

Proof of Notice having been duly posted, the 2010 Organizational Meeting of the Jerusalem Town Board was called to order At 5:00 P.M. on January 6, 2010. Present were: Councilpersons Folts, Parson, Simmons, Stewart, Supervisor Jones, Highway Superintendent Payne, Town Clerk McMichael.

Guests: David & Marcia English.

Supervisor Jones called the meeting to order with the pledge to the Flag at 5:05 P.M.

RESOLUTION #1-10
TOWN BOARD MEETING DATES

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the third Wednesday of each month at 7:00 PM be set as regular Town Board meeting dates and accept rules of procedure for those meetings.

DISCUSSION on additional advertising of meetings beyond the required legal notices to increase public awareness. The agenda and meeting minutes are posted on our website, www.jerusalem-ny.org, to address this issue. Inquiries can also be made to the Town Hall.

RESOLUTION #2-10
DESIGNATION OF OFFICIAL NEWSPAPER

On a motion of Councilperson Folts, seconded by Councilperson Parson, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the Chronicle Express be designated as the official newspaper for the Town of Jerusalem.

RESOLUTION #3-10
DESIGNATION OF OFFICIAL DEPOSITORY

On a motion of Councilperson Simmons, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that Community, M&T Investment Group, Five Star Bank and Lyons Bank be designated as official depositories for the Town, with the Supervisor and Deputy Supervisor authorized to sign checks and other financial papers; and further

RESOLVED that the Town Clerk and Deputy Clerk are hereby authorized to sign checks related to the Town Clerk and Tax Collection accounts.

RESOLUTION #4-10

ATTORNEY FOR THE TOWN

On a motion of Councilperson Stewart, seconded by Supervisor Jones, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that Philip Bailey be appointed as the Attorney for the Town of Jerusalem.

DISCUSSION - Supervisor Jones was asked to explain the process for contacting Attorney Bailey.

RESOLUTION #5-10

TOWN ENGINEER AND SAFETY OFFICER

On a motion of Councilperson Folts, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 4` Folts, Parson, Jones, Stewart
Nays 1 Simmons

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$10,599.45, and Safety Officer for the Town at a salary of \$1,800 appropriated \$900 within the Water and Sewer funds; and, be it further

RESOLVED that the Town hereby authorizes \$12,511.00 for payment of a two-person medical insurance plan for Mr. Ackart.

DISCUSSION in response to a question, Supervisor Jones stated that Jerusalem has no control over Mr. Ackart's work relationship with the Town of Milo.

RESOLUTION #6-10

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES

On a motion of Councilperson Stewart, seconded by Supervisor Jones, the following resolution was

DEFEATED Ayes 2 Jones, Stewart
Nays 3 Folts, Parson, Simmons

RESOLVED that the following fiscal related items be made:

- 1) That Supervisor Daryl Jones be appointed Budget Officer at a salary of \$4,000.
- 2) That Councilperson Stewart be appointed Deputy Supervisor
- 3) That Jennifer McKay be appointed Bookkeeper to the Supervisor.
- 4) That John Phillips be appointed Code Enforcement Officer.

- 5) That mileage rates for Town officials and employees be set in accord with the Internal Revenue Service recommended rate of 55 cents per mile.
- 6) That petty cash accounts be established in the following amounts for use by Departments:
- | | |
|-----------------|---|
| Town Clerk | \$100.00 |
| Tax Collector | \$100.00 (For months of Jan, Feb & March) |
| Water Collector | \$100.00 |
| Supervisor | \$ 50.00 |
- 7) That the standard fee for all fire and safety inspections including issuance of Operating Permit be set as follows:
1. For all occupancies of 99 people or less, fee is \$50.00
 2. For all occupancies of 100 people or more, fee is \$75.00
 3. Open development review, standard fee is \$100.00
- 8) That total contributions by the Town Board members to the Sunshine Fund be established at \$720.00 per year.
- 9) That State bid prices are to be utilized.

DISCUSSION regarding the \$4,000.00 allocated in personal services (1340.1) for the Budget Officer and the need for more professional services to assist in the budget process.

RESOLUTION #7-10

APPOINTMENT - BUDGET OFFICER

On a motion of Councilperson Simmons, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 3 Folts, Parson, Simmons
Nays 2 Jones, Stewart

Whereas \$4,000.00 is included in Budget personal services (1340.1); and

Whereas the Town Board desires professional assistance in enhancing our town budget by providing charts and graphs and improve on the timely receipt of information such as health insurance and New York State retirement costs; now, therefore, be it

Resolved the Supervisor receive a \$500.00 retainer as Budget Officer and the remaining \$3,500.00 be used to have the Town's financial advisor, who is presently Chuck Bastian, draw up and analyze the budget to establish a new and better way to do the budget process.

DISCUSSION - Supervisor Jones declined the proposed \$500 salary as Budget officer and suggested the Board table the matter for further review by legal counsel.

