

Proof of Notice having been duly posted, the 2015 Organizational Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 6:00 P.M. on January 7, 2015. Present were: Supervisor Killen, Councilors Dinehart, Jones, Parson, Steppe, Deputy Supervisor Stewart, Town Clerk McMichael, Highway Superintendent Martin and Attorney Jeffrey Graff.

RESOLUTION #1-15

TOWN BOARD MEETING DATES:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	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 #2-15

DESIGNATION OF OFFICIAL NEWSPAPER:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

RESOLUTION #3-15

DESIGNATION OF OFFICIAL DEPOSITORY:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	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 #4-15

ATTORNEY FOR THE TOWN:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

SUPERVISOR APPOINTMENTS:

1. Raymond Stewart, former Councilor, be appointed Deputy Supervisor (Town Law Article III, Section 42).
2. Larry Muscarella be appointed Budget Officer.
3. Jennifer McKay be appointed Bookkeeper.

TOWN CLERK APPOINTMENTS:

1. Carol Goebel 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.

RESOLUTION #5-15

TOWN ENGINEER:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$14,278.01 appropriated at \$9,994.61 Water fund and \$4,283.40 Sewer fund; and, be it further

RESOLVED that the Town hereby authorizes a cap of \$986 per month for payment of a two-person medical insurance plan for Mr. Ackart.

RESOLUTION #6-15

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

RESOLVED that the following fiscal related items be made:

- 1) That Budget Officer at a salary of \$2,303.26.
- 2) That mileage rates for Town officials and employees be set in accord with the current 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) (non-habitable space is \$.15)	\$.25 Sq. Ft. \$.15 Sq. Ft.
Type 2	Commercial Building	\$.25 Sq. Ft.
Type 3	Garage - attached & detached	\$.15 Sq. Ft.
Type 4	Shed/Acc. Building Agriculture Acc. Building for Ag Exempt Property	\$.15 Sq. Ft. \$.05 Sq. Ft. (\$500.00 cap)
Type 5	Porch/Deck - attached & detached	\$.15 Sq. Ft.
Type 6	Addition - (habitable) (non-habitable)	\$.25 Sq. Ft. \$.15 Sq. Ft.
Type 7	Pool (above ground) Pool (in ground)	\$ 25.00 \$ 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.

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

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 #7-15

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

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	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 \$2135.11 for 2015.

RESOLUTION #8-15

APPOINTMENTS/POLICIES - RELATED TO HIGHWAY DEPARTMENT:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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 #9-15

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

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

APPOINTMENTS/POLICIES - RELATED TO COURTS:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

RESOLVED that Sherie Davison and Patricia Powers be appointed Court Clerks for Justice Davison.

RESOLUTION #10-15

APPOINTMENTS/POLICIES - RELATED TO PLANNING DEPARTMENT:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

1. That Tim Cutler be appointed to the Planning Board for a seven year term to expire 12/31/21.
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 Ashley Williamson be appointed Secretary to the Planning Board.
5. That Daryl Jones be appointed alternate to KWIC.
6. That the Watershed Contract with Yates County Soil and Water be approved.

RESOLUTION #11-15

APPOINTMENTS/POLICIES - RELATED TO ZONING BOARD:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	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 12/31/19.
2. That Rodgers Williams be appointed for a term of two years and Joseph Chiaverini be appointed for a term of one year as alternate Zoning Board members.

RESOLUTION #12-15

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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 \$2,372.27 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
3. That Sheila McMichael receive \$616.32 for receiving and processing water and sewer payments.

RESOLUTION #13-15

APPOINTMENTS/POLICIES RELATED TO ANIMAL CONTROL:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

RESOLVED that the following items pertaining to animal control be made.

1. That Tom Morris be appointed Animal Control Officer.
2. That the Animal Control Agreement with Yates County Sheriff's Office be approved

RESOLUTION #14-15

APPOINTMENT OF TOWN HISTORIAN:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

RESOLVED that Robert Evans be appointed Town Historian.

RESOLUTION #15-15

SALARY OF TOWN ELECTED OFFICIALS:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

Supervisor	\$ 19,055.00
Highway Superintendent	\$ 56,169.20
Town Clerk-Tax Collector	\$ 41,923.21
Justice	\$ 11,382.39
Councilor Dinehart	\$ 5,873.11
Councilor Jones	\$ 5,873.11
Councilor Parson	\$ 5,757.95
Councilor Steppe	\$ 5,873.11

RESOLUTION #16-15

SALARY OF APPOINTED OFFICIALS:

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

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
Nays 0

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

Assessor	\$50,346.00
IT Liaison	\$ 1,071.20
Town Historian	\$ 403.06
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 @

The IT Liaison salary will be reviewed at budget time to determine if this should be considered a stipend; thereby making it ineligible for the annual increase.

