

The Organizational Meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Monday evening, January 9, 2023 at 6:00 PM with Supervisor Frederick Wille presiding.

Wille opened the Organizational Meeting at 6:00 PM.

Present:	Supervisor	Frederick A. Wille
	Council Member	Michelle T. MacMillan
	Council Member	Kathleen M. Conradt
	Council Member	William J. Mitchell Jr.

Absent:	Council Member	Frank W. Fessner
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Attending the meeting were Margaret Gochenaur (Town Clerk), Scott Kimball (Highway Superintendent), Don Collins (Assessor), John Mueller (Willow Bend Farms), Heather Tucker, Steve Russel, Pat Trepannier, Ryan James, Dan Morley, Dave Conklin, and Don Morley.

Pledge of Allegiance led by Deputy Supervisor MacMillan.

Wille welcomed everyone to the meeting and thanked them for coming.

Motion was made by Conradt, seconded by MacMillan, to adopt Resolution 2023-001 For General Appointments and Actions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conradt, Mitchell, MacMillan, and Wille) Nays 0

### **RESOLUTION 2023-001 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. Schedules regular Town Board meetings the second and fourth Monday of each month at 7:00 PM, except for the following: the October 9<sup>th</sup> meeting will be held on Tuesday October 10<sup>th</sup>, and in the month of December there will only be one meeting held on Monday, December 11<sup>th</sup>.
2. Designates Veterans Park, 6910 State Routes 5 & 20, as the permanent official Polling Place for Election Districts 1, 2 and 3.
3. Appoints Canandaigua National Bank and Trust Co., Chase Bank and Tompkins Bank as Town depositories and Canandaigua National Bank as recipient of Town/County Taxes.
4. Appoints the "Daily Messenger" as Town newspaper
5. Appoints Lacy, Katzen LLP, Gallo & Iacovangelo LLP; Chalifoux Law PC, and Lewis & Greer LLP as Attorneys for the Town.
6. Appoints MRB, as Engineers for the Town.
7. Pays bi-weekly the Supervisor, Budget Officer, Town Board members, Highway Superintendent, Town Clerk, Town Justices, Tax Collector, Assessor, Code Enforcement Officer, CEO, Planning and Zoning Secretary, Bookkeeper, Assessor's Clerk, Highway Employees, Court Clerk and Custodian.
8. Pays annually, in December, the Town Historian, Planning Board, Zoning Board of Appeals and Board of Assessment Review.
9. Pays the IRS 2023 rate for mileage, which is \$0.65.5 cents/mile for official Town travel.
10. Authorizes the duly elected Supervisor, Fred Wille, 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 Michelle MacMillan to sign checks on the Town of East Bloomfield's Checking and Savings accounts.
11. Authorizes the Supervisor to purchase Certificates of Deposit with surplus funds.
12. 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. Recognizes NYCLASS to invest excess funds on behalf of Town of East Bloomfield.
13. Authorizes the Supervisor to publish a notice that a copy of the annual Town Financial Report (aka AUD) is on file in the Town Clerk's office, in lieu of publishing a summary of such report.
14. 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 2023 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 by approved 2022 budget.
  - g. Remove Surplus Scrap Metal as needed at the Town Sheds and deliver to the Town Clerk the amount received.
15. Sets a returned check charge equal to the amount specified by the Town's financial institution in which the check was deposited.
16. Authorizes the Town Supervisor to:
- a. appoint Supervisor, Frederick Wille, as Fair Housing Officer
  - b. appoint Highway Superintendent, Scott Kimball, as Buildings and Grounds Manager
  - c. appoint Angel Welty as Budget Officer
  - d. appoint Angel Welty as Bookkeeper to the Supervisor
  - e. appoint the Town Clerk as Records Management Officer
  - f. appoint the Town Clerk as Registrar of Vital Statistics
  - g. appoint Kathy Cooper as Deputy Registrar of Vital Records
  - h. appoint the Town Clerk as Disabled Parking Permit Issuing Agent
  - i. appoint Margaret Gochenaur as Court Clerk
  - j. appoint Shelly Conradt as alternate Court Clerk \*
  - k. appoint Kim Rayburn as Plan Administrator and Erosion Control Officer
  - l. appoint Kim Rayburn as IT Technician
  - m. appoint Kathy Cooper as Deputy Town Clerk
  - n. appoint Judi Stewart as Town Historian
  - o. appoint East Bloomfield Historical Society as the Town Repository
  - p. appoint Kathy Cooper as floating support for Bookkeeping, Assessor & Code Enforcement Departments

