

STAFFORD ORGANIZATIONAL MEETING

January 14, 2008

Supervisor Clement called the meeting to order at 7:30 P.M., followed by Pledge to Flag.

Minutes of the Organizational Meeting of the Stafford Town Board for the purpose of making appointments for 2008, held at the Stafford Town Hall.

Supervisor Clement stated that there is a need to review several applications for appointments to the Planning, Board, Recreation Program, Assessment Board of Review & Town Historian.

Councilman Pacer made a **Motion** seconded by Councilman **Vicary** to adjourn the Organizational Meeting and initiate an executive session to discuss personnel issues related to the above appointments. Motion was passed and the Organizational meeting was adjourned at 7:31 PM.

Supervisor Clement call the Organizational meeting to order at 8:25 pm

PRESENT

| | |
|-----------------|-------------|
| R. Clement | -Supervisor |
| R. Pacer | -Councilman |
| D. Vicary | -Councilman |
| R. Panek | -Councilman |
| M. Macon-Mourey | -Councilman |

OTHERS

| | |
|-----------------|----------------|
| S. Boldt | -Highway Supt. |
| Walt Kershesnki | -Town Clerk |

4 People per signup sheet

OFFICERS to be NAMED BY THE TOWN BOARD

| | <u>Prior year 2007</u> | <u>New Year 2008</u> |
|-------------------------------|--|--|
| Fire Wardens: | Chief -Brian Pocock | <u>Brian Pocock</u> |
| | 1 st Asst. Chief -David Rumsey | <u>David Rumsey</u> |
| | 2 nd Asst Chief -William Plaisted | <u>William Plaisted</u> |
| | 3 rd Asst. Chief -Francis Krenzer | <u>Francis Krenzer</u> |
| | 4 th Asst. Chief -Mike McDonald | <u>Chuck Hammon</u> |
| Deputy Supervisor | -Robert Pacer | <u>Robert Pacer</u> |
| Deputy Town Clerk | -Betty Loncz <u>Patricia Muehlbauer</u> | <u>Betty Loncz</u> <u>Patricia Muehlbauer</u> |
| Registrar of Vital Statistics | -Walt Kershenski | <u>Walt Kershenski</u> |
| Deputy Registrar | -Betty Loncz | <u>Betty Loncz</u> |
| Sole Assessor | -Ann E. Sapienza | <u>Anne Sapienza</u> |

| | | |
|-----------------------|---------------------------|---------------------------------|
| Legal Counsel | -Oshlag, Saleh & Earl LLP | <u>Oshlag, Saleh & Earl</u> |
| Auditor | -Freed Maxick Battaglia | <u>Freed Maxick Battaglia</u> |
| Historian | -Jim Owen | <u>Robert Mullen</u> |
| Memorial Custodian | -Terry Young | <u>Terry Young</u> |
| Custodian (Town Hall) | -Terry Young | <u>Terry Young</u> |
| Justice Court Clerk | -Julie Scheuerlein | <u>Julie Scheuerlein</u> |
| Account Clerk | -Karen Clement | <u>Karen Clement</u> |

| | | |
|--|----------------------|-------------------------|
| Code Enforcement Officer | -Lester Mullen | <u>Lester Mullen</u> |
| 2 nd Code Enforcement Officer | -Robert W. Patterson | <u>Robert Patterson</u> |
| Zoning Officer | -Robert W. Patterson | <u>Robert Patterson</u> |
| House Enumerator | -Robert W. Patterson | <u>Robert Patterson</u> |

| | | |
|-----------------------|---|---------------------------|
| Planning Board Member | -Gilbert Mulcahy (7 years) Expires 12/14 | <u>Gilbert Mulcahy</u> |
| | -William Fritts (resigned) | <u>Mary Ellen Schmidt</u> |
| | -Harry Michael Roth (resigned) | <u>Carol Queal</u> |

| | | |
|--------------------------------------|-----------------------------|--|
| Zoning Board of Appeals Secretary | - <u>Mary Ellen Schmidt</u> | <u>Mary Ellen Schmidt</u> Intermediate Only |
|--------------------------------------|-----------------------------|--|

| | | |
|---------------------|---|--------------------------|
| Zoning Board Member | -Nicholas Pascucci (5 years) Expires 12/12 | <u>Nicholas Pascucci</u> |
|---------------------|---|--------------------------|

