

The Organizational Meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Monday evening, January 08, 2018 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	Kathy M. Conradt
	Council Member	William J. Mitchell Jr.

Attending the meeting were Margaret Gochenaur (Town Clerk), Scott Kimball (Highway Superintendent), Jim Kier (Code Enforcement Officer), Jennifer Voorhees, and James Voorhees.

Pledge of Allegiance led by Councilmember Mitchell.

Wille welcomed everyone to the meeting and thanked them for coming. Wille Congratulated Kathy Conradt and Scott Kimball on being elected and welcomed them. Wille noted that he is looking forward to working with both of them.

Motion was made by Mitchell, seconded by Fessner, to adopt Resolution 2018-001 For the General Appointments and Actions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Mitchell, MacMillan, and Wille) Nays 0

RESOLUTION 2018-001

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 2018 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 2018 budget.
 - g. Remove Surplus Scrap Metal as needed at the Town Sheds and reimburse the Town Clerk for amount received.
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, Code Enforcement Officer, Planning and Zoning Secretary, Bookkeeper, Assessor's Assistant, Highway Employees, Court Clerks, Custodian and bi-weekly.
5. Pays the Town Historian, Planning Board, Zoning Board of Appeals and Board of Assessment Review annually.
6. Pays the IRS rate for mileage, currently \$0.545, for official Town travel.
7. 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.
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. 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.
- 11. Designates Veterans Park, 6910 State Routes 5 & 20, as the permanent official Polling Place for Election Districts 1, 2 and 3.
- 12. Appoints Lacy Katzen LLP, Gallo & Iacovangelo LLP; and Cheney & Blair, LLP, as Attorneys for the Town
- 13. Appoints Chatfield Engineers and Thornton Engineering, as Engineers for the Town
- 14. Schedules regular Town Board meetings the second and fourth Monday of each month at 7:00 PM, except for the following: the May 28th meeting will be held on Tuesday, May 29th, the October 8th meeting will be held on Tuesday October 9th, the November 12th meeting will be held on Tuesday November 13th and in the month of December there will only be one meeting held on Monday, December 17th.
- 15. The Town Supervisor:
 - a. appoints Supervisor as Fair Housing Officer
 - b. appoints Frederick Wille as Buildings and Grounds Manager
 - c. appoints Patricia Conklin as Budget Officer
 - d. appoints Patricia Conklin as Bookkeeper to the Supervisor
 - e. appoints Town Clerk as Records Management Officer
 - f. appoints Town Clerk as Registrars of Vital Statistics
 - g. appoints Margaret Gochenaur as Court Clerk
 - h. appoints Kristina Crowley as alternate Court Clerk
 - i. appoints James Kier as Plain Administrator and Erosion Control Officer
 - j. appoints Kim Rayburn as IT Technician
 - k. appoints Judi Stewart as Town Historian
 - l. appoints East Bloomfield Historical Society as the Town Repository
 - m. appoints Jeff Daley as Summer Recreation Director

Motion was made by Mitchell, seconded by Fessner, to adopt Resolution 2018-002 To Set Salaries and Pay Rates for 2018 and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Mitchell, MacMillan, and Wille) Nays 0

RESOLUTION 2018-002

TO SET SALARIES AND PAY RATES FOR 2018

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 \$41,528.56/year
 - c. Town Councilmen \$ 3,331.00/year
 - d. Town Justices \$11,504.97/year
 - e. Highway Superintendent \$60,616.20/year
 - f. Tax Collector \$ 4,328.88/year
- 2. Appointed Boards:
 - a. Planning Board Chairman \$ 1,753.13/year
 - b. Planning Board Members \$ 876.46/year
 - c. Planning Board Secretary \$ 15.91/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 \$ 15.91/hour
 - g. Board of Assessment Review Chairman \$ 532.81/year
 - h. Board of Assessment Review Members \$ 292.15/year
- 3. Appointees:
 - a. Assessor \$26,015.43/year
 - b. Assessor’s Assistant \$ 12.83/hour
 - c. Code Enforcement Officer – not to exceed \$43,860.00/year
 - d. CEO Secretary \$ 15.91/hour
 - e. Budget Officer \$ 2,209.32/year
 - f. Buildings & Grounds Manager \$ 2,208.17/year
 - g. Bookkeeper to Supervisor \$ 15.90/hour

h. IT Technician	\$ 2,121.60/year
i. Registrar of Vital Records	\$ 601.00/year
j. Deputy Town Clerk	\$ 12.33/hour
k. Court Clerk	\$ 16.73/hour
l. Court Clerk Alternate	\$ 13.27/hour
m. Cleaner/Maintenance Employee	\$ 15.30/hour
n. Town Historian	\$ 800.00/year
o. Summer Recreation Director	\$ 3,000.00/year
p. Full Time Motor Equipment Operators	\$ 24.74/hour
	\$ 24.25/hour
q. Deputy Highway Superintendent	\$.50/hour
r. Part Time Motor Equipment Operators	\$16.00 – \$24.25/hour
s. Seasonal Laborer – Summer	Minimum Wage – \$24.25/hour
Seasonal Laborer – Winter	Minimum Wage –\$24.25/hour

Motion was made by Fessner, seconded by MacMillan, to adopt Resolution 2018-003 To Appoint Temporary/Seasonal Positions and Special Boards and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Mitchell, MacMillan, and Wille) Nays 0

RESOLUTION 2018-003

TO APPOINT TEMPORARY/SEASONAL 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:

SPECIAL BOARD APPOINTMENTS

1. Appoint Fred Fink as Chairman of the Planning Board
2. Appoint Art Babcock as Chairman of the Zoning Board

EXTERNAL BOARD APPOINTMENTS

1. Appoint David Damaske as East Bloomfield representative to Boughton Park Board.
2. Appoint Frank Fessner as Town Board Representative to the East Bloomfield Recreation Consortium.

TEMPORARY/SEASONAL MOTOR EQUIPMENT OPERATORS

1. Appoint Gary Rogers as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2018.
2. Appoint Larry Reynolds as a temporary seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2018.

Motion was made by Fessner, seconded by MacMillan, to adopt Resolution 2018-004 To Set 2018 Rates for Sewer and Water Districts and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Conradt, Mitchell, MacMillan, and Wille) Nays 0

RESOLUTION 2018-004

TO SET 2018 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 2018 as follows:

1. Quarterly rate for Sewer District #1 at \$160.00 per unit per quarter to be billed quarterly
2. Quarterly water rate for all districts at \$25.00 for the first 5,000 gallons and \$4.70 per 1,000 gallons thereafter, to be billed quarterly

COMMITTEE APPOINTMENTS

Audit 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: Wille, Co Chair: Fessner

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, e.g. 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: 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 and Budget Officer

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

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

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: Wille Co-Chair: MacMillan

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 and Budget Officer

Water and Sewer – Chair: Wille Co Chair: Mitchell

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 1/3/18

ADJOURNMENT: Motion made by Wille, seconded by MacMillan, to adjourn the meeting at 6:07 PM. Motion Approved: Ayes 5 (Fessner, Conradt, Mitchell, MacMillan, and Wille) Nays 0

Respectfully Submitted,

Margaret M. Gochenaur
Town Clerk