\* East Bloomfield and West Bloomfield Court Clerks have an informal agreement to substitute for one another under ordinary circumstances.

Motion was made by MacMillan, seconded by Conradt, to adopt Resolution 2023-002 To Set Salaries and Pay Rates for 2023 and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conradt, Mitchell, MacMillan, and Wille) Nays 0

### **RESOLUTION 2023-002 TO SET SALARIES AND PAY RATES FOR 2023**

**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 \$22,553.15/year
  - b. Town Clerk \$47,212.71/year
  - c. Town Councilmen \$ 3,432.00/year
  - d. Town Justices \$14,906.25/year
  - e. Highway Superintendent \$67,561.70/year
  - f. Tax Collector \$ 4,592.51/year
  
- 2. Appointed Boards:
  - a. Planning Board Secretary \$ 17.51/hour
  - b. Planning Board Chairman \$ 1,232.00/year  
Plus \$21.75/mtg
  - c. Planning Board Members \$ 355.00/year  
Plus \$21.75/mtg
  - d. Zoning Board of Appeals Secretary \$ 17.51/hour
  - e. Zoning Board of Appeals Chairman \$ 578.00/year  
Plus \$21.75 mtg
  - f. Zoning Board of Appeals Members \$ 200.00/year  
Plus \$21.75 mtg

- g. Board of Assessment Review Chairman \$ 532.81/year
- h. Board of Assessment Review Members \$ 292.15/year

3. Appointees:

- a. Assessor \$33,112.81/year
- b. Assessor’s Assistant \$ 17.51/hour
- c. Code Enforcement Officer \$53,560.00/year
- d. CEO Secretary \$ 17.51/hour
- e. Budget Officer \$ 2,511.73/year
- f. Buildings & Grounds Manager \$ 5,463.12/year
- g. Bookkeeper to Supervisor \$ 25.75/hour
- h. IT Technician \$ 4,120.00/year
- i. Registrar of Vital Records \$ 601.00/year
- j. Deputy Town Clerk \$ 17.51/hour-as needed
- k. Court Clerk \$ 20.10/hour
- l. Court Clerk Alternate Minimum Wage
- m. Cleaner/Maintenance Employee \$ 17.15/hour
- n. Town Historian \$ 1,000.00/year
- o. Summer Recreation Director \$ 6,000.00/year
- p. Full Time Motor Equipment Operators \$ 28.12/hour
- q. Deputy Highway Superintendent \$ 0.50/hour
- r. Administrative Assistant to Highway Superintendent \$ 0.50/hour
- s. Part Time Motor Equipment Operators \$24.00-27.56/hour
- t. Seasonal Laborer – Summer Minimum Wage - \$24.74/hour
- Seasonal Laborer – Winter Minimum Wage - \$24.74/hour

Motion was made by Conrardt, seconded by MacMillan, to adopt Resolution 2023-003 To Appoint Special Boards and Temporary/Seasonal Positions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conrardt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-003**

**TO APPOINT SPECIAL BOARDS  
AND  
TEMPORTY/SEASONAL POSITIONS**

**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:

**SPECIAL BOARD APPOINTMENTS**

1. Appoints Steve Lester as Chairman of the Planning Board
2. Appoints Julie Pellett as Vice Chairman of the Planning Board
3. Appoints Sonja Torpey as Chairman of the Zoning Board of Appeals
4. Appoints Mark Thorn as Vice Chairman of the Zoning Board of Appeals

**EXTERNAL BOARD APPOINTMENTS**

Appoints Frank Fessner as Town Board Representative to the East Bloomfield Recreation Consortium.

