

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 6:15 P.M. on January 6, 2016. Present were: Supervisor Killen, Councilors Anderson, Dinehart, Jones, Parson, Town Clerk McMichael, Highway Superintendent Martin.

GUEST: Peter Gamba.

RESOLUTION #1-16

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

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

TOWN BOARD MEETING DATES:

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

RESOLUTION #2-16

SUPERVISOR APPOINTMENTS:

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

ADOPTED: Ayes 3 Dinehart, Killen, Parson
Nays 1 Jones
Abstain Anderson

1. Max Parson, Councilman, be appointed Deputy Supervisor.
2. Larry Muscarella be appointed Budget Officer.
3. Jennifer McKay be appointed Bookkeeper.

RESOLUTION #3-16

On a motion of Councilor Killen, seconded by Councilor Anderson, the following were

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

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.

TOWN ENGINEER:

RESOLVED that Wayne Ackart be appointed Engineer for the Town at an annual salary of \$14,706.35 appropriated at \$10,294.44 Water fund and \$4,411.91 Sewer fund; and, be it further

RESOLVED that the Town hereby authorizes a cap of \$1,103 per month for payment of a two-person medical insurance plan for Mr. Ackart.

RESOLUTION #4-16

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

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

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

RESOLVED that the following fiscal related items be made:

- 1) That Budget Officer at a salary of \$2372.36.
- 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)	\$.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.
	Agriculture Acc. Building for Ag Exempt Property	\$.05	Sq.Ft.
			(\$500.00 cap)

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	\$ 20.00	
	(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	
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
Steep Slopes Professional Fee	\$500.00
Real Property sale inspection report fee (septic)	\$ 75.00

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 the 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.

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 #5-16

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

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

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

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 2016.

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.

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

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

RESOLUTION #6-16

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

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

APPOINTMENTS/POLICIES - RELATED TO COURTS:

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

APPOINTMENTS/POLICIES - RELATED TO PLANNING DEPARTMENT:

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

1. That John Wheeler be appointed to the Planning Board for a term to expire 12/31/2022.
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 Janet Micnerski 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 #7-16

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

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

APPOINTMENTS/POLICIES - RELATED TO ZONING BOARD:

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

1. That Rodgers Williams be appointed to the Zoning Board for a term to expire 12/31/2020.
2. That Joseph Chiaverini be appointed for a term of two years and Kerry Hanley be appointed for a term of one year as alternate Zoning Board members.

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

1. That Carrie Wheeler and Lee Hardy be appointed Co-Department Heads 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 \$2443.44 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$634.81 for receiving and processing water and sewer payments.

5. That regular meetings of the water and sewer department be held on the second Thursdays of each month at 1:00 PM, beginning in February, 2016.

RESOLUTION #8-16

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

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

APPOINTMENTS/POLICIES - RELATED TO INFORMATION TECHNOLOGY LIAISON

1. That Carrie Wheeler be appointed IT Liaison and receive a stipend of \$1103.34 for 2016.

APPOINTMENTS/POLICIES RELATED TO ANIMAL CONTROL:

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

APPOINTMENT OF TOWN HISTORIAN:

RESOLVED that Robert Evans be appointed Town Historian.

RESOLUTION #9-16

SALARY OF TOWN ELECTED OFFICIALS:

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

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

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

Supervisor	\$ 18,755.00
Highway Superintendent	\$ 57,854.28
Town Clerk-Tax Collector	\$ 43,180.91
Justice	\$ 11,723.86
Councilor Dinehart	\$ 5,873.11
Councilor Jones	\$ 5,873.11
Councilor Parson	\$ 5,757.95
Councilor Anderson	\$ 5,873.11

RESOLUTION #10-16

SALARY OF APPOINTED OFFICIALS:

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

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson

Nays 0

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

Assessor	\$51,856.79
IT Liaison	\$ 1,103.34
Town Historian	\$ 415.15
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 @

