

Proof of Notice having been duly posted, the 2012 Organizational Meeting of the Jerusalem Town Board was called to order At 7:00 P.M. on January 4, 2012. Present were: Councilpersons Folts, Killen, Parson, Stewart, Supervisor Jones, Town Attorney Bailey, Town Clerk McMichael, Highway Superintendent Payne.

Excused: Councilor Steppe

Guests: John Phillips, Art Carcone, John Christensen, *Chronicle Express* reporter; Rory Sasson, *Dundee Observer* reporter.

Supervisor Jones called the meeting to order at 7:05 P.M.

RESOLUTION #1-12

TOWN BOARD MEETING DATES:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 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.

RESOLUTION #2-12

DESIGNATION OF OFFICIAL NEWSPAPER:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

RESOLUTION #3-12

DESIGNATION OF OFFICIAL DEPOSITORY:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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.

RESOLUTION #4-12

ATTORNEY FOR THE TOWN:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

SUPERVISOR APPOINTMENTS:

The following motion was offered by Supervisor Jones and seconded by Councilor Killen:

Resolved the following appointments be made:

1. Raymond Stewart, former Councilor, be appointed Deputy Supervisor (Town Law Article II, Section 7-13).
2. Larry Muscarella be appointed Budget Officer.
3. Resolved Jennifer McKay be appointed Bookkeeper.

There was a lengthy discussion and clarification on the establishment, appointment, duties, qualifications and compensation of the Deputy Supervisor. The office of Deputy Supervisor is provided for in Section 42 of the Town Law. It does not have to be a member of the board, but must be someone eligible to hold town office. The Deputy assumes most duties of the Supervisor, except for voting. The board created the office and sets the salary. The Supervisor appoints the Deputy who has to take the oath of office.

RESOLUTION #5-12

MOTION TO AMEND - SUPERVISOR APPOINTMENTS:

Supervisor Jones offered a motion, seconded by Councilor Killen to amend the motion to read as follows. The vote on the motion as amended was

DEFEATED: AYES 2 Jones, Killen
 NAYS 2 Folts, Parson

Resolved Raymond Stewart, former Councilor, be appointed Deputy Supervisor (Town Law Article II, Section 7-13).

RESOLUTION #6-12

SUPERVISOR APPOINTMENT - BUDGET OFFICER

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

Resolved Larry Muscarella be appointed Budget Officer.

RESOLUTION #7-12

SUPERVISOR APPOINTMENT - BOOKKEEPER

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

Resolved Jennifer McKay be appointed Bookkeeper.

DISCUSSION - RESOLUTION #6-12 DEPUTY SUPERVISOR APPOINTMENT:

Clarification was requested regarding the operation of the Town as no Deputy Supervisor was appointed. Attorney Bailey stated that based on law, the Town Board's past practice of authorizing an appointment by the Supervisor is confusing which led to a lengthy discussion.

Attorney Bailey will research and rework these resolutions further for the 2013 Organizational Meeting.

RESOLUTION #8-12

SUPERVISOR APPOINTMENTS:

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

ADOPTED Ayes 4 Folts, Jones, Killen, Parson
 Nays 0

Resolved that the Supervisor be authorized to appoint persons to the following positions to be paid in accordance with the 2012 adopted Budget.

1. Deputy Supervisor
2. Budget Officer
3. Bookkeeper

TOWN CLERK APPOINTMENTS:

Carol Goebel, Alice Hunt and Jennifer McKay be appointed Deputy Town Clerks.

Jennifer McKay, Brenda Spoor and Sandi Spencer be appointed Deputy Tax Collectors.

RESOLUTION #9-12

TOWN ENGINEER AND SAFETY OFFICER:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$11,171.46, and Safety Officer for the Town at a

salary of \$1,897.14 appropriated \$6,534.30 within the Water and Sewer funds; and, be it further

RESOLVED that the Town hereby authorizes a maximum of \$1,147.00 per month for payment of a two-person medical insurance plan for Mr. Ackart.

