

Proof of Notice having been duly posted, the 2019 Organizational Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 6:00 P.M. on January 2, 2019. Present were: Supervisor Killen, Councilors Anderson, Jones, Sisson, Stewart, Town Clerk McMichael, Highway Superintendent Martin.

GUEST: Glenn Herbert

RESOLUTION #1-19

TOWN BOARD MEETING DATES:

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

RESOLUTION #2-19

SUPERVISOR APPOINTMENTS:

On a motion of Councilor Jones, seconded by Councilor Anderson, 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.

TOWN CLERK APPOINTMENTS:

1. Jennifer McKay and Linda Morris 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 and receive an additional \$.50 per hour to his rate.

RESOLUTION #3-19

TOWN ENGINEER:

Councilor Jones offered the following, seconded by Councilor Sisson

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$13,329.99 appropriated \$6,665.00 within the Water and Sewer funds; and, be it further

RESOLVED that the Town hereby authorizes a two-person Bronze 4 medical insurance plan for Mr. Ackart.

Following further discussion, Resolution #3-19 was amended to further resolve the Healthcare Committee look into alternative insurance coverage for Town Board members and the Engineer if over the age of 65 as a cost-saving measure.

Supervisor Killen called the question and the vote was taken as follows:

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

RESOLUTION #4-19

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

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

RESOLVED that the following fiscal related items be made:

- 1) That Budget Officer at a salary of \$2,150.16.
- 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./\$25 minimum	
	Agriculture Acc. Building for Ag Purposes	\$.05/sq. ft.	
		(\$500.00 cap)	
Type 5	Porch/Deck - attached & detached	\$.15/sq. ft./\$25 minimum	
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 year 1/2/3)	\$10	\$ 50/100/200
Type 9	Demolition	\$ 10.00	\$ 25.00
Type 10	Restoration	_____	\$ 50.00
Type 11	Miscellaneous		\$ 50.00
Type 12	Fire & Safety Inspection:		
	(including issuance of Operating Permit)		
	Occupancy loads 99 or less		\$ 20.00
	Occupancy loads over 100		\$ 75.00
	*EXEMPT SERVICE ORGANIZATIONS: (2010)		
	• Keuka Park Fire Department		
	• Branchport Fire Department		
	• Branchport Free Library		
Type 13	Roofing	\$ 10.00	\$ 25.00
Type 14	Roofing with structural repairs		\$ 50.00
Type 15	Siding (Permit required)	_____	No Charge
Misc.	Docks & Mooring	\$.15/sq. ft.	\$.20/sq. ft.
	Temporary Certificate of Occupancy		\$20/1st yr.
			\$40/2nd yr.

Application and Permit fees are handled through Building Permit

APPLICATION FEE SCHEDULE:

Area Variance	\$100.00	\$250
Use Variance	\$100.00	\$250
Site Plan Review	\$100.00	\$150
Administration Review	\$100.00	
Special Use	\$100.00	\$150
Zoning Interpretation	\$100.00	
Appeal of Decision by Building Inspector	\$100.00	
Each Additional Variance/Property	\$ 75.00	\$100
Steep Slopes	\$100.00	\$150

Steep Slopes Professional Service Fee	\$500.00	
Real Property sale septic inspection report	\$ 75.00	
Open Development Review	\$100.00	\$150
Building permit/Zoning research fee:	\$ 50.00	

SEPTIC INSPECTION FEE: \$75.00

*due before inspection

STEEP SLOPES:

Application fee - ~~\$100.00~~ \$150.00 per parcel (non-refundable)
Professional Service Fee - \$500.00

This 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.

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.

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 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.

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 #5-19

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

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

ADOPTED Ayes 5 Anderson, Jones, Killen, Sisson, 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 \$1,666.46 for 2019.

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 #6-19

APPOINTMENTS/POLICIES - RELATED TO COURTS:

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

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

RESOLVED that Carol Warren 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 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.

APPOINTMENTS/POLICIES - RELATED TO ZONING BOARD:

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

1. That Glenn Herbert be appointed to the Zoning Board for a five year term to expire 12/31/2023.
2. That Lynn Overgaard be appointed as alternate Zoning Board member for a term of one year.

RESOLUTION #7-19

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

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

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

1. That Lee Hardy 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 \$2,850.70 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$680.28 for receiving and processing water and sewer payments.
5. 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 2019. Further that due to scheduling conflict with Finger Lakes 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 2019.

RESOLUTION #8-19

APPOINTMENT OF TOWN HISTORIAN:

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

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

RESOLVED that Ellen Chirco be appointed Town Historian.

