27th, the October 13th meeting will be held on Tuesday, October 14th and the November 10th meeting will be held on Tuesday, November 11th.

**RESOLUTION 2014-002 TO ACCEPT THE HIGHWAY SUPERINTENDENT'S 2014
AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONIES UNDER THE NYS
HIGHWAY LAW SECTION 284**

WHEREAS, NYS Highway Law mandates that the Town Highway Superintendent enter into an agreement at the beginning of each year with the Town Board detailing the road repairs and renovations the Superintendent intends to accomplish during that year; and

WHEREAS, this Town Board has received the 2014 "284 Agreement" from the Town Highway Superintendent and agrees with the repairs and renovations indicated within the 284 Agreement; and

WHEREAS, the Town Board recognizes that the costs of the work defined in the 284 Agreement are within the 2014 Highway Budget, as passed in November, 2013; now, therefore, be it

RESOLVED, the this Town Board hereby accepts and agrees to the 284 Agreement as presented by the Town of East Bloomfield Highway Superintendent; and be it also

RESOLVED, that a copy of this Resolution be sent to the Town of East Bloomfield Highway Superintendent.

RESOLUTION 2014-003 TO SET SALARIES AND PAY RATES FOR 2014

WHEREAS, the Board of the Town of East Bloomfield is required annually to set salaries and hourly wages for all its elected and appointed employees; now, therefore,

BE IT RESOLVED, that the Board of the Town of East Bloomfield hereby sets the salaries and hourly wages for its elected and appointed employees:

1. Elected Officials:
 - a. Supervisor \$13,433.00/year
 - b. Town Clerk 38,365.96/year
 - c. Town Councilmen 3,331.00/year
 - d. Town Justices 11,279.38/year
 - e. Highway Superintendent 56,000.00/year
 - f. Tax Collector 4,244.00/year

2. Appointed Boards:
 - a. Planning Board Chairman \$1,753.13/year
 - b. Planning Board Members 876.46/year
 - c. Planning Board Secretary 14.70/hour
 - d. Zoning Board of Appeals Chairman 838.62/year
 - e. Zoning Board of Appeals Members 460.30/year
 - f. Zoning Board of Appeals Secretary 14.70/hour
 - g. Board of Assessment Review Chairman 532.81/year
 - h. Board of Assessment Review Members 292.15/year

3. Appointees:
 - a. Assessor \$24,034.24/year
 - b. Assessor's Assistant 11.85/hour
 - c. Code Enforcement Officer 43,720.00/year
 - d. Budget Officer 2,166.00/year
 - e. Buildings & Grounds Manager 2,040.00/year
 - f. Bookkeeper to Supervisor 14.00/hour
 - g. Account Reconciliation Clerk 18.00/hour
 - h. Deputy Town Clerk 12.33/hour
 - i. Court Clerk 15,450.00/year
 - j. Court Clerk Alternate 13.27/hour
 - k. Veterans Park Custodian 9.28/hour
 - l. Town Historian 800.00/year
 - m. Health Officer 600.00/year
 - n. Full Time Motor Equipment Operators 22.84/hour
 - o. Deputy Highway Superintendent .50/hour
 - p. Part Time Motor Equipment Operators 16.00 - 19.75/hour
 - q. Seasonal Laborer - Summer Minimum Wage
 - r. Seasonal Laborer - Winter Minimum Wage - 20.00/hour

RESOLUTION 2014-004 TO APPOINT DEPUTY POSITIONS AND SPECIAL BOARDS

WHEREAS, the Board of the Town of East Bloomfield is required annually to appoint individuals to certain deputy positions and special boards; now, therefore,

BE IT RESOLVED, that the Board of the Town of East Bloomfield hereby appoints the following:

DEPUTIES

1. Deputy Highway Superintendent - Scott Parker
2. Deputy Town Clerk - To be appointed at a later date
3. Deputy Supervisor - Michelle MacMillian

SPECIAL BOARD APPOINTMENTS

1. Chairman of the Planning Board appointment at a later date
2. Re-appoint Art Babcock. Interim, as Chairman of the Zoning Board of Appeals

EXTERNAL BOARD APPOINTMENTS

1. Appoint David Damaske as East Bloomfield representative to Boughton Park Board.
2. Appoint Dianne Crowley as East Bloomfield Town Board representative to the Western Ontario Local Community Development Corporation.
3. Appoint Michelle MacMillan as Town Board Representative to the East Bloomfield Recreation Consortium.
4. Appoint Philip E. White as representative-at-large to the East Bloomfield Recreation Consortium.

TEMPORARY/SEASONAL MOTOR EQUIPMENT OPERATORS

1. Appoint Allen Ingalls as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2014.
2. Appoint James Rogers as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2014.
3. Appoint Jeff Singleton as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2014.

