

Proof of Notice having been duly posted, the 2024 Organization Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 4:00 P.M. on January 3, 2024. Present were: Councilors Bird, Jones, Lent, Purdy, Supervisor Sisson, Town Clerk McMichael.

Guest: James McKinley

Supervisor Sisson called the meeting to order with the Pledge to the Flag at 4:05 P.M.

APPOINTMENTS BY ELECTED OFFICIALS

SUPERVISOR APPOINTMENTS:

1. Daryl Jones, Councilor, be appointed Deputy Supervisor.
2. That Jennifer McKay be appointed Bookkeeper.
3. Daryl Jones be appointed alternate to KWIC & KLOC.

TOWN CLERK APPOINTMENTS:

1. Jennifer McKay, Laura Swarthout and Emily Gillett be appointed Deputy Town Clerks.
2. Jennifer McKay, Emily Gillett and Sandi Spencer be appointed Deputy Tax Collectors.

HIGHWAY SUPERINTENDENT APPOINTMENT:

Jamie A. Sisson be appointed Deputy Highway Superintendent.

RESOLUTION #1-24

TOWN BOARD MEETING DATES:

On a motion of Councilor Bird, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
 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 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, Tax Collection and Escrow accounts.

ATTORNEY FOR THE TOWN:

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

RESOLUTION #2-24

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

RESOLVED that the following fiscal related items be made:

- 1) That mileage rates for Town officials and employees be set in accord with the 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 (For months of Jan, Feb & March)
Water Collector	\$100.00
Supervisor	\$ 50.00

3. Fee Schedules as amended:

Building Permit Fee Schedule	
Residence – Habitable space	\$0.25/sq. ft. - min \$400
Re inspections - CEO return visits	\$50 first, \$100 2nd, \$150 3rd
Non-habitable space	\$0.15/sq. ft.
Commercial Building	\$0.25/sq. ft. - minimum \$600
Residential Ext. Remodel <240 sq ft	\$100 <240 sq ft, \$250 > 240 sq ft
Replacement Doors and Windows	\$50/unit
Garage – Attached & Detached -	\$250<600 sq ft, \$500>600 sq ft
Shed/Acc. Building -	\$50<500 sq ft, \$100>500 sq ft
Green House	\$100<120 sq ft, \$250>120 sq ft
Agriculture Acc. Building for Ag purposes -	\$0.05/sq. ft. (\$500.00 cap)
Porch/Deck – Attached & Detached -	\$100 <120 sq ft, \$250> 120 sq ft
Addition – Habitable -	\$0.25/sq. ft.
– Non-habitable-	\$0.15/sq. ft.
Pool – Above ground -	\$50
– In-ground -	\$100
Building Permit Renewal fee	Year 1/2/3 - 50%, 100%, 200% original permit fee. Automatically charged for expired permits.
Demolition -	\$50 <144 sq ft, \$100>144sq ft
Miscellaneous -	\$50.00
Roofing -	\$50.00

Docks & Mooring -	\$0.20/sq. ft
Temporary Certificate of Occupancy -	\$20.00/1st yr. - \$40.00/2nd yr.
Standalone Generator -	\$50.00
Solar Panels (residential under 20KW)	\$50.00
Solar Panels (residential over 20KW)	\$0.5/ additional kw
Commercial Solar	\$5.00/Kilowatt
Certificate of Non-Conformity	\$50
Working without a Permit	\$100 or Double Permit Fee (greater amount)
Stop work order	\$100
APPLICATION FEE SCHEDULE:	
Area Variance	\$250.00
Use Variance	\$250.00
Site Plan review	\$150.00
Administration Review	\$100.00
Special use	\$150.00
Zoning Interpretation	\$100.00
Appeal of decision by Building Inspector	\$100.00
Each additional variance/property	\$100.00
Open development review	\$150.00
Building permit/zoning research fee	\$50.00
Steep Slope Application	\$150.00 per parcel (non-refundable)
Professional service fee	\$500 *
<p>*This Professional Service Fee will be used to defray cost of services, incurred by the Town, in connection with Professional review of said application. Should that initial fee be insufficient to cover the services rendered, the applicant will be notified, and all additional fees incurred from that point forward will be billed to the applicant. Professional Service Fees must be paid in full prior to the issuance of the Steep Slopes Permit.</p> <p>Should the cost of Professional Service for any Steep Slopes Application be less than the \$500.00 mandatory fee, the Town will return the unused portion to the applicant upon the issuance or withdrawal of said Application.</p>	
SUBDIVISION FEES:	
Affidavit – division of property not subject to review -	\$50
Sketch plat review -	No Charge.
Minor subdivision plat approval -	\$125.00 plus \$50.00 per lot
Major subdivision preliminary plat approval -	\$250.00 plus \$100.00 per lot (Excluding original lot)
Major subdivision final plat approval -	\$450.00
FIRE & SAFETY INSPECTION FEES: (Including issuance of operating permit)	
(Including issuance of operating permit)	
Occupancy loads 99 or less -	\$50.00
Occupancy loads over 100 -	\$100.00

