

The Organizational Meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Monday evening, January 13, 2025 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	Frank W. Fessner
	Council Member	Kathleen M. Conradt
	Council Member	Stephen C. Lester

Attending the meeting were Margaret Gochenaur (Town Clerk), Robert Torno (Highway Superintendent), Kimberly Rayburn (Code Enforcement Officer), Andrew VanDoorn (Solar Bank Corp.), and Jay Mitchell.

Pledge of Allegiance led by Council Member Fessner.

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

Motion was made by Conradt, seconded by MacMillan, to adopt Resolution 2025-001 For General Appointments and Actions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-001 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 May 26th meeting will be held on Tuesday, May 27th, and the October 13th meeting will be held on Tuesday, October 14th. In the month of December there will only be one meeting held on Monday, December 8th.
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 & Iacavangelo LLP, Chalifoux Law PC, and (Lewis & Greer LLP) DBA Whiteman, Osterman & Hanna, LLP as Attorneys for the Town.
6. Appoints MRB Group 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 Maintenance Worker and Cleaner.
8. Pays annually, in December, the Town Historian, Planning Board, Zoning Board of Appeals and Board of Assessment Review members.
9. Pays the IRS 2025 rate for mileage, which is \$0.70 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 the 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 2025 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 the cost does not exceed the limit set by law or by approved 2025 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 Josh Secor as full-time Maintenance Worker
- 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 East Bloomfield Town Court Clerk
- j. appoint Shelly Conratt as alternate Court Clerk *
- k. appoint Kim Rayburn as Plan Administrator and Erosion Control Officer
- l. appoint Kim Rayburn as IT Technician, on a temporary basis (until replaced).
- 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
- q. appoint Don Collins as Town Assessor

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

Motion was made by Fessner, seconded by Conratt, to adopt Resolution 2025-002 To Set Salaries and Pay Rates for 2025 and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conratt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-002

TO SET SALARIES AND PAY RATES FOR 2025

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 | \$ 26,062.42/year |
| b. Town Clerk | \$ 54,559.01/year |
| c. Town Councilmen | \$ 3,707.00/year |
| d. Town Justices | \$ 17,225.67/year |
| e. Highway Superintendent | \$ 85,000.00/year |
| f. Tax Collector | \$ 5,307.11/year |

2. Appointed Boards:

- | | |
|--|--------------------------------------|
| a. Planning Board Secretary | \$ 21.00/hour |
| b. Planning Board Chairman | \$ 1,331.00/year
Plus \$23.50/mtg |
| c. Planning Board Members | \$ 383.00/year
Plus \$23.50/mtg |
| d. Zoning Board of Appeals Secretary | \$ 21.00/hour |
| e. Zoning Board of Appeals Chairman | \$ 624.00/year
Plus \$23.50/mtg |
| f. Zoning Board of Appeals Members | \$ 216.00/year
Plus \$23.50/mtg |
| g. Board of Assessment Review Chairman | \$ 575.43/year |
| h. Board of Assessment Review Members | \$ 315.52/year |

3. Appointees:

- | | |
|-------------|-------------------|
| a. Assessor | \$ 38,265.17/year |
|-------------|-------------------|

b. Assessor's Assistant	\$ 21.00/hour
c. Code Enforcement Officer	\$ 61,893.94/year
d. CEO Secretary	\$ 21.00/hour
e. Budget Officer	\$ 5,000.00/year
f. Buildings & Grounds Maintenance Assist.	\$ 28.89/hour
g. Buildings & Grounds Support	\$ 3,900.00/year
h. Bookkeeper to Supervisor	\$ 29.75/hour
i. IT Technician (temporary until replacement)	\$ 4,120.00/year
j. Registrar of Vital Records	\$ 601.00/year
k. Deputy Town Clerk	\$ 21.00/hour
l. Court Clerk	\$ 25.00/hour
m. Court Clerk Alternate	Minimum Wage
n. Cleaner/Maintenance Employee	\$ 21.00/hour
o. Town Historian	\$ 1,300.00/year
p. Summer Recreation Director	\$ 6,480.00/year
q. Summer Recreation Assistant	\$ 3,780.00/year
r. Full Time Motor Equipment Operators	\$ 25.92-33.07/hour
s. Deputy Highway Superintendent	\$ 0.50/hour
t. Administrative Assistant to Highway Superintendent	\$ 1.00/hour
u. Part Time Motor Equipment Operators	\$ 27.55-28.00/hour
v. Seasonal Laborer – Summer/Winter	\$ 18.50/hour

