

Proof of Notice having been duly posted, the 2018 Organizational Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 6:00 P.M. on January 3, 2018. Present were: Supervisor Killen, Councilors Anderson, Jones, Sisson, Stewart, Town Clerk McMichael, Highway Superintendent Martin.

RESOLUTION #1-18

TOWN BOARD MEETING DATES:

On a motion of Councilor Stewart, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, 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.

DESIGNATION OF OFFICIAL NEWSPAPER:

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

DESIGNATION OF OFFICIAL DEPOSITORY:

RESOLVED that Community Bank N.A., M&T Investment Group, Five Star Bank and Lyons National 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.

ATTORNEY FOR THE TOWN:

RESOLVED that Jeffrey Graff be appointed as the Attorney for the Town of Jerusalem.

RESOLUTION #2-18

SUPERVISOR APPOINTMENTS:

On a motion of Supervisor Killen, seconded by Councilor Stewart, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

1. Paul Anderson, Councilman, be appointed Deputy Supervisor.
2. Paul Anderson be appointed alternate to KWIC & KLOC.
3. Terry Kwiecinski be appointed Budget Officer.
4. Jennifer McKay be appointed Bookkeeper.

RESOLUTION #3-18

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

TOWN CLERK APPOINTMENTS:

1. Linda Morris and Jennifer McKay be appointed Deputy Town Clerks.
2. Jennifer McKay and Sandi Spencer be appointed Deputy Tax Collectors.

HIGHWAY SUPERINTENDENT APPOINTMENT:

Anthony Hurd be appointed Deputy Highway Superintendent.

TOWN ENGINEER:

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$15,300.49 appropriated at \$10,710.34 Water fund and \$4,590.15 Sewer fund; and, be it further

RESOLVED that the Town hereby authorizes a cap of \$1,345 per month for payment of a two-person medical insurance plan for Mr. Ackart.

RESOLUTION #4-18

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

RESOLVED that the following fiscal related items be made:

- 1) That mileage rates for Town officials and employees be set in accord with the current Internal Revenue Service recommended rate.
- 2) That petty cash accounts be established in the following amounts for use by Departments:

Town Clerk	\$200.00
Tax Collector	\$100.00 (Jan, Feb & March)
Water Collector	\$100.00
Supervisor	\$ 50.00

3) Building Permit fees

Type 1	Residence (includes habitable living space)	\$ .25	Sq.Ft.
	(non-habitable space is \$.15)	\$ .15	Sq.Ft.
Type 2	Commercial Building	\$ .25	Sq.Ft.
Type 3	Garage - attached & detached	\$ .15	Sq.Ft.
Type 4	Shed/Acc. Building	\$ .15	Sq.Ft.
	Agriculture Acc. Building for Ag Exempt Property	\$ .05	Sq.Ft.
		(\$500.00 cap)	
Type 5	Porch/Deck - attached & detached	\$ .15	Sq.Ft.
Type 6	Addition - (habitable)	\$ .25	Sq.Ft.
	(non-habitable)	\$ .15	Sq.Ft.
Type 7	Pool (above ground)	\$ 25.00	

	Pool (in ground)	\$ 50.00
Type 8	Renewal Fee (for 1 yr.)	\$ 10.00
Type 9	Demolition	\$ 10.00
Type 10	Restoration	\$ 50.00
Type 11	Miscellaneous	\$ 50.00
Type 12	Fire & Safety Inspections (Occupancy loads over 100)	\$ 20.00 \$ 75.00
Type 13	Roofing	\$ 10.00
Type 14	Roofing with structural repairs	\$ 50.00
Type 15	Siding (Permit required)	No Charge
Misc.	Docks	\$ .15 Sq. Ft.
	Residential Solar Panels (under 30)	\$ 50.00
	Residential Solar Panels (over 30)	\$ 100.00
	Stand Alone Generator	\$ 50.00

