

**STAFFORD ORGANIZATIONAL MEETING**

**January 12, 2009**

Supervisor Clement called the meeting to order at 9:35 P.M., followed by Pledge to Flag.

Minutes of the Organizational Meeting of the Stafford Town Board for the purpose of making appointments for 2009, held at the Stafford Town Hall.

Town Clerk presented notice of publication and posting.

**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

**OFFICERS to be NAMED BY THE TOWN BOARD**

	<b><u>Prior year 2008</u></b>	<b><u>New Year 2009</u></b>
Fire Wardens:	Chief -Brian Pocock	<u>David Rumsey</u>
	1 <sup>st</sup> Asst. Chief -David Rumsey	<u>William Plaaisted</u>
	2 <sup>nd</sup> Asst Chief -William Plaaisted	<u>Francis Krenzer</u>
	3 <sup>rd</sup> Asst. Chief -Francic Krenzer	<u>Chuck Hammon</u>
	4 <sup>th</sup> Asst. Chief -Mike McDonald	<u>Scott Kibler</u>
Deputy Supervisor	-Robert Pacer	<u>Robert Pacer</u>
Deputy Town Clerk	-Betty Loncz <u>PatriciaMuelhbauer</u>	<u>Betty Loncz</u> <u>Patricia Muelhbauer</u>
Registrar of Vital Statistics	-Walt Kershenski	<u>Walt Kershenski</u>
Deputy Registrar	-Betty Loncz	<u>Betty Loncz</u>
Sole Assessor	-Anne Sapienza	<u>Anne Sapienza</u>
Legal Counsel	-Oshlag, Saleh & Earl LLP	<u>Oshlag, Saleh &amp; Earl</u>
Auditor	-Freed Maxick Battaglia	<u>Freed Maxick Battaglia</u>
Historian	-Robert Mullen Sr.	<u>Robert Mullen Sr.</u>
Memorial Custodian	-TerryYoung	<u>Terry Young</u>
Custodia (Town Hall)	-Terry Young	<u>Terry Young</u>
Justice Court Clerk	-Julie Scheuerlein	<u>Julie Scheuerlein</u>
Deputy Court Clerk		<u>Catherine Miller</u>
Account Clerk	-Karen Clement	<u>Karen Clement</u>

Code Enforcement Officer	-Lester Mullen	<u>Lester Mullen</u>
2 <sup>nd</sup> Code Enforcement Officer	-Robert W. Patterson (resigned)	_____
Zoning Office	-Robert W. Patterson (resigned)	<u>Lester Mullen</u>
House Enumerator	-Robert W. Patterson (resigned)	_____
Planning Board Member	-Gilbert Mulcahy (retired)	<u>Shjn Iburi12/15</u>
	-Joseph Magee 12/08	Joseph Magee 12/15
Planning Board Chairman	-William VanAlst 12/09	William VanAlst 12/09
Zoning Board of Appeals Secretary	- <u>Rebecca Sando</u>	<u>Rebecca Sando</u>
Voting Machine Custodian	-Robert S. Clement	<u>Robert Clement</u>
Recreation Director	-Stephanie D'Alba	_____
Custodian	-Karen Clement	<u>Karen Clement</u>

Motion made by Councilman Pacer sec by Councilman Vicary to accept the above list of officials for 2009 except for House Enumerator and Recreation Director .

**ROLL CALL VOTE**

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

**Motion** Passed 5 votes to 0

**BOARD FIXED SALARIES OF ELECTED AND APPOINTED OFFICIALS AS FOLLOWS:**

	<u>Prior year 2008</u>	<u>New Year 2009</u>
Supervisor	-\$ 9000.00	<u>\$9750.</u>
Town Clerk/Registrar	-\$26,675.00	<u>\$28500.</u>
Registrar of Vital Statistics	-\$ 325.00	<u>\$425.00</u>
Budget Officer	-\$ 300.00	<u>\$320.00</u>
Councilman (4 each)	-\$ 3,400.00	<u>\$4160.</u>
Assessor	-\$19,663.00	<u>\$20449</u>
Highway Superintendent	-\$45,350.00	<u>\$49500.</u>
Town Justice (W. Douglas Call)	-\$18,540.00	<u>\$19,500</u>