RESOLUTION #9-19

SALARY OF TOWN ELECTED OFFICIALS:

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

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

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

Supervisor	\$19,130.11
Highway Superintendent	\$62,315.00
Town Clerk-Tax Collector	\$47,866.35
Justice	\$12,563.00
Councilors	\$5,873.11

RESOLUTION #10-19

SALARY OF APPOINTED OFFICIALS:

Supervisor Killen made a motion, seconded by Councilor Stewart

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

Assessor	\$49,972.00
Town Historian	\$ 423.45
Assessment Board of Review Members	\$ 318.50@
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@

AMEND RESOLUTION #10-19

SALARY OF APPOINTED OFFICIALS

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

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

Whereas Zoning Board members receive mileage reimbursement, not a salary, now, therefore, be it

Resolved Resolution #10-19 be amended to read as such; and, be it further

Resolved the 2020 Budget worksheet be provided to the Zoning Board Chair for input.

RESOLUTION #11-19

HOURLY RATE FOR HIGHWAY EMPLOYEES:

On a motion of Councilor Stewart, seconded by Councilor Jones, 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.	\$21.00
Jamie Sisson	M.E.O.	\$19.22
Anthony Hurd	M.E.O.	\$19.85
Jason Tietjen	M.E.O.	\$19.22
Dan Wheeler	M.E.O.	\$19.22
Jeff Viele	M.E.O.	\$19.22
Chad McMinn	M.E.O.	\$19.22
Jeff Jensen	Mechanic	\$20.60
	Part time Laborer	****

****-to be determined by Highway Superintendent

RESOLUTION #12-19

HOURLY RATE FOR TOWN HALL EMPLOYEES:

On a motion of Councilor Stewart, seconded by Councilor Jones, 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	\$24.12
Clerk to the Assessment/Planning/Zoning Dept.	\$23.09
Bookkeeper - Jennifer McKay	\$19.73
Deputy Town Clerk - Jennifer McKay	\$19.73
Deputy Town Clerk - Linda Morris	\$13.26
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$14.90
Water/Sewer Clerk - Ginny Fenton	\$15.81
Code Enforcement Officer Secretary - Christie Woodworth	\$11.60
Secretary to Assessment Board of Review	\$13.30

Court Clerk - Carol Warren \$13.30
Planning Board Secretary-Janet Micnerski \$11.58

RESOLUTION #13-19

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

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

1. New Year's Day 01/01/19
2. Martin Luther King Day 01/21/19
3. Memorial Day 05/27/19
4. Independence Day 07/04/19
5. Labor Day 09/02/19
6. Columbus Day 10/14/19
7. Veterans Day 11/11/19
8. Thanksgiving 11/28/19
9. Friday following Thanksgiving 11/29/19
10. Christmas 12/25/19
11. Floater (at the employee's discretion)

RESOLUTION #14-19

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

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

RESOLUTION #15-19

AUTHORIZE ANNUAL CPR/1ST AID TRAINING

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 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.

RESOLUTION #16-19

2019 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

On a motion of Supervisor Killen, seconded by Councilor Anderson,
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. Jamie Sisson
3. Vincent Fischer

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. Jamie Sisson
3. Zac DeVoe, Code Enforcement Officer

TOWN CLERK / TAX COLLECTOR

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

TOWN JUSTICE

1. Ray Stewart
2. Patrick Killen
3. Town Justice Todd Whitford

TOWN HIGHWAY

1. Daryl Jones
2. Ray Stewart
3. Robert Martin, Highway Superintendent

PLANNING / ZONING

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

RECREATION

1. Paul Anderson
2. Patrick Killen
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. Vincent Fischer, 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
5. Kasey Christensen

HEALTH CARE

1. Daryl Jones
2. Jamie Sisson

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. Jamie 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

RESOLUTION #17-19

Resolution to accomplish purchase of vehicle for Code Enforcement Officer

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

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

Whereas the Code Enforcement vehicle needs replacement and monies were allocated in the 2019 budget for one, and

Whereas Code Enforcement Officer & Supervisor researched vehicles that would meet needs of CEO, including small SUV's and pickup trucks, and

Whereas CEO found that pickup trucks have better resale value than SUV's and would work for the CEO vehicle, and

Whereas searching for vehicle via state bid process received two vehicles, a Ford pickup and a Nissan pickup, and

Whereas the Nissan pickup price was lower, now

Therefore be it resolved that the Supervisor, and TOJ employees be authorized to sign paperwork and perform tasks associated with purchase of a Nissan Titan pickup on NYS bid, and, be it further

Resolved the 2012 Ford Escape be leased to the Water & Sewer Department for three months at a fee to be determined; and, be it, further

Organization Meeting
January 2, 2019

Resolved that the old CEO vehicle, a 2012 Ford Escape be declared surplus and sold outright or at auction with proceeds being placed in general fund in April 2019.

With there being no further business, on a motion of Councilor Stewart, seconded by Councilor Sisson, the meeting was adjourned at 6:44 P.M.

Sheila McMichael, Town Clerk