RESOLUTION #10-12

ESTABLISH THE SUNSHINE FUND AND COMMITTEE

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

ADOPTED Ayes 4 Folts, Jones, Killen, Parson
Nays 0

Resolved that the Sunshine Fund be established with related policies on the revenues and expenses; and, be it further

Resolved that Councilor Killen, Councilor Folts and the Bookkeeper will serve as the Sunshine Committee.

RESOLUTION #11-12

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
NAYS 0

RESOLVED that the following fiscal related items be made:

- 1) That Budget Officer at a salary of \$2,108.00.
- 2) That mileage rates for Town officials and employees be set in accord with the Internal Revenue Service recommended rate.
- 3) 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	

4) 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.
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	\$ 50.00
	(Occupancy loads over 100)	\$ 75.00
Type 13	Roofing	\$ 10.00
Type 14	Roofing with structural repairs	\$ 50.00
Type 15	Siding (Permit required)	No Charge

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
Real Property sale inspection report fee (septic)	\$ 75.00

6) 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

7) That State bid prices are to be utilized.

RESOLUTION #12-12

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

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 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 \$1,572.13 for 2012.

RESOLUTION #13-12

APPOINTMENTS/POLICIES - RELATED TO HIGHWAY DEPARTMENT:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

- 1) Authorize the Highway Superintendent to appoint a Deputy Highway Superintendent.
- 2) That the clothing allotment be set at \$300.00 and the cell phone usage allotment be set at \$ 120.00 for Full-Time Highway employees each year.
- 3) That Highway expenditures be allowed up to \$1,000 without Board approval.

RESOLUTION #14-12

APPOINTMENTS/POLICIES - RELATED TO COURTS:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

RESOLVED that Sherie Davison and Patricia Powers be appointed court clerks for Justice Davison.

APPOINTMENTS/POLICIES - RELATED TO PLANNING DEPARTMENT:

Supervisor Jones offered the following motion, seconded by Councilor Parson:

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

1. That Art Carcone be appointed to the Planning Board for a seven year term to expire 12/31/2018.
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 Deputy Supervisor Raymond Stewart be appointed alternate to KWIC.
6. That the Watershed Contract with Yates County Soil and Water be approved.

RESOLUTION #15-12

MOTION TO AMEND - APPOINTMENTS/POLICIES - RELATED TO PLANNING

DEPARTMENT:

Supervisor Jones offered a motion, seconded by Councilor Killen to amend the motion to read as follows. The vote on the motion as amended was

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

1. That Art Carcone be appointed to the Planning Board for a seven year term to expire 12/31/2018.
2. That the appointment of Elaine Nesbit as Clerk to the Assessing Department, Code Enforcement Officer, and Planning & Zoning Boards be continued.
3. That the appointment of Eleanor Lambert as Clerk to the Code Enforcement Officer be continued.
4. That the appointment of Carol Goebel as Secretary to the Planning Board be continued.
5. That the Deputy Supervisor be appointed alternate to KWIC.
6. That the Watershed Contract with Yates County Soil and Water be approved.

RESOLUTION #16-12

APPOINTMENTS/POLICIES - RELATED TO ZONING BOARD:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

1. That Jim Bird, current alternate, be appointed to fill the unexpired term of Mike Steppe through 12/31/16.
2. Appoint Rodgers Williams as alternate Zoning Board member for a term of two year.
3. That the appointment of John Phillips as Code Enforcement Officer be continued.

RESOLUTION #17-12

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 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 the clothing allotment be set at \$300.00 for Water/Sewer Maintainers per year.
3. That Jennifer McKay receive \$2,171.17 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$542.79 for receiving and processing water and sewer payments.

RESOLUTION #18-12

APPOINTMENT OF ANIMAL CONTROL OFFICER:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

RESOLVED that Tom Morris be appointed Animal Control Officer.

RESOLUTION #19-12

APPOINTMENT OF TOWN HISTORIAN:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

RESOLVED that Robert Evans be appointed Town Historian.