RESOLUTION #8-10

APPOINTMENT - DEPUTY SUPERVISOR

On a motion of Supervisor Jones, seconded by Councilperson Parson, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that Councilperson Stewart be appointed Deputy Supervisor

RESOLUTION #9-10

APPOINTMENT - BOOKKEEPER

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that that Jennifer McKay be appointed Bookkeeper to the Supervisor.

RESOLUTION #10-10

APPOINTMENT - CODE ENFORCEMENT OFFICER

On a motion of Supervisor Jones, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that John Phillips be appointed Code Enforcement Officer.

RESOLUTION #11-10

POLICY - MILEAGE RATE REIMBURSEMENT

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that mileage rates for Town officials and employees be set in accord with the Internal Revenue Service recommended rate of 55 cents per mile.

RESOLUTION #12-10

POLICY - PETTY CASH

On a motion of Supervisor Jones, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that petty cash accounts be established in the following amounts for use by Departments:

Town Clerk \$100.00

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Tax Collector	\$100.00	(For months of Jan, Feb & March)
Water Collector	\$100.00	
Supervisor	\$ 50.00	

RESOLUTION #13-10

POLICY - FIRE & SAFETY INSPECTION FEES

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the standard fee for all fire and safety inspections including issuance of Operating Permit be set as follows:

1. For all occupancies of 99 people or less, fee is \$50.00
2. For all occupancies of 100 people or more, fee is \$75.00
3. Open development review, standard fee is \$100.00

RESOLUTION #14-10

POLICY - SUNSHINE FUND

On a motion of Councilperson Stewart, seconded by Supervisor Jones, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the total contributions by the Town Board members to the Sunshine Fund be established at \$720.00 per year.

RESOLUTION #15-10

POLICY - STATE BID PRICES

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that State bid prices are to be utilized.

RESOLUTION #16-10

APOINTMENTS/POLICIES - RELATED TO TOWN CLERK/TAX COLLECTOR

On a motion of Councilperson Stewart, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following items related to the Town Clerk/Tax Collector issues be made:

1. That Sheila McMichael be appointed Records Access Officer for the Town of Jerusalem.
2. That Sheila McMichael serving as Registrar of Vital Statistics for office term, receive a salary of \$1491.63 for 2010.

3. That Sandi Spencer and Jennifer McKay be appointed Deputy Town Clerks.
4. That Jennifer McKay, Brenda Spoor and Sandi Spencer be appointed Deputy Tax Collectors.

RESOLUTION #17-10

APPOINTMENTS/POLICIES - RELATED TO HIGHWAY DEPARTMENT

On a motion of Councilperson Simmons, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following items related to Highway issues be made:

- 1) That Robert Martin be appointed Deputy Highway Superintendent.
- 2) That the clothing allotment be set at \$300.00 for Highway employees each year.
- 3) That Highway expenditures be allowed up to \$1000 without Board approval.
- 4)

RESOLUTION #18-10

HIGHWAY DEPARTMENT POLICY - CELL PHONE REIMBURSEMENT

On a motion of Councilperson Simmons, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

WHEREAS during 2010 budget discussions, the Town Board agreed to consider reimbursement to the Highway Department employees for utilizing their personal cell phones for Town business; and

WHEREAS the Town Board desires to recognize employee safety and increased efficiency in using cell phones; now, therefore be it

RESOLVED that Highway Department employees utilizing their personal cell phones be reimbursed \$10/month; and be it further

RESOLVED that the Highway Superintendent monitor this expense and check with other Highway Superintendents on cell phone use policies utilized by other municipalities for consideration during the 2011 budget process.

RESOLUTION #19-10

APPOINTMENTS/POLICIES - RELATED TO COURTS

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

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RESOLVED that Sherie Davison and Diane Caves be appointed court clerks for Justice Davison.

RESOLUTION #20-10

APPOINTMENT/POLICIES - PLANNING DEPARTMENT

On a motion of Councilperson Stewart, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following items pertaining to the Planning Board be made:

1. That Ed Pinneo be appointed to the Planning Board for a seven year term to expire 12/31/2016.
2. That Elaine Nesbit be appointed Clerk to the Assessing Department, Code Enforcement Officer, and Planning & Zoning Boards.
3. That Eleanor Lambert be appointed Clerk to the Code Enforcement Officer.
4. That Carol Goebel be appointed Secretary to the Planning Board.
5. That Councilperson Simmons be appointed alternate to KWIC.
6. That the Watershed Contract with Yates County Soil and Water be approved at a cost of \$15,225.00.

RESOLUTION #21-10

APPOINTMENTS/POLICIES - ZONING BOARD

On a motion of Councilperson Parson, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following items pertaining to the Zoning Board be made:

1. That Ed Seus be appointed to the Zoning Board for a five year term to expire 12/31/2014.
2. That John Hoffer be appointed as alternate Zoning Board member for a term of one year.

RESOLUTION #22-10

APPOINTMENT/POLICIES - WATER/SEWER DEPARTMENTS

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following items pertaining to the water and sewer departments be made.

1. That Gary Dinehart be appointed Department Head of the Keuka Park Water/Sewer Department.
2. That clothing allotment be set at \$300.00 for Water/Sewer Maintainers per year.