**TEMPORARY/SEASONAL MOTOR EQUIPMENT OPERATORS**

Appoints Gary Rogers as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2023.

Appoints Robert Randall as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent through, December 31,2023.

Appoints Larry Reynolds as a temporary/seasonal Motor Equipment Operator to serve as needed and determined by the Highway Superintendent through December 31,2023.

Motion was made by Mitchell, seconded by Conrardt, to adopt Resolution 2023-004 To Set 2023 Rates for Sewer and Water Districts and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conrardt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-004  
TO SET 2023 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 2023 as follows:

1. Quarterly rate for Sewer District #1 at \$190.00 per unit per quarter to be billed quarterly.
2. Quarterly water rate for all districts at \$30.00 for debt service fee plus \$30.00 for the first 5,000 gallons and \$4.70 per 1,000 gallons thereafter, to be billed quarterly.
3. The late fee for water usage bills will be 15%.

**NOTE** : The Audit and Finance Committee is closely examining the rates, especially for sewer due to a remarkable cutback in production at Crosman Corporation.

Motion was made by MacMillan, seconded by Conradt, to adopt Resolution 2023-005 To Set 2023 Gravel Sales Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conradt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-005  
TO SET 2023 GRAVEL SALES RATES**

**WHEREAS**, the Board of the Town of East Bloomfield wishes to adopt rates for sale of gravel by the Town to other municipalities; now, therefore

**BE IT RESOLVED**, that the Board of the Town of East Bloomfield hereby adopts the following rates for 2023:

**GRAVEL SALE RATES**

- |                      |                |
|----------------------|----------------|
| 1. Bank Run          | \$9.00/ton     |
| 2. Coarse Gravel     | \$10.00/ton    |
| 3. #3 & #4 Gravel    | \$11.00.00/ton |
| 4. 1 ½" Fine Crushed | \$14.00/ton    |

Motion was made by Conradt, seconded by MacMillan, to adopt Resolution 2023-006 To Set 2023 Planning and Zoning Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conradt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-006**

**TO SET 2023 PLANNING AND ZONING RATES**

**WHEREAS**, the Board of the Town of East Bloomfield wishes to adopt rates for planning and zoning permits; now, therefore

**BE IT RESOLVED**, that the Board of the Town of East Bloomfield hereby adopts the following rates for 2023:

**PLANNING AND ZONING RATES**

Permit	Fee
<b>Building</b>	
One-Family & Two-Family Dwelling includes basement/decks and garages	Min \$220 or .21 sq ft
Commercial & Industrial Buildings	Min \$225 or .22 sq ft
Multiple Family Buildings	.22 sq ft
Site Development Permit (applies to bldg. on vacant lot)	\$75.00
Agricultural Buildings	
0- 999 sq ft	\$100
1000 sq ft plus	\$150
Accessory Buildings & Structures	
Minimum Charge (up to 10x12)      (Structure)	\$ 60
(> 10x12)                              (Building)	.18 sq ft
Standby Generator	\$40
Geothermal	\$40
Alteration/Addition/Repairs	
Minimum Charge	\$65
Sq Ft Charge	.18 sq ft
Roof Residential	\$65
Roof Commercial	
Minimum Charge	\$65
Sq Ft Charge	.18 sq ft
Renew Building Permit after 1 yr.	100% of orig permit
Demolition Permit	\$50
Septic Inspection	\$175
Sign Permit	
Minimum Charge	\$50
Sq Ft	\$1.25sq ft
Sandwich Board Sign 1 per business, used during business hrs. only	25
Solar panels, ground mounted requires a Site Development Permit and are considered accessory structures	\$75 .18 sq ft
Large Scale Solar requires a Special Use Permit	\$185