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|--------------------------|--------------------|-----------------------|
| Voting Machine Custodian | -Robert S. Clement | <u>Robert Clement</u> |
|--------------------------|--------------------|-----------------------|

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|---------------------|---------------------|-------------------------|
| Recreation Director | -Catherine Plaisted | <u>Stephanie D'Alba</u> |
|---------------------|---------------------|-------------------------|

| | | |
|----------------------------|----------------|--|
| Custodian | -Karen Clement | <u>Karen Clement</u> |
| Assessment Board of Review | | <u>John Muehlbauer</u> <u>Carol Queal</u> |

Motion made by Councilman Vicary sec by Councilman Pacer to accept the above list of officials for 2008.

ROLL CALL VOTE

| | |
|--------------------|---------------------|
| Councilman Pacer | - <u>Yes</u> |
| Councilman Vicary | - <u>Yes</u> |
| Councilman Panek | - <u>Yes</u> |
| Councilman Mourey | - <u>Yes</u> |
| Supervisor Clement | - <u>Yes</u> |
| Motion | Passed 5 votes to 0 |

After a brief discussion regarding the appointment of Mr. Patterson as the Code Enforcement Officer for 2008, Supervisor Clement scheduled an executive session for Monday Feb. 11th, 2008 at 7:30 pm to discuss and outline the performance of the Zoning Enforcement Officer in the Town of Stafford.

The position of Recording Secretary for the Zoning and Planning Board will be performed on an interim basis by Mary Ellen Schmidt until a replacement can be found. The Town Clerk will advertise the position accordingly.

BOARD FIXED SALARIES OF ELECTED AND APPOINTED OFFICIALS AS FOLLOWS:

| | <u>Prior year 2007</u> | <u>New Year 2008</u> |
|--------------------------------|------------------------|----------------------|
| Supervisor | -\$ 8,240.00 | <u>\$9,000.</u> |
| Town Clerk/Registrar | -\$25,500.00 | <u>\$26,675.</u> |
| Registrar of Vital Statistics | -\$ 325.00 | <u>\$400.00</u> |
| Budget Officer | -\$ 300.00 | <u>\$300.00</u> |
| Councilman (4 each) | -\$ 3,400.00 | <u>\$4,000.</u> |
| Assessor | -\$19,663.00 | <u>\$19,663</u> |
| Highway Superintendent | -\$45,350.00 | <u>\$46,500.</u> |
| Town Justice (W. Douglas Call) | -\$18,540.00 | <u>\$19,000</u> |

| | <u>Prior Year 2007</u> | <u>New Year 2008</u> |
|---|--------------------------|----------------------------|
| Town Justice (Brenda Mancuso) | -\$18,540.00 | <u>\$19,000</u> |
| Court Clerk | -\$25,125.00 \$12.88/Hr. | <u>\$25,838 \$13.25/Hr</u> |
| Voting Machine Custodian | -\$ 75.00 | <u>\$75</u> |
| Account Clerk | -\$ 10,094.00 | <u>\$13,000</u> |
| Deputy Town Clerk (2) Betty Loncz & Pat Muehlbauer | -\$4,500. \$9.80/Hr | <u>\$4,900. \$9.80/Hr</u> |
| Emery Park Custodian | -\$ 10.00 /Day | <u>\$10.00/Day</u> |
| Planning Board -Chairman | -\$ 50.00 /Meeting | <u>\$50.00/Meeting</u> |
| -Secretary | -\$ 65.00 /Meeting | <u>\$65.00/Meeting</u> |
| -Member | -\$ 45.00 /Meeting | <u>\$45.00/Meeting</u> |
| With the exception of William VanAlst Typing Resolutions | -\$ 55.00 | <u>\$55.00</u> |
| Board of Appeals -Chairman | -\$ 50.00 /Meeting | <u>\$50.00/Meeting</u> |
| -Secretary | -\$ 65.00 /Meeting | <u>\$65.00/Meeting</u> |
| -Member | -\$ 45.00 /Meeting | <u>\$45.00/Meeting</u> |