3. That Jennifer McKay receive \$2,060 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$515 for receiving and processing water and sewer payments.

RESOLUTION #23-10

APPOINTMENT OF ANIMAL CONTROL OFFICER

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that Tom Morris be appointed Animal Control Officer.

RESOLUTION #24-10

APPOINTMENT OF TOWN HISTORIAN

On a motion of Councilperson Folts, seconded by Councilperson Simmons, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that Robert Evans be appointed Town Historian.

RESOLUTION #25-10

SALARY FOR TOWN ELECTED OFFICIALS

On a motion of Councilperson Folts, seconded by Councilperson Parson, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

Resolved that salaries of the following elected Town officials be set at:

Supervisor	\$15,913.50
Highway Superintendent	\$49,750.91
Assessor	\$45,631.43
Town Clerk-Tax Collector	\$35,030.92
Justice Matthew Davison	\$ 8,810.77
Councilpersons	\$ 2,652.25

RESOLUTION #26-10

SALARY FOR APPOINTED OFFICIALS

On a motion of Councilperson Folts, seconded by Councilperson Parson, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that salaries of the following appointed Town officials be set at:

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Code Enforcement Officer	\$48,599.83
Clerk to the Assessment/Planning/Zoning Dept.	\$34,320.12
Town Historian	\$ 350.00
Assessment Board of Review Members	\$ 250.00@
Planning Board Chairman	\$ 600.00
Planning Board Members	\$ 600.00@
Zoning Board Chairman	\$ 225.00
Zoning Board Members	\$ 175.00@
Zoning Board Alternates	\$ 87.50@

RESOLUTION #27-10

HOURLY RATE FOR HIGHWAY EMPLOYEES

On a motion of Councilperson Simmons, seconded by Councilperson Folts, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following rates per hour be set for Highway employees at:

Robert Martin	Working Foreman	\$18.00
Dale Fitzwater	H.E.O.	\$17.50
Barry Martin	H.E.O.	\$17.25
Santiago Avellenada	H.E.O.	\$15.75
Frank Fitzwater	H.E.O.	\$15.50
Anthony Hurd	M.E.O.L.	\$15.70
Arthur Burk	M.E.O.L.	\$15.60
Jeff Viele	M.E.O.L.	\$14.75
Jeff Jensen	Mechanic	\$15.75
Part Time Mower Operator		*
Part time Laborer		*

*To be determined by the Highway Superintendent

RESOLUTION #28-10

HOURLY RATE FOR TOWN HALL EMPLOYEES

On a motion of Councilperson Stewart, seconded by Supervisor Jones, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following rate per hour be set for the following employees:

Bookkeeper - Jennifer McKay	\$14.76
Deputy Town Clerk - Jennifer McKay	\$14.76
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$11.50
Deputy Tax Collector - Brenda Spoor	\$11.00
Water/Sewer Clerk - Carrie Wheeler	\$14.13
K.P. Water Maintainer/Sewer Waste Water Treatment Plant Operator - Paul Enos	\$14.49
K.P. Water Maintainer/Sewer	

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Wastewater Treatment Plant Operator - Gary Dinehart	\$14.51
Planning Board Secretary - Carol Goebel	\$10.42
Code Enforcement Officer Secretary - Eleanor Lambert	\$11.00
Secretary to Assessment Board of Review	\$11.00
Court Clerks - Sherie Davison	\$11.50
Court Clerk - Diane Caves	\$11.50

DISCUSSION - Positions currently under union negotiations will not receive a salary increase at this time.

RESOLUTION #29-10

ESTABLISHING LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following resolution was

ADOPTED Ayes 5 Folts, Parson, Jones, Simmons, Stewart
Nays 0

RESOLVED that the following days be established at official holidays for Town Officials and Employees:

1. New Year's Day 01/01/10
2. Martin Luther King Day 01/18/10
3. Memorial Day 05/31/10
4. Independence Day 07/05/10
5. Labor Day 09/06/10
6. Columbus Day 10/11/10
7. Veterans Day 11/11/10
8. Thanksgiving 11/25/10
9. Friday following Thanksgiving 11/26/10
10. Christmas 12/24/10
11. Floater (at the employee's discretion)

ANNUAL ACCOUNTING - SUPERVISOR'S AND TOWN JUSTICE'S BOOKS

- The annual accounting of the Town Justice's books is currently underway by Supervisor Jones.

RESOLUTION #30-10

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following was

ADOPTED Ayes 5 Folts, Jones, Parson, Simmons, Stewart
Nays 0

Resolved the annual review of the Town's Financial Management Policy was conducted and the Policy accepted.

2010 COMMITTEE ASSIGNMENTS

Supervisor Jones presented the 2010 Town Board Committees, followed by a discussion to reduce the number of committees by consolidating them.

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With there being no further business, on a motion of Councilperson Stewart, seconded by Councilperson Parson, the meeting was adjourned at 6:10 P.M.

Sheila McMichael, Town Clerk