RESOLUTION #11-16

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

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

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

Dale Fitzwater	H.E.O.	\$19.90
Barry Martin	H.E.O.	\$19.90
Frank Fitzwater	H.E.O.	\$18.40
Anthony Hurd	M.E.O.	\$18.90
Chad McMinn	M.E.O.	\$16.75
Jeff Viele	M.E.O.	\$18.15
Dan Wheeler	M.E.O.	\$16.75
Jeff Jensen	Mechanic	\$19.22
	Part time Laborer	\$*

*Amount to be determined by Highway Superintendent per 2016 budget.

RESOLUTION #12-16

HOURLY RATE FOR TOWN HALL EMPLOYEES:

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

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

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

Code Enforcement Officer John Phillips	\$26.89
Code Enforcement Officer Zach DeVoe	\$22.50
Clerk to the Assessment/Planning/Zoning Dept.	\$21.71

Bookkeeper - Jennifer McKay	\$17.50
Deputy Town Clerk - Jennifer McKay	\$17.50
Deputy Town Clerk - Carol Goebel	\$12.37
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$13.64
Water/Sewer Clerk - Carrie Wheeler	\$16.76
Code Enforcement Officer Secretary - Eleanor Lambert	\$13.05
Secretary to Assessment Board of Review	\$13.05
Court Clerks - Sherie Davison	\$13.64
Court Clerk - Patricia Powers	\$13.64
Planning Board Secretary- Janet Micnerski	\$10.80

RESOLUTION #13-16

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

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

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

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

1. New Year's Day 01/01/16
2. Martin Luther King Day 01/18/16
3. Memorial Day 05/30/16
4. Independence Day 07/04/16
5. Labor Day 09/05/16
6. Columbus Day 10/10/16
7. Veterans Day 11/11/16
8. Thanksgiving 11/24/16
9. Friday following Thanksgiving 11/25/16
10. Christmas 12/25/16
11. Floater (at the employee's discretion)

RESOLUTION #14-16

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

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

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

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

RESOLUTION #15-16

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

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

AUTHORIZE ANNUAL CPR/1ST AID TRAINING

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.

2016 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

ASSESSMENT / ASSESSOR

1. Max Parson
2. Paul Anderson
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, Zach DeVoe

CODE ENFORCEMENT / CODE OFFICER

1. Max Parson
2. Paul Anderson
3. John Phillips, Code Enforcement Officer , Zach DeVoe Code Enforcement Officer

TOWN CLERK / TAX COLLECTOR

1. Patrick Killen
2. Paul Anderson
3. Sheila McMichael

TOWN JUSTICE

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

TOWN HIGHWAY

1. Max Parson
2. Daryl Jones
3. Robert Martin

PLANNING / ZONING

1. Gary Dinehart
2. Paul Anderson
3. Elaine Nesbit, ZBA Clerk

RECREATION

1. Gary Dinehart
2. Daryl Jones
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. Max Parson

SEWER / WATER

1. Patrick Killen
2. Gary Dinehart
3. Wayne Ackart
4. Lee Hardy
5. Carrie Wheeler

HEALTH CARE

1. Gary Dinehart
2. Paul Anderson

CLEAN UP DAY

1. Daryl Jones
2. Max Parson

SUNSHINE FUND

- 1 Pat Killen
- 2 Paul Anderson
- 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.

Organization Meeting
January 6, 2016

Note: Town Justice Committee is reminded to conduct the annual review of the Town Justice Books

RESOLUTION #16-16

AUTHORIZE LETTER OF SUPPORT TO KEUKA LAKE ASSOCIATION

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

ADOPTES Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved the Supervisor be authorized to submit a letter of support to the Keuka Lake Association as requested.

With there being no further business, on a motion of Supervisor Killen, seconded by Councilor Parson, the meeting was adjourned at 6:30 P.M.

Sheila McMichael, Town Clerk