Application Fee Schedule

Area Variance	\$ 100.00
Use Variance	\$ 100.00
Site Plan Review	\$ 100.00
Administration Review	\$ 100.00
Special Use	\$ 100.00
Zoning Interpretation	\$ 100.00
Appeal of Decision by Building Inspector	\$ 100.00
Each Additional Variance/Property	\$ 75.00
Steep Slopes	\$ 100.00
Steep Slopes Professional Fee	\$ 500.00
Real Property sale inspection report fee (septic)	\$ 75.00

Subdivision:

- Affidavit - division of property not subject to review - no charge
- Sketch Plat Review - no charge
- Minor Subdivision Plat Approval - \$125 plus \$50 per lot (excluding the original lot)
- Major Subdivision Preliminary Plat Approval - \$250 plus \$100 per lot (excluding the original lot)
- Major Subdivision Final Plat Approval - \$450
- Consultant Review of Conceptual, Preliminary and Final Plat Applications (Major Subdivision)

Application for subdivision approval may be referred by the Planning Board to its Town Engineer and/or private consultants for review. Such consultants may include an engineer, planning consultant or other specialist necessary for the Board to make an informed decision. Expenses incurred by the Town for this purpose shall be fair and reasonable and shall be reimbursed to the Town by the applicant in the amount of the actual expense incurred. A minimum escrow account of \$1,000 shall be established for this purpose at the time of preliminary plat application for any major subdivision. Should the required escrow be depleted before final approval, the

applicant will be advised that additional monies must be deposited before review will continue.

- Performance/Maintenance Guarantees (Bond, Deposits or Letters of Credit)

These requirements shall be met in accordance with the procedure established by the Town's Subdivision Regulations.

5) 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 \$20.00
2. For all occupancies of 100 people or more, fee is \$75.00
3. Open development review, standard fee is \$100.00

6) That total contributions by the Town Board members to the Sunshine Fund be established at \$720.00 per year.

7) That State bid prices are to be utilized.

RESOLUTION #5-18

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

APPOINTMENTS/POLICIES - RELATED TO TOWN CLERK/TAX COLLECTOR:

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 \$2,221.37 for 2018.

APPOINTMENTS/POLICIES - RELATED TO HIGHWAY DEPARTMENT:

RESOLVED that the clothing allotment be set at \$375.00 and the cell phone usage allotment be set at \$120.00 for Full-Time Highway employees each year.

APPOINTMENTS/POLICIES- RELATED TO ELECTED DEPARTMENT HEADS (Highway Superintendent, Town Clerk)

RESOLVED that cell phone allotment for Highway Superintendent & Town Clerk be \$420.00 each year.

RESOLUTION #6-18

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

APPOINTMENTS/POLICIES - RELATED TO COURTS:

RESOLVED that clerk or clerks to be appointed with input of incoming Town Justice.

APPOINTMENTS/POLICIES - RELATED TO PLANNING DEPARTMENT:

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

1. That Elaine Nesbit be appointed Clerk to the Assessing Department, Code Enforcement Officer, and Planning & Zoning Boards.
2. That Christie Woodworth be appointed Clerk to the Code Enforcement Officer.
3. That Janet Micnerski be appointed Secretary to the Planning Board.
4. That the Watershed Contract with Yates County Soil and Water be approved.

RESOLUTION #7-18

On a motion of Councilor Stewart, seconded by Supervisor Killen, the following was

ADOPTED   Ayes 5       Anderson, Jones, Killen, Sisson, Stewart  
          Nays 0

APPOINTMENTS/POLICIES - RELATED TO PLANNING & ZONING BOARDS:

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

1. That Jennifer Gruschow be appointed to the Planning Board for a term from 1/1/18 to 12/31/2024.
2. That Earl Makatura be appointed to the Zoning Board for a term from 1/1/18 to 12/31/2022
3. That Kerry Hanley be appointed for a term of one year as alternate Zoning Board member, 1/1/2018 to 12/31/2018.
4. That Ken Smith be appointed for a term of two year as alternate Zoning Board member, 1/1/2018 to 12/31/2019

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

1. That the clothing allotment be set at \$375.00 for Water/Sewer Maintainers per year.
2. That Jennifer McKay receive \$2741.06 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.