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|-------------------------------|---------------------------------|------------------------|
| Board of Assessment Review | -\$ 100.00 /Member | <u>\$100.00/Member</u> |
| Election Inspectors | -Registration Day -\$ 7.00 /Hr. | <u>\$7.00/Hr</u> |
| | -Primary Day -\$ 75.00 /Day | <u>\$75.00/Day</u> |
| | -Election Day -\$125.00 /Day | <u>\$125.00/Day</u> |
| Zoning Enforcement Officer | -\$ 7,648.00 | <u>\$7,890</u> |
| Code Enforcement Officer | -\$ 6,695.00 | <u>\$11,700</u> |
| Attorney - | -\$ 135.00/Hr. | <u>\$140.00/Hr.</u> |
| Historian | -\$ 400.00 | <u>\$400.00</u> |
| Recreation Executive Director | -\$1,200.00 | <u>\$1,200.00</u> |
| Memorial Custodian | -\$ 250.00 | <u>\$250.00</u> |

SAFETY INSPECTION

In the event that a citizen has a safety complaint and requests the Code Enforcement Officer/Zoning Enforcement Officer to inspect the facility, a **\$25.00** fee will be charged. In the event that the complaint is valid, the **\$25.00** will be returned to the complainant.

CODE ENFORCEMENT OFFICER

If a replacement is needed due to absenteeism, the Town would pay **\$20.00** per inspection up to **\$200.00** which would be deducted from the Code Enforcement Officer's salary. Any other expenses that the Code Enforcement Officer accrued would have to be submitted to the Town Board.

Motion made by Councilman Pacer, sec. by Councilman Vicary to accept the salaries of elected and appointed officials stated schedule of fees.

ROLL CALL VOTE

- Councilman Pacer -Yes
- Councilman Vicary -Yes
- Councilman Panek -Yes
- Councilman Mourey -Yes
- Supervisor Clement -Yes

Motion Passed 5_ votes to 0

Motion made by Councilman Mouery, sec. by Councilman Panek to hold board meetings the 2nd Monday of each month at 7:30 P.M. at the Stafford Town Hall. **Motion** Passed.

Motion made by Councilman Vicary, sec. by Councilman Pacer that mileage is paid at the rate of .505 cents per mile, substantiated by a voucher with itemized bill, which must be submitted monthly. **Motion** passed.

Motion made by Councilman Vicary sec. by Councilman Pacer that elected and appointed officials are paid quarterly and the Highway Supt., Town Clerk, Court Clerk, CEO, Assessor and Highway Employees are paid every two weeks. Payroll period for Highway Employees is from 0001 Monday to 2400 Sunday. Recreation employees to be paid weekly. **Motion** Passed

Motion made by Councilman Pacer, sec. by Councilman Vicary authorizing the Highway Superintendent to spend \$150,000 for General Repairs and Improvements.

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

AGREEMENT between the Town Highway Superintendent of the Town of Stafford, Genesee County, New York and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$150000 shall be set aside to be expended for primary work and general repairs upon 37.54 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for The permanent improvement of town highways:
 - (a) On the road commencing at _____
And leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
Type _____ Width of traveled surface _____
Thickness _____ Subbase _____

 - (b) On the road commencing at _____
and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
Type _____ Width of traveled surface _____
Thickness _____ Subbase _____

 - (c) On the road commencing at _____
and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$_____.
Type _____ Width of traveled surface _____
Thickness _____ Subbase _____

Executed in this 14th day of January 2008.

