

Proof of Notice having been duly posted, the 2020 Organizational Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 5:00 P.M. on January 6, 2020. Present were: Supervisor Sisson, Councilors Castner, Jones, Stewart, Town Clerk McMichael, Highway Superintendent Hurd.

GUEST: Rob Martin

RESOLUTION #1-20

TOWN BOARD MEETING DATES:

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

ADOPTED Ayes 4 Castner, Jones, 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 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, Tax Collection and Escrow accounts.

ATTORNEY FOR THE TOWN:

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

RESOLUTION #2-20

APPOINTMENT - TOWN BOARD VACANCY

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

ADOPTED Ayes 4 Castner, Jones, Sisson, Stewart
NAYS 0

RESOLVED that Rob Martin be appointed to fill the vacant Town Board position created by Jamie L. Sisson's resignation from the Board to take the Supervisor Position. This appointment shall be effective until 12/31/2020.

Town Clerk McMichael administered the oath of office to Councilor Martin.

SUPERVISOR APPOINTMENTS:

1. Ray Stewart, Councilman, be appointed Deputy Supervisor.
2. That Jennifer McKay be appointed Bookkeeper.
3. Ray Stewart be appointed alternate to KWIC & KLOC.

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:

Jamie A. Sisson be appointed Deputy Highway Superintendent and receive an additional \$.50 per hour to his rate.

RESOLUTION #3-20

AUTHORIZE SUPERVISOR TO EXECUTE LARSON DESIGN GROUP CONTRACT

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

Resolved the Supervisor be authorized to sign the Agreement effective 1/1/2020 between the Town of Jerusalem and Larson Design Group Engineers and Architects, P.C. (dba Larson Design Group) 2020-2021 Retainer for Consulting Services.

RESOLUTION #4-20

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

RESOLVED that the following fiscal related items be made:

- 1) That mileage rates for Town officials and employees be set in accord with the Internal Revenue Service recommended rate.
- 2) That petty cash accounts be established in the following amounts for use by Departments:

Town Clerk	\$200.00
Tax Collector	\$100.00 (For months of Jan, Feb & March)
Water Collector	\$100.00
Supervisor	\$ 50.00

3) 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)	\$ 50/100/200
Type 9	Demolition	\$ 25.00
Type 11	Miscellaneous	\$ 50.00
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	
Roofing		\$ 25.00
Roofing with structural repairs		\$ 50.00
Misc.	Docks & Mooring	\$.20/sq. ft.
	Temporary Certificate of Occupancy	\$20/1 st yr. \$40/2 nd yr.

Application and Permit fees are handled through Building Permit

APPLICATION FEE SCHEDULE:

Area Variance	\$250
Use Variance	\$250
Site Plan Review	\$150
Administration Review	\$100
Special Use	\$150
Zoning Interpretation	\$100
Appeal of Decision by Building Inspector	\$100
Each Additional Variance/Property	\$100
Steep Slopes	\$150
Steep Slopes Professional Service Fee	\$500
Real Property sale septic inspection report	\$ 75
Open Development Review	\$150

Building permit/Zoning research fee: \$ 50

SEPTIC INSPECTION FEE: \$75.00

*due before inspection

STEEP SLOPES:

Application fee - \$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 #5-20

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

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

ADOPTED Ayes 5 Castner, Jones, Martin, 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 \$2,380 for 2020.

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 #6-20

APPOINTMENTS/POLICIES - RELATED TO COURTS:

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

ADOPTED Ayes 5 Castner, Jones, Martin, 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 Donna Gridley be appointed to the Planning Board for a seven-year term to expire 12/31/2026.
2. That Elaine Nesbit be appointed Clerk to the Assessing Department, Code Enforcement Officer, and Planning & Zoning Boards.
3. That Christy Woodworth be appointed Clerk to the Code Enforcement Officer.
4. That Robin Johnson be appointed Secretary to the Planning Board.
5. 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 Lynn Overgaard be appointed to the Zoning Board for a five-year term to expire 12/31/2024.
2. That Jim Bird be appointed as alternate Zoning Board member for a term of two years.
3. That Steve Schmidt be appointed as alternate Zoning Board member for a term of one year.

RESOLUTION #7-20

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

1. That Kasey Christensen 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 \$3,075 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$3,075 for accounts receivable, receiving and processing payments for the water and sewer department.
5. That regular meetings of the water and sewer department be held on the first Tuesday of each month at 1:00 PM.

RESOLUTION #8-20

APPOINTMENT OF TOWN HISTORIAN:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

RESOLVED that Ellen Chirco be appointed Town Historian.