3. That Sheila McMichael receive \$660.46 for receiving and processing water and sewer payments.
4. That regular meetings of the water and sewer department be held on the first Thursdays of each month at 1:00 PM, beginning in January, 2018. Further that due to scheduling conflict with Fingerlakes Waterworks Conference five months of the year, the KPSW Meeting will be held on the second Thursday of the month at 1:00 PM in February, April, June, August and December of 2018.

RESOLUTION #8-18

APPOINTMENT OF TOWN HISTORIAN:

On a motion of Councilor Stewart, seconded by Supervisor Killen, the following was

ADOPTED   Ayes 5       Anderson, Jones, Killen, Sisson, Stewart  
          Nays 0

RESOLVED that Ellen Chirco be appointed Town Historian.

RESOLUTION #9-18

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED   Ayes 5       Anderson, Jones, Killen, Sisson, Stewart  
          Nays 0

SALARY OF TOWN ELECTED OFFICIALS:

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

Supervisor	\$ 19,130.11
Highway Superintendent	\$ 60,500.00
Town Clerk-Tax Collector	\$ 45,586.06
Justice	\$ 12,197.53
Councilor Stewart	\$ 5,873.11
Councilor Jones	\$ 5,873.11
Councilor Sisson	\$ 5,873.11
Councilor Anderson	\$ 5,873.11

RESOLUTION #10-18

SALARY OF APPOINTED OFFICIALS:

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED   Ayes 5       Anderson, Jones, Killen, Sisson, Stewart  
          Nays 0

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

Assessor	\$52,893.93
Town Historian	\$ 423.45

Budget Officer	\$ 2,468.23
Assessment Board of Review Members	\$ 309.00@
Planning Board Chairman	\$ 599.00
Planning Board Members	\$ 599.00@
Zoning Board Chairman	\$ 225.00
Zoning Board Members	\$ 175.00@
Zoning Board Alternates	\$ 87.50@

RESOLUTION #11-18

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

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

Barry Martin	H.E.O.	\$20.59
Frank Fitzwater	H.E.O.	\$19.09
Anthony Hurd	M.E.O.	\$20.00
Chad McMinn	M.E.O.	\$18.40
Jeff Viele	M.E.O.	\$18.84
Dan Wheeler	M.E.O.	\$18.40
Jeff Jensen	Mechanic	\$20.00
Jason Tietjen	M.E.O.	\$18.40
Part time Laborer	Various duties	\$13.00- \$15.00

\*Amount to be determined by Highway Superintendent per 2018 budget and worker's experience.

RESOLUTION #12-18

HOURLY RATE FOR TOWN HALL EMPLOYEES:

On a motion of Councilor Stewart, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

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

Code Enforcement Officer Zac DeVoe	\$23.41
Clerk to the Assessment/Planning/Zoning Dept.	\$22.59
Bookkeeper - Jennifer McKay	\$18.98
Deputy Town Clerk - Jennifer McKay	\$18.98
Deputy Town Clerk - Linda Morris	\$12.87
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$14.19
Water/Sewer Clerk - Virginia Fenton	\$15.06
Code Enf. Officer Secretary	\$11.00
Secretary to Assessment Board of Review-Christie Woodworth	\$12.50

Court Clerks - to be determined	\$12.50
Court Clerk - to be determined	\$12.50
Planning Board Secretary- Janet Micnerski	\$11.24

RESOLUTION #13-18

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

On a motion of Councilor Stewart, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

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

- |  |          |
|--|----------|
| 1. New Year's Day                          | 01/01/18 |
| 2. Martin Luther King Day                  | 01/15/18 |
| 3. Memorial Day                            | 05/28/18 |
| 4. Independence Day                        | 07/04/18 |
| 5. Labor Day                               | 09/03/18 |
| 6. Columbus Day                            | 10/08/18 |
| 7. Veterans Day                            | 11/12/18 |
| 8. Thanksgiving                            | 11/22/18 |
| 9. Friday following Thanksgiving           | 11/23/18 |
| 10. Christmas                              | 12/25/18 |
| 11. Floater (at the employee's discretion) |          |

RESOLUTION #14-18

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

On a motion of Supervisor Killen, seconded by Councilor Sisson, the following was

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

Resolved the annual review of the Town's Financial Management Policy will be conducted and placed on the January meeting agenda.