*Exempt Service organizations: (2010) <ul style="list-style-type: none">• Keuka Park Fire Department• Branchport Fire Department• Branchport Free Library	
REAL PROPERTY SALE SEPTIC INSPECTION FEE	\$100 *DUE before inspection

4) 2024 Water & Sewer Rates, Fees and EDU Schedule (attached).

5) Highway Fee Schedule

DRIVEWAY

Application: \$ 35.00

Pipe: \$300 per 20' minimum length
\$150 each additional 10'

ROAD OPENING PERMIT

Application fee: \$ 35.00

Deposit: \$300.00

6) That total contributions by the Town Board members to the Sunshine Fund be established at \$1,200.00 per year.

7) That State bid prices are to be utilized.

RESOLUTION #3-24

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

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson

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 \$5,275.00 for 2024.

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.

RESOLUTION #4-24

APPOINTMENTS/POLICIES - RELATED TO COURTS:

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson

Nays 0

RESOLVED that Tammy Hullings be appointed court clerk for Justice Whitford.

APPOINTMENTS/POLICIES - RELATED TO PLANNING DEPARTMENT:

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

1. That John Kriese be appointed to the Planning Board for a seven-year term to expire 12/31/2029.
2. That Laura Swarhout be appointed Clerk to the Zoning Board.
3. That Robin Johnson be appointed Secretary to the Planning Board.
4. That the Watershed Contract with Yates County Soil and Water be approved.

PLANNING BOARD APPOINTMENT

Whereas Tim Cutler has resigned his position on the Planning Board; and

Whereas David English, 8565 East Bluff Drive has expressed an interest in serving on the Planning Board; and

Whereas Mr. English resigned his position on the Zoning Board; now, therefore, be it

Resolved David English be appointed to fill Mr. Cutler's unexpired term through 12/31/2028.

APPOINTMENTS/POLICIES - RELATED TO ZONING BOARD:

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

1. That Randy Rhoads be appointed to the Zoning Board for a five-year term to expire 12/31/2028.
2. That Mike Monahan be appointed as alternate Zoning Board member for a term of one year.
3. That Donald Wright be appointed as alternate Zoning Board member for a term of two years.

RESOLUTION #5-24

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

On a motion of Councilor Purdy, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

1. That Jamie Sisson be appointed Department Head of the Keuka Park Water/Sewer Department.

- 2. That the clothing allotment be set at \$375.00 for Water/Sewer Maintainers per year.
- 3. That Jennifer McKay receive \$3,600.00 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
- 4. That Sheila McMichael receive \$3,600.00 for district extensions, project financing, accounts receivable, receiving and processing payments for the water and sewer departments.
- 5. That regular meetings of the water and sewer department be held on the first Tuesday of each month at 7:00 AM.

RESOLUTION #6-24

APPOINTMENT OF TOWN HISTORIAN:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

RESOLVED that Ellen Chirco be appointed Town Historian.

RESOLUTION #7-24

SALARY OF TOWN ELECTED OFFICIALS:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

Supervisor	\$21,864.31
Highway Superintendent	\$68,936.56
Town Clerk/Tax Collector	\$61,074.50
Justice	\$14,640.00
Councilors	\$ 6,078.68

RESOLUTION #8-24

SALARY OF APPOINTED OFFICIALS:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

Court Clerk - Tammy Hullings	\$8,240.00
Town Historian	\$ 475.00

RESOLUTION #9-24

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

Barry Martin	H.E.O.	\$24.95
Jamie Sisson	H.E.O.	\$23.00
Dan Wheeler	H.E.O.	\$23.00
Jeff Viele	H.E.O.	\$23.50
Jason Tietjen	H.E.O.	\$23.00
Chad McMinn	H.E.O.	\$23.00
Scott Guererri	H.E.O.	\$23.00
Jeff Jensen	Mechanic	\$24.37
	Part time Laborer	****

****-to be determined by Highway Superintendent
Deputy Highway Superintendent receive an additional \$1.50 per hour to his rate.