RESOLUTION #9-20

SALARY OF TOWN ELECTED OFFICIALS:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

Supervisor	\$19,130.11
Highway Superintendent	\$59,500.00
Town Clerk-Tax Collector	\$49,302.00
Justice	\$13,800.00
Councilors	\$ 5,873.11

RESOLUTION #10-20

SALARY OF APPOINTED OFFICIALS:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

Assessor	\$55,650.00
Town Historian	\$ 450.00

RESOLUTION #11-20

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

Barry Martin	H.E.O.	\$21.78
Jamie Sisson	M.E.O.	\$20.00
Dan Wheeler	M.E.O.	\$20.00
Jeff Viele	M.E.O.	\$20.00
Jason Tietjen	M.E.O.	\$20.00
Chad McMinn	M.E.O.	\$20.00

Scott Guererri	M.E.O.	\$18.80
Jeff Jensen	Mechanic	\$21.38
	Part time Laborer	****

***-to be determined by Highway Superintendent

RESOLUTION #12-20

HOURLY RATE FOR TOWN HALL EMPLOYEES:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

Code Enforcement Officer	\$26.05
Clerk to the Assessment/Planning/Zoning Dept.	\$23.78
Bookkeeper - Jennifer McKay	\$20.73
Deputy Town Clerk - Jennifer McKay	\$20.73
Deputy Town Clerk - Linda Morris	\$13.66
Deputy Town Clerk/Tax Collector - Sandi Spencer	\$15.35
Water/Sewer Clerk - Ginny Fenton	\$16.41
Code Enforcement Officer Secretary - Christy Woodworth	\$12.60
Secretary to Assessment Board of Review	\$13.30
Court Clerk - Carol Warren	\$13.69
Planning Board Secretary-Robin Johnson	\$11.83

RESOLUTION #13-20

MILEAGE REIMBURSEMENT FOR APPOINTED BOARD MEMBERS

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

Resolved that the following mileage reimbursement be set for the following appointed Board Members:

Assessment Board of Review Members	\$350.00
Planning Board Chairman	\$599.00
Planning Board Members	\$599.00@
Zoning Board Chairman	\$599.00@
Zoning Board Members	\$599.00@
Zoning Board Alternates	\$599.00@

RESOLUTION #14-20

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart

NAYS 0

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

1. New Year's Day 01/01/20
2. Martin Luther King Day 01/20/20
3. Memorial Day 05/25/20
4. Independence Day 07/03/20*
*07/02/20 for Highway Department and Assessor due to their
10 hours/day, Monday-Thursday work week
5. Labor Day 09/07/20
6. Columbus Day 10/12/20
7. Veterans Day 11/11/20
8. Thanksgiving 11/26/20
9. Friday following Thanksgiving 11/27/20
10. Christmas 12/25/20
11. Floater (at the employee's discretion)

RESOLUTION #15-20

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

RESOLUTION #16-20

FUND BALANCE POLICY REVIEW

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

Resolved the annual review of the Town's Fund Balance Policy was conducted and the Policy accepted.

RESOLUTION #17-20

PROCUREMENT POLICY REVIEW

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

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
NAYS 0

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

RESOLUTION #18-20

AUTHORIZE ANNUAL CPR/1ST AID TRAINING

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

ADOPTED Ayes 5 Castner, Jones, Martin, 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.

2020 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

Resolved the Committee Assignments be accepted as amended.

ASSESSMENT / ASSESSOR

1. Rob Martin
2. Steve Castner
3. Vincent Fischer

BUDGET / FINANCE

1. Town Board
2. Town Clerk, Sheila McMichael
3. Town Highway Superintendent, Tony Hurd
4. KPSW Department Head, Kasey Christensen

BUILDING / GROUNDS

1. Jamie Sisson
2. Tony Hurd
3. Zac DeVoe

CODE ENFORCEMENT / CODE OFFICER

1. Steve Castner
2. Rob Martin
3. Zac DeVoe, Code Enforcement Officer

TOWN CLERK / TAX COLLECTOR

1. Steve Castner
2. Rob Martin
3. Sheila McMichael, Town Clerk

TOWN JUSTICE

1. Ray Stewart
2. Jamie Sisson
3. Town Justice Todd Whitford

TOWN HIGHWAY

1. Daryl Jones
2. Ray Stewart
3. Tony Hurd, Highway Superintendent

PLANNING / ZONING

1. Steve Castner
2. Daryl Jones
3. Elaine Nesbit, ZBA Clerk

RECREATION

1. Rob Martin
2. Jamie Sisson
3. Beverly Eggleston, Recreation Supervisor

PERSONNEL

1. Jamie Sisson, Town Supervisor
2. Ray Stewart, Town Board
3. Sheila McMichael, Town Clerk
4. Tony Hurd, Town Highway Superintendent
5. Jeffrey Graff, Town Attorney

PUBLIC RELATIONS

1. Jamie Sisson
2. Sheila McMichael
3. Tony Hurd
4. Steve Castner

KPSW SEWER/WATER

1. Jamie Sisson
2. Ray Stewart
3. Kasey Christensen

HEALTH CARE

1. Daryl Jones
2. Steve Castner

CLEAN UP DAY

1. Daryl Jones
2. Rob Martin

SUNSHINE FUND

- 1 Ray Stewart
- 2 Jamie Sisson
- 3 Jennifer McKay

Organization Meeting
January 2, 2020

WAR MEMORIAL

1. Daryl Jones
2. Ray Stewart

CEMETARY

1. Rob Martin
2. Steve Castner

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

With there being no further business, on a motion of Councilor Jones, seconded by Councilor Stewart, the meeting was adjourned at 5:32 P.M.

Sheila McMichael, Town Clerk