Fuel Burning Devices & Chimneys	\$75
Swimming Pool Permit	\$75
Trailer set up in Trailer Park	Min \$225 or .21 sq ft
Ag Trailer Permit, Individual (New)	\$100
Trailer Bond, Individual Ref Article IX Section 135-42 (9)	\$2,000
Ag Trlr. & Temp housing while building after foundation has been set	
Compliance ltrs, Certifications & Records search	
not visiting property	\$50
visiting property	\$75
<b>Annual/Recurring Fees</b>	
Agricultural Trailer Permit	\$60
Communication Tower Permit	\$700. yr
Flea Market Permit	\$400/yr
Manufactured Home Park Permit	\$400/yr
Mining Permit, Payable to Town Clerk	\$1700/3yrs
Peddler's Permit	
10 days or less	\$8/day
> 10 days, up to 6 months	\$100
> 6 months, up to 1 year	\$150
<b>Planning &amp; Zoning Fees</b>	
Home Occupation Permit	\$185
Rezoning (see petition to Rezone)	\$400
Site Plan Review (vacant land)	\$185
Modification	\$85
Special Use Permit	\$185
Stop Work Order Release	\$100
Subdivision, Sketch Plan Review	
1 - 4 Lots	\$60
5 plus lots	\$150
Waivers of subdivision are charged for sketch plan only.	
Subdivision, Prelim/Final Approval	
Application Fee (per each new lot)	\$130/lot
Recreation Fee (per each new lot)	\$225/lot
Temporary Use Permit (Town Board Approval)	\$185
Variance, Area	\$185
Variance, Use	\$360

Variance, Sign	\$100
Restricted Industrial Use Permit	\$550
Plus any excess cost incurred by the Town to examine the application	
Special Bulk Storage Permits	
Up to 50,000 Gallons	\$160
For each additional 100,000 gal	\$185
<b>Limited Development Overlay Permit</b>	
1. Fee of \$50 payable upon application except that fee shall be \$100 in event that the application is referred to the Planning Board and no Site Plan approval, Plat approval or Special Use Permit approval is requested; <b>and</b>	Min \$50
2. A fee equal to the reasonable amounts, if any, charged to the Town-by-Town attorney, engineer, special counsel and planning, and other consultants for review of applicant's proposed development.	
<b>Petition to Rezone</b>	
1. A fee of \$400 payable at filing of the petition <b>and</b> ;	\$400
2. A fee equal to their reasonable amounts, if any, charged to the Town-by-Town attorney, engineer, special counsel and other consultants for review of applicant's particular proposal and associated documentation including documents prepared and submitted in compliance with SEQRA.	
<b>Notes</b>	
1. Floor or ground area shall be based on the outside dimensions; living area to include breezeway, mud room, enclosed porch, basement, attached garage and decks.	
2. Building permit fee shall be charged for applications for construction of storage buildings, unattached garages and carports, open porches, sheds, boat houses, farm buildings, silos, fences, decks, docks, satellite dishes and towers.	
3. All Engineer Fees, Attorney Fees, SEQRA review and any other cost incurred by the Town of East Bloomfield for consultation fees related to Uniform Code Compliance, project / plan review and / or other expenses generated by the Town, in order to properly review permit applications, shall be charged back to the applicant. An Initial review estimate will be provided, in writing to each applicant. Once payment is received, the Town Code Enforcement Officer will order the review to commence. The need for the code compliance reviews will be determined by the Code Enforcement Officer.***	
4. Cost incurred by the Town of East Bloomfield for consultation fees and / or other expenses generated by the Town in order for it to render an informed decision of a proposed Site Plan or Subdivision shall be charged back to the applicant. ***	