Robert Clement
Town Supervisor

Robert Pacer
Councilman

Ronald Panek_
Councilman

David Vicary_
Councilman

Michelle Macon-Mouery
Councilman

ROLL CALL VOTE

Councilman Pacer -Yes
Councilman Vicary -Yes
Councilman Panek -Yes
Councilman Mouery -Yes
Supervisor Clement -Yes

Motion made by Councilman Pacer sec, by Councilman Panek, authorizing the justices to hire stenographers and interpreters as needed. **Motion** passed.

Motion Passed 5_ votes to 0

Town of Stafford Bank Deposit Resolution

NOW, therefore, be it resolved that the **Five Star Bank** be designated in which the Supervisor, Town Clerk/Tax Collector and Justices shall deposit money coming into their hands by virtue of oath of office.

Motion made by Councilman Pacer, sec. by Councilman Vicary.

Motion passed..

PROCUREMENT OF GOODS AND SERVICES

Resolution No. 92-03 was reviewed and amended as follows:

Motion made by Councilman Mouery, sec. by Councilman Panek, to accept the Town policy on purchasing goods and materials as follows: **Motion** passed.

Town of Stafford Request for Procurement Policy RESOLUTION NO. 92-03

At a regular meeting of the Town Board of the Town of Stafford, Genesee County, New York held at the Town Hall, 6178 Main Road, in said Town of Stafford, on the 10th day of February, 1992, at 7:30 P.M., the following resolution was offered by Councilman Churchill, sec. by Councilman Stephens.
Carried.

WHEREAS section 104-b of the general Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, §103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW, THEREFORE, be it

RESOLVED: that the town of Stafford does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, §103. Every town purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town department and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML, §103.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- Less than \$3,000 purchases may be made without bids or quotes.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from 3 contractors.

- Less than \$10,000 but greater than \$3,000 requires a written RFP and fax/proposals from 3 contractors.
- Less than \$5,000 but greater than \$500, is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the town board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased for less than \$250.00;
- i) Public works contracts for less than \$500.00

Guideline 7. This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

TOWN OF STAFFORD INVESTMENT POLICY

Motion made by Councilman Pacer, sec. by Councilman Panek, to accept the investment policy dated December 2001, which applies, to all moneys and other financial resources available for investment are adopted. **Motion** passed.

Motion made by Councilman Vicary, Sec. by Councilman Mouery that the Stafford Town Board approves New York Youth Recreation Program for 2008, the expense not to exceed **19,500.00**. **Motion** passed.

HIGHWAY EMPLOYEES LABORER

| <u>2007 rates</u> | <u>2008 RATES</u> |
|------------------------------------|-------------------|
| 1. \$10.50 Laborer | <u>\$10.50</u> |
| 2. \$10.50 Wingman | <u>\$10.50</u> |
| 3. \$14.50 Part Time M.E.O. | <u>\$14.50</u> |

Full Time permanent M.E.O. – See Collective Bargaining Agreement Between the Town of Stafford and Teamsters Local 264 affiliated with International Brotherhood of Teamsters (January 1, 2006 to December 31, 2008).

Motion made by Councilman Pacer, sec. by Councilman Panek to accept the above Highway wage scale.

ROLL CALL VOTE

Councilman Pacer -Yes
Councilman Vicary -Yes
Councilman Panek -Yes
Councilman Mouery -Yes
Supervisor Clement -Yes

Motion Passed 5_ votes to 0.

HEALTH INSURANCE:

Motion made by Councilman Pacer sec. by Councilman Panek that the Health Insurance plan be accepted as stated in the current Teamsters Union Contract.

Motion passed.

Motion made by Councilman Vicary, sec. by Councilman Pacer to close the Organizational Meeting at 9:22 P.M. **Motion** Carried.

January 14, 2008
Approved at the 02/11/2008 Town Board meeting
with Amendment

Walt Kershenski
Town Clerk