RESOLUTION #17-15

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
Nays 0

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

Dale Fitzwater	H.E.O.	\$19.50
Barry Martin	H.E.O.	\$19.50
Frank Fitzwater	H.E.O.	\$18.00
Anthony Hurd	M.E.O.	\$18.50
Chad McMinn	M.E.O.	\$16.00
Jeff Viele	M.E.O.	\$17.75
Dan Wheeler	M.E.O.	\$16.00
Jeff Jensen	Mechanic	\$18.82
	Part time Laborer	\$*

*Amount to be determined by Highway Superintendent per 2015 budget.

RESOLUTION #18-15

HOURLY RATE FOR TOWN HALL EMPLOYEES:

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

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
Nays 0

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

Code Enforcement Officer	\$26.89
Clerk to the Assessment/Planning/Zoning Dept.	\$21.08
Bookkeeper - Jennifer McKay	\$17.00
Deputy Town Clerk - Jennifer McKay	\$17.00
Deputy Town Clerk - Carol Goebel	\$12.01
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$13.24
Water/Sewer Clerk - Carrie Wheeler	\$16.27
Code Enforcement Officer Secretary - Eleanor Lambert	\$12.67
Secretary to Assessment Board of Review	\$12.67
Court Clerks - Sherie Davison	\$13.24
Court Clerk - Patricia Powers	\$13.24
Planning Board Secretary-Ashley Williamson	\$11.25

Supervisor Killen is addressing confusion regarding the salary for the Clerk to the Assessment/Planning/Zoning Dept.

RESOLUTION #19-15

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

On a motion of Councilor Steppe, seconded by Councilor Dinehart, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

- | | |
|--|----------|
| 1. New Year's Day | 01/01/15 |
| 2. Martin Luther King Day | 01/19/15 |
| 3. Memorial Day | 05/25/15 |
| 4. Independence Day | 07/04/15 |
| 5. Labor Day | 09/07/15 |
| 6. Columbus Day | 10/12/15 |
| 7. Veterans Day | 11/11/15 |
| 8. Thanksgiving | 11/26/15 |
| 9. Friday following Thanksgiving | 11/27/15 |
| 10. Christmas | 12/25/15 |
| 11. Floater (at the employee's discretion) | |

RESOLUTION #20-15

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

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

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

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

RESOLUTION #21-15

AUTHORIZE ANNUAL CPR/1ST AID TRAINING

On a motion of Councilor Steppe, seconded by Councilor Dinehart, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

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

RESOLUTION #22-15

AUTHORIZE MINE SAFETY TRAINING

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

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

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

2015 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

ASSESSMENT / ASSESSOR

1. Max Parson
2. Daryl Jones
3. Vernon Brand

BUDGET / FINANCE

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

BUILDING / GROUNDS

1. Patrick Killen
2. Rob Martin
3. John Phillips

CODE ENFORCEMENT / CODE OFFICER

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

TOWN CLERK / TAX COLLECTOR

1. Patrick Killen
2. Daryl Jones
3. Sheila McMichael

TOWN JUSTICE

1. Max Parson
2. Ray Stewart
3. Town Justice Matt Davison

TOWN HIGHWAY

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

PLANNING / ZONING

1. Mike Steppe
2. Gary Dinehart
3. Elaine Nesbit, ZBA Clerk

RECREATION

1. Gary Dinehart
2. Mike Steppe
3. Beverly Eggleston, Recreation Director

PERSONNEL

1. Pat Killen, Town Supervisor
2. Sheila McMichael, Town Clerk
3. Rob Martin, Town Highway Superintendent
4. Jeffrey Graff, Town Attorney
5. Daryl Jones, Town Board

PUBLIC RELATIONS

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

SEWER / WATER

1. Ray Stewart
2. Gary Dinehart
3. Wayne Ackart
4. Paul Enos
5. Alternate

HEALTH CARE

1. Gary Dinehart
2. Mike Steppe

CLEAN UP DAY

1. Daryl Jones
2. Max Parson

SUNSHINE FUND

- 1 Pat Killen
- 2 Daryl Jones
- 3 Jennifer McKay

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. An audit will be included in the 2016 budget.

The Sewer/Water Committee will be modified after Paul Enos retires and the new Department Head is named.

Supervisor Killen will look into employees who drive Town vehicles attending the Defensive Driving Class for a small fee. NYMIR may also provide this program to the Town.

With there being no further business, on a motion of Councilor Steppe, seconded by Councilor Dinehart, the meeting was adjourned at 6:28 P.M.

Sheila McMichael, Town Clerk