RESOLUTION #10-24

HOURLY RATE FOR TOWN HALL EMPLOYEES:

On a motion of Councilor Bird, seconded by Councilor Purdy, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

Assessor - Terry Kwiecinski	\$29.00
Code Enforcement Officer as of 1/4/2024- James McKinley	\$28.00
Water Operator/Wastewater Maintainer (non-union)	\$26.00
Bookkeeper - Jennifer McKay	\$25.00
Deputy Town Clerk - Jennifer McKay	\$25.00
Deputy Town Clerk - Laura Swarthout	\$22.00
Deputy Town Clerk - Emily Gillett	\$19.00
Deputy Tax Collector - Sandi Spencer	\$19.30
Water/Sewer Clerk - Ginny Fenton	\$18.84
Secretary to Assessment Board of Review	\$15.00
Planning Board Secretary-Robin Johnson	\$15.00

*Wage adjustments due to minimum wage increase.

RESOLUTION #11-24

MILEAGE REIMBURSEMENT FOR APPOINTED BOARD MEMBERS

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

Resolved that the following mileage reimbursement be set for the following appointed Board Members:

Assessment Board of Review Members	\$380.00
Planning Board Chairman	\$599.00
Planning Board Members	\$599.00@
Zoning Board Chairman	\$599.00@
Zoning Board Members	\$599.00@
Zoning Board Alternates	\$599.00@

RESOLUTION #12-24

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

On a motion of Councilor Purdy, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

1. New Year's Day 01/01/24
2. Martin Luther King Day 01/15/24
3. Memorial Day 05/27/24
4. Independence Day 07/04/24
5. Labor Day 09/02/24
6. Columbus Day 10/14/24
7. Veterans Day 11/11/24
8. Thanksgiving 11/28/24
9. Friday following Thanksgiving 11/29/24
10. Christmas 12/25/24
11. Floater (at the employee's discretion)

RESOLUTION #13-24

ESTABLISH EMPLOYEE WORK SCHEDULES

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

RESOLVED that the normal hours of operation are established per Section 501 of the Employee Handbook as follows

Assessor	8:00-4:00
CEO	7:30-3:30
Water/Sewer Clerk	7:30-3:30
W/S Maintainer	7:00-3:00
Bookkeeper	8:00-3:00
Deputy Clerk	8:00-3:00

*Highway Department hours stated in Employee Handbook

RESOLUTION #14-24

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

On a motion of Councilor Purdy, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

RESOLUTION #15-24

FUND BALANCE POLICY REVIEW

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

Resolved the annual review of the Town's Fund Balance Policy was conducted and the Policy accepted.

RESOLUTION #16-24

PROCUREMENT POLICY REVIEW

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

RESOLUTION #17-24

AUTHORIZE ANNUAL CPR/1ST AID TRAINING

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson
Nays 0

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

AUTHORIZE MINE SAFETY TRAINING

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

AUTHORIZE HIGHWAY SAFETY TRAINING

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

AUTHORIZE HIGHWAY TRAINING - DIG SAFELY SEMINAR

Resolved the Highway employees be authorized to attend the Dig Safely seminar.

2024 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

Assessment/ Assessor

1. Ritchie Lent
2. Jim Bird
3. Terry Kwiecinski

Budget/Finance

1. Town Board
2. Town Clerk
3. Town Highway

Building/Grounds

1. Ritchie Lent
2. Tony Hurd
3. James McKinley

Code Enforcement/Code Officer

1. Jim Bird
2. Jamie Sisson
3. James McKinley

Town Clerk/ Tax Collector

1. Sarah Purdy
2. Ritchie Lent
3. Sheila McMichael

Town Justice

1. Ritchie Lent
2. Sarah Purdy
3. Justice Todd Whitford

Town Highway

1. Daryl Jones
2. Jamie Sisson
3. Tony Hurd

Planning / Zoning

1. Sarah Purdy
2. Daryl Jones

Recreation

1. Jim Bird
2. Jamie Sisson
3. Emily Strait

Personnel

1. Jamie Sisson
2. Sarah Purdy
3. Sheila McMichael
4. Attorney Jeff Graff

Public Relations

1. Jamie Sisson
2. Sheila McMichael
3. Tony Hurd
4. Sarah Purdy

KPSW

1. Jamie Sisson, Chair
2. Ritchie Lent

Health

1. Daryl Jones
2. Jim Bird

Clean-up Day

1. Daryl Jones
2. Ritchie Lent

Sunshine Fund

1. Sarah Purdy
2. Jamie Sisson
3. Jennifer McKay

War Memorial

1. Daryl Jones
2. Ritchie Lent

Cemetery

1. Jim Bird
2. Ritchie Lent

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

With there being no further business, the meeting was adjourned at 5:13 P.M.

Jerusalem Town Board
January 3, 2024

Sheila McMichael, Town Clerk