

The Organizational Meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Monday evening, January 12, 2015 at 7:00 PM with Deputy Supervisor Michelle MacMillan presiding.

MacMillan opened the Organizational Meeting at 7:02 PM.

Present:	Deputy Supervisor	Michelle T. MacMillan
	Council Person	Ronald P. Hawkins
	Council Person	Frank W. Fessner
	Council Person	William J. Mitchell Jr.

Absent:	Supervisor	Dianne G. Crowley
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Attending the meeting were Margaret Gochenaur (Town Clerk), Andy Hall (Code Enforcement Officer), and Brian Bernard (Highway Superintendent).

Pledge of Allegiance led by Deputy Supervisor MacMillan.

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

Motion was made by Mitchell, seconded by Fessner, to adopt Resolution 2015-002 For the General Appointments and Actions and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, Hawkins and MacMillan) Nays 0

RESOLUTION 2015-002 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 2015 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 2015 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, 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 \$.575, 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 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 David E. Anderson and Russ Kenyon 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 7:30 PM, except the May 25th meeting will be held on Tuesday, May 26th, the October 12th meeting will be held on Tuesday, October 13th.
- 15. The Town Supervisor :
 - a. appoints Michelle MacMillan as Budget Officer
 - b. appoints Dianne Crowley, Supervisor, as Fair Housing Officer
 - c. appoints Margaret Gochenaur as Court Clerk and Kristina Crowley as alternate
 - d. appoints Town Clerk as Records Management Officer
 - e. appoints the East Bloomfield Historical Society as Town Historian
 - f. appoints the Town Clerk as Registrars of Vital Statistics
 - g. appoints Patricia Conklin as Bookkeeper to the Supervisor

Motion was made by Mitchell, seconded by Fessner, to adopt Resolution 2015-003 To set Salaries and Pay Rates for 2015 and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, Hawkins and MacMillan) Nays 0

RESOLUTION 2015-003 TO SET SALARIES AND PAY RATES FOR 2015

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 \$39,133.28/year
 - c. Town Councilmen \$ 3,331.00/year
 - d. Town Justices \$11,279.38/year
 - e. Highway Superintendent \$57,120.00/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 \$ 14.99/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 \$ 14.99/hour
 - g. Board of Assessment Review Chairman \$ 532.81/year
 - h. Board of Assessment Review Members \$ 292.15/year
- 3. Appointees:
 - a. Assessor \$24,514.92/year
 - b. Assessor’s Assistant \$ 12.09/hour
 - c. Code Enforcement Officer \$44,594.40/year
 - 1. CEO Secretary \$ 14.99/hour
 - d. Budget Officer \$ 2,166.00/year
 - e. Buildings & Grounds Manager \$ 2,080.80/year
 - f. Bookkeeper to Supervisor \$ 14.28/hour
 - g. Deputy Town Clerk \$ 12.33/hour

h. Court Clerk	\$	15.76/hour
i. Court Clerk Alternate	\$	13.27/hour
j. Veterans Park Custodian	\$	9.47/hour
k. Town Historian	\$	800.00/year
l. Health Officer	\$	600.00/year
m. Full Time Motor Equipment Operators	\$	23.30/hour
n. Deputy Highway Superintendent	\$.50/hour
o. Part Time Motor Equipment Operators	\$16.00 -	20.15/hour
p. Seasonal Laborer - Summer	Minimum Wage -	20.00/hour
Seasonal Laborer - Winter	Minimum Wage -	20.00/hour

Motion was made by Mitchell, seconded by Fessner, to adopt Resolution 2015-004 For Temporary/Seasonal and Special Boards Appointments and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, Hawkins and MacMillan) Nays 0

RESOLUTION 2015-004 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 Brad Bennett as Chairman of the Planning Board
2. Appointment to come at a later date for the Chairman of the Zoning Board

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 Frank Fessner as Town Board Representative 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, 2015.
2. Appoint James Rogers as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2015.
3. Appoint Michael Lovejoy as a temporary/seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2015.
4. Appoint Patrick Smith as a temporary seasonal Motor Equipment Operator, to serve as needed and determined by the Highway Superintendent, through December 31, 2015.

Motion was made by Mitchell, seconded by Hawkins, to adopt Resolution 2015-005 To Set Water and Sewer Rates for 2015 and waive the reading of the Resolution. Discussion was held. Motion Adopted: Ayes 4 (Fessner, Mitchell, Hawkins and MacMillan) Nays 0

RESOLUTION 2015-005 TO SET 2015 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 2015 as follows:

1. Quarterly rate for Sewer District #1 at \$155.00 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 \$4.60 per 1,000 gallons thereafter, to be billed quarterly

COMMITTEE APPOINTMENTS

Audit Committee - Chair: MacMillan, Co-Chair: Mitchell

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 and Budget Officer.

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.
- 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

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. Produce annual budgetary requirements to the Supervisor and Budget Officer.

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 and Budget Officer.

Personnel/Town Operations - Chair: Crowley

Co-Chair: Fessner

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: Crowley Co-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 and Budget Officer.

ADJOURNMENT: Motion made by MacMillan, seconded by Mitchell, to adjourn the meeting at 7:10 PM. Motion Approved: Ayes 4 (Fessner, Mitchell, Hawkins, and MacMillan) Nays 0

Respectfully Submitted,

Margaret M. Gochenaur
Town Clerk