RESOLUTION #15-18

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

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, Stewart  
Nays 0

AUTHORIZE ANNUAL CPR/1<sup>ST</sup> AID TRAINING

Resolved the Highway and KPSW employees be authorized to attend mandatory annual CPR and 1<sup>st</sup> Aid training.

AUTHORIZE MINE SAFETY TRAINING

Resolved the Highway employees be authorized to attend mandatory mine safety training.

Resolution #16-18

2018 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

On a motion of Supervisor Killen, seconded by Councilor Stewart, the following was

ADOPTED   Ayes 5       Anderson, Jones, Killen, Sisson, Stewart  
          Nays 0

Resolved the Committee Assignments be accepted as amended.

ASSESSMENT / ASSESSOR

1. Paul Anderson
2. Jaime Sisson
3. Vernon Brand

BUDGET / FINANCE

1. Town Board
2. Town Clerk, Sheila McMichael
3. Town Highway Superintendent, Rob Martin
4. KPSW Department Head, Lee hardy
5. Budget Officer, Terry Kwiecinski

BUILDING / GROUNDS

1. Patrick Killen
2. Rob Martin
3. Zach DeVoe

CODE ENFORCEMENT / CODE OFFICER

1. Paul Anderson
2. Jaime Sisson
3. Zac DeVoe, Code Enforcement Officer

TOWN CLERK / TAX COLLECTOR

1. Jamie Sisson
2. Paul Anderson
3. Sheila McMichael, Town Clerk

TOWN JUSTICE

1. Ray Stewart
2. Patrick Killen
3. Town Justice (to be appointed)

TOWN HIGHWAY

1. Daryl Jones
2. Ray Stewart

3. Robert Martin, Highway Superintendent

PLANNING / ZONING

1. Jaime Sisson
2. Daryl Jones
3. Elaine Nesbit, ZBA Clerk

RECREATION

1. Jaime Sisson
2. Daryl Jones
3. Beverly Eggleston, Recreation Supervisor

PERSONNEL

1. Pat Killen, Town Supervisor
2. Sheila McMichael, Town Clerk
3. Rob Martin, Town Highway Superintendent
4. Lee Hardy, KPSW Department Head
5. Vernon Brand, Assessor
6. Zac DeVoe, Code Enforcement Officer
7. Jeffrey Graff, Town Attorney
8. Ray Stewart, Town Board

PUBLIC RELATIONS

1. Patrick Killen
2. Sheila McMichael
3. Rob Martin
4. Wayne Ackart
5. Paul Anderson

KPSW SEWER/WATER

1. Patrick Killen
2. Ray Stewart
3. Wayne Ackart
4. Lee Hardy

HEALTH CARE

1. Daryl Jones
2. Paul Anderson

CLEAN UP DAY

1. Daryl Jones
2. Jaime Sisson

SUNSHINE FUND

- 1 Ray Stewart
- 2 Pat Killen
- 3 Jennifer McKay

WAR MEMORIAL

1. Daryl Jones
2. Ray Stewart

CEMETARY

1. Jaime Sisson
2. Paul Anderson

Each Committee will select a Chairman. Please inform the Town Clerk who the Chairman of each Committee is once they have been selected by the Committee.

Note: Town Justice Committee is reminded to conduct the annual review of the Town Justice Books

POSTED HOURS

Staff will be instructed to notify the Town Clerk when there is a change in their hours to keep the posted hours updated.

REVAL PRESENTATION

Assessor Brand brought the Town Board up to date on the reval progress.

Councilors Jones and Sisson sit on the Assessor and Planning/Zoning Committees. They will be met to discuss the loss of data from WagSys and how to efficiently streamline data between the departments.

With there being no further business, on a motion of, seconded by , the meeting was adjourned at P.M.

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Sheila McMichael, Town Clerk