Motion was made by MacMillan, seconded by Conrardt, to adopt Resolution 2023-007 To Set 2023 Dog Licensing Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conrardt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-007**

**TO SET 2023 DOG LICENSING RATES**

WHEREAS, the Board of the Town of East Bloomfield wishes to adopt dog licensing rates; now, therefore

BE IT RESOLVED that the Board of the Town of East Bloomfield hereby adopts the following rates for 2023:

- 1. Dogs - Spayed/Neutered \$20.00
- 2. Dogs - Not Spayed/Neutered \$30.00
- 3. Late fee \$10.00

Motion was made by Mitchell, seconded by MacMillan, to adopt Resolution 2023-008 To Set 2023 Veterans Park Usage Fees and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Conrardt, Mitchell, MacMillan, and Wille) Nays 0

**RESOLUTION 2023-008**

**TO SET 2023 VETERANS PARK USAGE FEES**

WHEREAS, the Board of the Town of East Bloomfield wishes to adopt Veterans Park usage rates for 2023; now, therefore

BE IT RESOLVED, that the Board of the Town of East Bloomfield hereby adopts the following rates for 2023:

USERS	ONE TIME USER FEES		ANNUAL FEES				
			MONTHLY	BI-WEEKLY	1 TIME PER WEEK	2 TIMES PER WEEK	3 TIMES PER WEEK
TOWN RESIDENTS	1/2 Day	\$100.00	\$ 200.00	\$250.00	\$300.00	\$350.00	\$ 400.00
	Full Day	\$125.00					
NON-RESIDENTS	1/2 Day	\$125.00	\$ 300.00	\$400.00	\$500.00	\$600.00	\$ 700.00
	Full Day	\$150.00					

Any reduction or waiver of fees require Town Board approval.  
Special Uses require Town Board approval

The Parks and Recreation Committee met on December 29, 2022 to review the fees structure for 2023. There were no recommendations for increases or restructuring the fees charged. However, the Committee did decide to bring the discussion to the entire Board during the Organizational Meeting on Monday, January 9, 2023.

Items for discussion and possible amendments for 2023.

- Kitchen Use Fee
- Pavilion Fee
- Reservation for entire day versus half day.
- Alcohol Fee Permit (Liability Insurance)
- Exempt Groups Should we request a community service contribution in exchange for exempt status.
- Booking more than one group per day in succession is problematic for cleaning.
- Booking two groups with partition separating each group is not problematic for cleaning.



## COMMITTEE APPOINTMENTS

**Audit/Finance Committee** – Chair: MacMillan Co-Chair: Conradt

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 and Budget Officer.

**Buildings and Grounds** – Chair: Fessner Co-Chair: Wille

**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 and Budget Officer.

**Highway** – Chair: MacMillan

**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 ensure all overages 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 ensure 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 and Budget Officer

**IT/Technology** – Chair: MacMillan Co-Chair: Wille

**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.
3. Work with IT Tech to produce annual budgetary requirements to the Supervisor and Budget Officer.

**Parks and Recreation** – Chair: Fessner Co-Chair: Conradt & Wille

**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, 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 and Budget Officer.

**Personnel/Town Operations** – Chair: Conradt Co-Chair: Wille

**Responsibilities:**

1. Review and recommend updates to Personnel Policy/Employee Handbook annually.
2. Respond to employees' requests as needed.
3. Ensure 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 ensure Town operations are running smoothly.
6. Produce annual budgetary requirements to the Supervisor and Budget Officer

**Water and Sewer** – Chair: Mitchell Co-Chair: Wille

**Responsibilities:**

1. Work with Water Billing 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 and Budget Officer.

Updated 1/9/2023

**ADJOURNMENT:** Motion made by Wille, seconded by MacMillan, to adjourn the meeting at 6:07 PM. Motion Approved: Ayes 4 (Conradt, Mitchell, MacMillan, and Wille) Nays 0

Respectfully Submitted,

Margaret M. Gochenaur  
Town Clerk