	<u>Prior year 2008</u>	<u>New Year 2009</u>
Town Justice (Brenda Mancuso)	-\$19,000.00	<u>\$19,500</u>
Court Clerk	-\$25,838.00 \$13.25/Hr.	<u>\$26871 \$13.78/Hr</u>
Voting Machine Custodian	-\$ 75.00	<u>\$75</u>
Account Clerk	-\$ 13000.00	<u>\$14250</u>
Deputy Town Clerk (2)	-\$4,900. \$9.80/Hr	<u>\$5,500</u>
Betty Loncz & Pat Muelhbauer	\$9.80 / \$9.80	\$10.10 / \$9.90
Emery Park Custodian	-\$ 10.00 /Day	<u>\$10.00</u>
Planning Board -Chairman	-\$ 50.00 /Meeting	<u>\$55.00/Meeting</u>
-Secretary	-\$ 65.00 /Meeting	<u>\$70.00/Meeting</u>
-Member	-\$ 45.00 /Meeting	<u>\$50.00/Meeting</u>
With the exception of William VanAlst		
Typing Resolutions	-\$ 55.00	<u>\$10.00/Meeting</u>
Board of Appeals -Chairman	-\$ 50.00 /Meeting	<u>\$55.00/Meeting</u>
-Secretary	-\$ 65.00 /Meeting	<u>\$70.00/Meeting</u>
-Member	-\$ 45.00 /Meeting	<u>\$50.00/Meeting</u>
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	-\$ 7,890.00	<u>\$5000</u>
Deputy Trainee ZEO/CEO		<u>\$3250</u>
Code Enforcement Officer	-\$ 11,700.00	<u>\$12,200</u>
Attorney -	-\$ 140.00/Hr.	<u>\$145.00/Hr.</u>
House Enumerator	-\$ 5.00/House	<u>_____</u>
Historian	-\$ 400.00	<u>\$400.00</u>
Recreation Executive Director	-\$1,200.00	<u>\$1,500.00</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 Mouery, sec. by Councilman Panek 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 Vicary, sec. by Councilman Mouery to hold board meetings the 2<sup>nd</sup> Monday of each month at 7:30 P.M. at the Stafford Town Hall. **Motion** passed.

**Motion** made by Councilman Pacer, sec. by Councilman Vicary that mileage is paid at the rate of .585 cents per mile, substantiated by a voucher with itemized bill, which must be submitted monthly, or quarterly. **Motion** passed.

**Motion** made by Councilman Panek sec. by Councilman Vicary that elected and appointed officials are paid quarterly and the Highway Supt., Town Clerk, Court Clerk, Assessor, Zoning Enforcement Officer, Code Enforcement Officer 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 every two weeks. **Motion** Passed

**Motion** made by Councilman Pacer, sec. by Councilman Vicary authorizing the Highway Superintendent to spend \$90,000 for General Repairs and Improvements.

**AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS**

AGREEMENT between the Town 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 **\$90,000** 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 12th day of January 2009.

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

**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 Mouery.  
**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 Pacer, 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 10<sup>th</sup> 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 require a written RFP and fax/proposals from 3 contractors.
- Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 3 contractors.
- Less than \$5,000 but greater than \$500, are 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 Panek, sec. by Councilman Pacer, 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 Mouery, Sec. by Councilman Panek that the Stafford Town Board approves New York Youth Recreation Program for 2009, the expense not to exceed **19,500.00**. **Motion** passed.

HIGHWAY EMPLOYEES LABORER

<u>2008 rates</u>	<u>2009 RATES</u>
1. <b>\$10.50</b> Laborer	<u>\$10.50</u>
2. <b>\$10.50</b> Wingman	<u>\$10.50</u>
3. <b>\$14.50</b> 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.

**HEALTH INSURANCE:**

**Motion** made by Councilman Mouery sec. by Councilman Panek to table 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 Panek to close the Organizational Meeting at 10:12 P.M. **Motion** Carried.

January 12, 2009

Approved at the 02/09/2009 Town Board meeting

Walt Kershenski

Town Clerk