RESOLUTION 2014-005 TO SET 2014 RATES FOR SEWER AND WATER DISTRICTS

WHEREAS, the Board of the Town of East Bloomfield is required annually to adopt rates for the Sewer and Water districts administered by the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Town of East Bloomfield hereby adopts those rates for 2014 as follows:

1. Quarterly rate for Sewer District #1 at \$155.10 per unit per quarter to be billed quarterly
2. Minimum quarterly water rate for all districts at \$25.00 for the first 5,000 gallons to be billed quarterly
3. Water District #1 at \$4.60 per 1,000 gallons to be billed quarterly
4. Water District #2 at \$4.60 per 1,000 gallons to be billed quarterly
5. Water District #2 Ext. 2 at \$4.60 per 1,000 gallons to be billed quarterly
6. Water Districts #3 and #4 dissolved as of Dec. 31, 2013.

COMMITTEE APPOINTMENTS

Audit Committee - Chair: MacMillian,

With the Account Reconciliation Clerk, conduct annual reviews of each department's finances, recordkeeping and internal controls according to the guidelines set forth by the New York State Comptroller's Office.

1. Biennially, in the year in which the Town Supervisor's term begins, develop a Request for Proposal for an external audit of the entire Town's books and internal controls and follow through with Town Board to external audit's completion.
2. Produce annual budgetary requirements to the Supervisor.

Buildings and Grounds - Chair: Hawkins

Responsibilities:

1. Coordinate the maintenance of all Town capital assets, including buildings, grounds, parks, and cemeteries
2. With the Veterans Park Operations Manager, coordinate all activities associated with improvements to the Veterans Park recreation area.
3. Recommend capital improvements to any property to the Town Board as appropriate.
4. Coordinate the development of specifications and bidding for any regular maintenance project as well as capital improvements.
5. Respond to emergency maintenance issues, eg. water leaks.
6. Develop and maintain a long range improvement plan for the Town Hall, with recommendations on prioritization and the use of any Building reserve funds.
7. Produce annual budgetary requirements to the Supervisor.

Highway - Chair: Fessner

Responsibilities:

1. Maintain frequent, open communication with Highway Superintendent and staff
2. Assist Highway Superintendent with any residents' concerns, as needed
3. Report any concerns of the Highway Superintendent to the Town Board, as needed, during Town Board meetings at which the Highway Superintendent is not present
4. Provide Highway Superintendent with support, as needed
5. Assist Highway Superintendent with annual road repair budget, as needed, in concert with Supervisor

Insurance - Chair: Mitchell

Responsibilities:

1. Triennially, develop a Request for Proposal for a complete review of the Town's Liability, Officers' and Equipment insurance coverage, to insure all coverages are appropriate and sufficient.
2. Triennially, develop a Request for Proposal for quotes on the Town's Liability, Officers' and Equipment insurance.
3. Annually, communicate with employees covered by the Town's health insurance benefit to insure their satisfaction with the service from the insurance broker and provider.
4. Annually, with the insurance provider, review health insurance options available at that time to insure the lowest cost to the employees and the Town while maintaining appropriate coverage of employees.
5. As necessary, review relationships with insurance agents and brokers to identify any service issues. Make recommendations to the Town Board to change agents or brokers, if service issues cannot be resolved.
6. Produce annual budgetary requirements to the Supervisor.

IT/Technology - Chair : MacMillian

Responsibilities:

1. Work with Town IT Personnel for awareness of concerns and update plans for Town Hall and Highway Department.
2. Research and make recommendations to the Town Board on needed updates for IT and computer hardware and software.

Parks and Recreation - Chair: Fessner

Responsibilities:

1. Serve on the Town of East Bloomfield Recreation Consortium board.
2. Work with Buildings and Grounds Chair to make capital improvements to parks consistent with the Town's Recreation Master Plan.
3. Recommend to the Town Board and assist in development of new and improvements to existing Parks and Recreation Programs.
4. Work with recreation program directors to assist in administrative duties, as necessary.
5. Identify or rectify any concerns or issues with the Parks and Recreation activities within the Town.
6. Produce annual budgetary requirements to the Supervisor.

Personnel/Town Operations - Chair: Hawkins

Responsibilities:

1. Review and recommend updates to Personnel Policy/Employee Handbook annually.
2. Respond to employees' requests as needed.
3. Insure compliance with Town policy with changes in employee status, such as retirement, injury/compensation claims, etc.
4. Identify and recommend to the Town Board changes in personnel as required, including changes in duties and responsibilities.
5. Maintain open communications with all personnel to insure Town operations are running smoothly.
6. Produce annual budgetary requirements to the Supervisor.

Water and Sewer - Chair: Mitchell

Responsibilities:

1. Work with Town Clerk and Deputy Town Clerk to develop solutions to users' concerns with water billings.
2. Identify and coordinate infrastructure improvements as needed.
3. Identify and coordinate new infrastructure as defined within the Town's Comprehensive Plan.
4. Coordinate fulfillment of New York State Department of Health mandates as needed, including annual reports, notices to consumers, etc.
5. Work with the Village of Bloomfield Department of Public Works as needed in the fulfillment of the obligations set forth in the Water and Sewer Maintenance Contract.
6. Administer all contracts for water and sewer purchase, maintenance and usage as well as ordinances and emergency plans in place regarding the water and sewer services.
7. Produce annual budgetary requirements to the Supervisor.