Motion was made by MacMillan, seconded by Lester, to adopt Resolution 2025-003 To Appoint Special Boards and Temporary/Seasonal Positions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-003

**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 Julie Pellett as Chair of the Planning Board
2. Appoints Sonja Torpey as Chair of the Zoning Board of Appeals
3. Appoints John Cavagnaro as Alternate Board Member to the Zoning Board of Appeals

EXTERNAL BOARD APPOINTMENTS

Appoints Frank Fessner as Town Board Representative to the East Bloomfield Recreation Consortium and the Ontario County Planning Board.

TEMPORARY/SEASONAL MOTOR EQUIPMENT OPERATORS

Appoints Robert Randall as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent through, December 31,2025.

Appoints Larry Reynolds as a temporary/seasonal Motor Equipment Operator to serve as needed and determined by the Highway Superintendent through December 31,2025.

Motion was made by MacMillan, seconded by Fessner, to adopt Resolution 2025-004 To Set 2025 Rates for Sewer and Water Districts and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-004

TO SET 2025 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 2025 as follows:

1. Quarterly rate for Sewer District #1 at \$ 240 per unit per quarter to be billed quarterly.

2 A. The quarterly water rate for Water District #1 will be billed at \$30.00 for debt service fee plus \$35.00 for the first 5,000 gallons and \$4.70 per 1,000 gallons thereafter, to be billed quarterly.

2 B. The quarterly water rate for Water District # 2x2 will be billed 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.

2 C. The quarterly water rate for Water District # 2 and Water District #2 x 6 will be billed at \$30.00 for debt service plus \$33.00 for the first 5,000 gallons and \$5.30 per 1000 gallons thereafter.

The late fee for water usage bills will be 15%.

Motion was made by MacMillan, seconded by Conradt, to adopt Resolution 2025-005 To Set 2025 Gravel Sales Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-005

TO SET 2025 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 2025:

GRAVEL SALE RATES

- | | |
|----------------------|-----------------|
| 1. Bank Run | \$6.00/ton. |
| 2. Coarse Gravel | \$6.00/ton. |
| 3. #3 & #4 Gravel | \$10.00.00/ton. |
| 4. 1 ½" Fine Crushed | \$10.00/ton |

Motion was made by MacMillan, seconded by Fessner, to adopt Resolution 2025-006 To Set 2025 Planning and Zoning Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-006

TO SET 2022 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 2025:

PLANNING AND ZONING RATES

Permit	Fee
Building	
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
EV Charging Station/when it receives electrical service from a building or structure. Not regulated in a parking lot and has its own dedicated utility service or free-standing charging station that is not connected to an electrical system from a building or structure		\$40
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, residential ground mounted requires a Permit and are considered accessory structures		Min \$75 .18 sq ft
Large Scale Solar requires a Special Use Permit and a Building Permit. They are considered accessory structures		\$185 .18 sq ft
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
Annual/Recurring Fees		
Agricultural Trailer Permit		\$60
Communication Tower Permit		\$700. yr
Flea Market Permit		\$400/yr