RESOLUTION #20-12

SALARY OF TOWN ELECTED OFFICIALS:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

Supervisor	\$19,567.41
Highway Superintendent	\$52,435.77
Town Clerk-Tax Collector	\$36,921.40
Justice	\$10,486.25
Councilor Folts	\$5,590.24
Councilor Killen	\$5,590.24
Councilor Parson	\$5,480.63
Councilor Steppe	\$5,590.24

RESOLUTION #21-12

SALARY OF APPOINTED OFFICIALS:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

Assessor	\$38,248.00
Clerk to the Assessment/Planning/Zoning Dept.	\$36,172.24
Town Historian	\$ 368.89
Assessment Board of Review Members	\$ 250.00@
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 #22-12

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

Robert Martin	Working Foreman	\$18.91
Dale Fitzwater	H.E.O.	\$18.40
Barry Martin	H.E.O.	\$18.15
Santiago Avellenada	H.E.O.	\$16.62
Frank Fitzwater	H.E.O.	\$16.36
Anthony Hurd	M.E.O.L.	\$16.56
Arthur Burk	M.E.O.L.	\$16.46
Jeff Viele	M.E.O.L.	\$15.60
Jeff Jensen	Mechanic	\$16.62
Part time Laborer		\$11.22

* To be determined by the Highway Superintendent

RESOLUTION #23-12

HOURLY RATE FOR TOWN HALL EMPLOYEES:

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

ADOPTED: AYES 4 Folts, Jones, Killen, Parson
 NAYS 0

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

RESOLUTION #26-12

MUNICIPAL SERVICES AGREEMENT

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

ADOPTED Ayes 4 Folts, Jones, Killen, Parson
Nays 0

Resolved the Municipal Services Agreement with Larson Design Group be renewed.

2012 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

Assessment / Assessor:

1. Max Parson
2. Mike Folts
3. Vernon Brand

Budget / Finance:

1. Town Board
2. Town Clerk
3. Town Highway Superintendent
4. Budget Officer

Building / Grounds:

1. Daryl Jones
2. Robert Payne, Highway Barns
3. John Phillips, Town Offices

Code Enforcement / Code Officer:

1. Max Parson
2. Mike Steppe
3. John Phillips, Code Enforcement Officer

Town Clerk / Tax Collector:

1. Mike Folts
2. Daryl Jones
3. Sheila McMichael, Town Clerk

Town Justice:

1. Max Parson
2. Patrick Killen
3. Town Justice Matthew Davison

Town Highway:

1. Max Parson
2. Mike Steppe
3. Robert Payne

Planning / Zoning:

1. Patrick Killen
2. Mike Steppe
3. Elaine Nesbit, ZBA Clerk

Recreation:

1. Patrick Killen
2. Mike Folts
3. Beverly Eggleston - Recreation Director

Personnel:

1. Daryl Jones, Town Supervisor
2. Sheila McMichael, Town Clerk
3. Robert Payne, Town Highway Superintendent
4. Phil Bailey, Town Attorney
5. Patrick Killen, Town Board

Public Relations:

1. Daryl Jones, Town Supervisor
2. Sheila McMichael, Town Clerk
3. Robert Payne, Town Highway Superintendent
4. Wayne Ackart, Town Engineer / Safety officer
5. Philip Bailey, Town Attorney

Sewer / Water:

1. Ray Stewart, Deputy Supervisor
2. Mike Folts, Town Board
3. Wayne Ackart, Engineer
4. Gary Dinehart- Department Head
5. Daryl Jones (Alternate)

Health Care Issues:

1. Mike Folts, Town Board
2. Patrick Killen, Town Board

Clean-Up Day:

1. Mike Folts, Town Board
2. Max Parson, Town Board

Sunshine Fund:

3. Mike Folts, Town Board
4. Patrick Killen, Town Board
5. Jennifer McKay, Bookkeeper

Organizational Meeting
January 4, 2012

With there being no further business, on a motion of Councilor Killen, seconded by Supervisor Jones, the meeting was adjourned at 8:25 P.M.

Sheila McMichael, Town Clerk