Manufactured Home Park Permit	\$500/yr
Mining Permit, Payable to Town Clerk	\$1700/3yrs
Peddler's Permit	
10 days or less	\$25/day
> 10 days, up to 6 months	\$150
> 6 months, up to 1 year	\$200
Planning & Zoning Fees	
Home Occupation Permit	
	\$185
Rezoning (see petition to Rezone)	
	\$400
Site Plan Review (vacant land)	
Modification	\$185
	\$85
Special Use Permit	
	\$185
Stop Work Order Release	
	\$100
Subdivision, Sketch Plan Review	
1 - 4 Lots	
5 plus lots	\$60
Waivers of subdivision are charged for sketch plan only.	\$150
Subdivision, Prelim/Final Approval	
Application Fee (per each new lot)	
Recreation Fee (per each new lot)	\$140/lot
	\$235/lot
Temporary Use Permit (Town Board Approval)	
	\$185
Variance, Area	
	\$185
Variance, Use	
	\$375
Variance, Sign	
	\$100
Restricted Industrial Use Permit	
Plus any excess cost incurred by the Town to examine the application	\$550
Special Bulk Storage Permits	
Up to 50,000 Gallons	
For each additional 100,000 gal	\$160
	\$185
Limited Development Overlay Permit	
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; and	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.	
Petition to Rezone	
2. A fee of \$400 payable at filing of the petition and ;	\$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.	
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Notes	
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 Conrardt, seconded by MacMillan, to adopt Resolution 2025-007 To Set 2025 Dog Licensing Rates and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conrardt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-007

TO SET 2025 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 2025:

- | | | |
|----|----------------------------|---------|
| 1. | Dogs - Spayed/Neutered | \$30.00 |
| 2. | Dogs - Not Spayed/Neutered | \$40.00 |
| 3. | Late fee | \$10.00 |

Motion was made by Fessner, seconded by Conrardt, to adopt Resolution 2025-008 To Set 2025 Veterans Park Usage Fees and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conrardt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-008

TO SET 2025 VETERANS PARK USAGE FEES

WHEREAS, the Board of the Town of East Bloomfield wishes to adopt Veterans Park usage rates for 2025; now, therefore,

BE IT RESOLVED that the Board of the Town of East Bloomfield hereby adopts the following rates for 2025:

USERS	ONE TIME USER FEES	ANNUAL FEES				
		MONTHLY	BI-WEEKLY	1 TIME PER WEEK	2 TIMES PER WEEK	3 TIMES PER WEEK
TOWN	1/2 Day \$110.00	\$ 300.00	\$350.00	\$400.00	\$250.00	\$ 200.00

RESIDENTS	Full Day	\$135.00						
NON-RESIDENTS	1/2 Day	\$135.00	\$ 500.00	\$600.00	\$700.00	\$400.00	\$ 300.00	
	Full Day	\$160.00						

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

Motion was made by MacMillan, seconded by Lester, to adopt Resolution 2025-009 To Set 2025 Fuel Administrative Fee and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

RESOLUTION 2025-009

TO SET 2025 FUEL ADMINISTRATIVE FEE

WHEREAS, the Board of the Town of East Bloomfield wishes to adopt the fuel administrative rate; now, therefore,

BE IT RESOLVED that the Board of the Town of East Bloomfield hereby adopts the said rate for 2025 to \$0.22 per fuel transaction.

2025 COMMITTEE APPOINTMENTS

Audit/Finance Committee– Chair: Conradt Co-Chair: Lester

Responsibilities:

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 the Town Board to external audit’s completion.
2. Produce annual budgetary requirements for the Supervisor and Budget Officer.

Insurance Committee- Chair Kathy Conradt Co-chair Wille

1. Triennially, develop a Request for Proposal for a complete review of the Town’s Liability, Officers,’ and Equipment insurance coverage, to ensure all coverage is 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

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.
14. Produce annual budgetary requirements for the Supervisor and Budget Officer.

Highway – Chair: Wille Co-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.

IT/Technology – Chair: MacMillan Co-Chair: Lester

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 for the Supervisor and Budget Officer.

Parks and Recreation – Chair: Fessner Co-Chair: MacMillan

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 the 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 for 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: Wille Co-Chair: Lester

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 for the Supervisor and Budget Officer.

Updated 1/13/2024

ADJOURNMENT: Motion made by MacMillan, seconded by Lester, to adjourn the meeting at 6:05 PM. Motion Approved: Ayes 5 (Fessner, Conradt, Lester, MacMillan, and Wille) Nays 0

Respectfully Submitted,

Margaret M. Gochenaur
Town Clerk